

**Fort McMurray Royal Canadian Army Cadet Corp #2803 Support Society**

## 2020 Community Impact Grant Analysis

**CIP Grant Summary:**

2017	2018	2019	2020 Request*	2020 Recommended by CIP	Variance Recommended vs. Requested
40,000	-	38,000	49,640	38,200	(11,440)

Fiscal Year End	Total Expenses	Unrestricted Net Assets
August 31, 2019	53,235	33,300

**Notes:**

**2803 Fort McMurray RCACC (Army Cadets)** - Meeting every Tuesday for classroom type activities, Drill practice, Marksmanship practice, volunteering, Weekend exercises, field trips, field trip to Janvier Community

\*Organization requested \$50,000, however the program shortfall and therefore maximum request is \$49,640.

Administration deemed clothing costs to be ineligible and reduced equipment costs to a more reasonable amount.

Budget Line Description	2020 Total Budget	2020 Budget Request	2020 Recommended
<b>Revenues</b>			
RMWB Community Impact Grant	49,640	49,640	38,200
Casinos/Bingos	30,000	-	-
Donation from Poppy Fund	7,500	-	-
Donation from Individuals or Business	5,000	-	-
Grant from Business Volunteer Grants	4,500	-	-
Fundraising	5,000	-	-
Department of Defense	10,000	-	-
<b>Total Revenues</b>	<b>111,640</b>	<b>49,640</b>	<b>38,200</b>
<b>Expenses</b>			
Transportation to and from camp/field exercises	15,000	10,000	10,000
Food for camp/field exercises	8,200	6,200	6,200
Rental of camp/field lodging	6,440	6,000	6,000
Clothing costs	18,000	13,000	-
Parade costs	2,500	-	-
Promotional costs	10,000	5,000	5,000
Retention trip	10,000	-	-
Year end recognition	6,000	3,500	3,500
Equipment (field/camping equipment, classroom, etc.)	30,000	15,000	5,000
Office/Admin costs	5,500	2,500	2,500
<b>Total Expenses</b>	<b>111,640</b>	<b>61,200</b>	<b>38,200</b>
<b>Total Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (11,560)</b>	<b>\$ -</b>

## 2020 Community Impact Grant - Community Programs and Projects Application for Grant Funding

The grant program under which your organization is applying has specific eligibility requirements. The Application Form should clearly show how the proposed program or project meets these requirements. The Application Form, including all required attachments, must be received by the closing date. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

In order to complete this application for funding, please read the following thoroughly:

- 2020 Community Impact Grant Guidelines
- 2020 Community Impact Grant - Community Programs & Projects Application Checklist

If you have reviewed the 2020 Community Impact Grant Guidelines and have any questions regarding this application form or eligibility, please contact [CIP@rmwb.ca](mailto:CIP@rmwb.ca).

Organization Name: <u>2803 Fort McMurray RCACE (Army Cadets)</u>	
<p><b>Declaration:</b> In making this application, we, the undersigned, confirm:</p> <ul style="list-style-type: none"> <li>• that we have read the Community Impact Grant Guidelines;</li> <li>• that we understand that this application form and all attachments shall be part of the <u>public</u> Council agenda and accessible through all methods that the Council agenda is available;</li> <li>• that we understand that this application form and all required attachments must be completed in full and received before 4:30 p.m. MT on Monday, September 23, 2019;</li> <li>• that we understand the term of the Community Impact Grant is January 1 to December 31, 2020 and that all expenditures must happen during this term; and</li> <li>• that we are authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.</li> </ul>	<p>Board Member(s) and/or Executive Director Initials:</p> <p><u>[Signature]</u> <u>[Signature]</u></p> <p><u>[Signature]</u> <u>[Signature]</u></p> <p><u>[Signature]</u> <u>[Signature]</u></p> <p><u>[Signature]</u> <u>[Signature]</u></p> <p><u>[Signature]</u> <u>[Signature]</u></p>
<p><u>[Signature]</u></p> <p>Signature of Board Member (must have signing authority)</p> <p><u>James Shannon</u></p> <p>Print Name</p>	<p><u>[Signature]</u></p> <p>Signature of Board Member or Executive Director (must have signing authority)</p> <p><u>Anthony Panko</u></p> <p>Print Name</p>
<p><u>2019-09-23</u></p> <p>Date: (YYYY-MM-DD)</p>	<p><u>2019-09-23</u></p> <p>Date: (YYYY-MM-DD)</p>

## Community Programs and Projects Part A - Organization Summary

### 1. Organization Details

<b>Organization Name:</b>	2803 Fort McMurray RCACC (Army Cadets)
<b>Street Address:</b>	PO Box 5396 Stn Main
<b>City/Hamlet:</b>	Fort McMurray
<b>Province:</b>	Alberta
<b>Postal Code:</b>	T9H 3G4
<b>Phone Number:</b>	s.17 (1)
<b>Email Address:</b>	EvelynLesko@cadets.gc.ca
<b>Act Registered Under:</b>	Societies Act (Alberta) <span style="float: right;">▼</span>
<b>Registration Number:</b>	5012505235

*Note: Organization must be in good standing to receive funding.*

### 2. Main Contact

<b>Title:</b>	Vice President
<b>Name:</b>	Anthony Punko
<b>Daytime Phone:</b>	s.17 (1)
<b>Email Address:</b>	s.17 (1)

### 3. Executive Director

<b>Name:</b>	Capt. Lynn Lesko
<b>Daytime Phone:</b>	s.17 (1)
<b>Email Address:</b>	EvelynLesko@cadets.gc.ca

### 4. Board Chair / President

<b>Name:</b>	Kirk Davis
<b>Daytime Phone:</b>	s.17 (1)
<b>Email Address:</b>	s.17 (1)

*Note: Should any of the contact details in Questions 2 to 4 change before December 31, 2020, please advise the Community Investment Program at CIP@rmwb.ca*

## Community Programs and Projects Part B - Board Questionnaire

5. How often does the Board review the financial position of the agency? What efforts have been made in the past fiscal year to increase the number and types of financial support for your organization?

The board reviews the overall financial position on a bi-annual basis, as well the board reviews the monthly income and expenses report at the monthly meetings.  
The board and volunteers look at various ways to raise funds to help support the program, as well as seek out donations from various organizations and businesses.

6. Organization's most recent Fiscal Year End date (YYYY-MM-DD): 2018-08-31

**Unrestricted** net assets from your Financial Statements ending 2018-08-31 \$ 40,000.00

(Accumulated surplus that the Board has not set aside for a particular purpose)

Total Expenses from your Financial Statements Ending 2018-08-31 \$ 53,235.00

7. Does your organization have financial reserves greater than the last fiscal year's operating expenses? If so, explain why.

8. What are the restrictions (if any) on becoming a member of your organization **and/or** participating in programs or services?

Free for all community members between the age of 12-18 so that they all have an equal opportunity to get the most out of the program that is available.

9. Minimum number of board members according to bylaws: 5

Number of board members: Currently: 7 2018: 7 2017: 5

How often does the Board of Directors meet? Monthly

**10. Please list your current Board of Directors:**

Name	Board Position	Years on Board
Kirk Davis	President	2.00
Anthony Punko	Vice President/Legion Rep	3.00
Jacinda Davis	Secretary/AB League Rep	3.00
Jamie Shannon	Treasurer	3.00
Pat McCormick	Member at large	4.00
Sam McCormick	Member at large	4.00

**11. Are any Board members being paid, or receiving an honorarium for being on the Board or for other positions in the organization outside of their role on the Board?** Yes ☐ No ☒

If yes, complete the following table:

Board member name	Paid role in the board / organization	Amount received

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 The personal information collected in this application is collected under the authority of section 33(c) of Alberta's Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to process the application and contact you if needed, during the review of this application. If you have any questions about the collection and use of the personal information you may contact the Manager, Community Investment Program, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 743-7918.  
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## Community Programs and Projects

### Part C - Proposed Program or Project Details

12. **Program or Project Name:** 2803 Fort McMurray RCACC (Army Cadets)

13. **Beginning Date (YYYY-MM-DD):** 2019-01-01

14. **Completion Date (YYYY-MM-DD):** 2019-12-31

***Note:** The term of the Community Impact Grant is January 1 - December 31, 2020. The program or project and all expenditures must occur during this term.*

15. **What activities will be part of the program or project? Please provide details:**

- a. Use headings if applying for more than one program or project;
- b. List specific activities of each program or project; and
- c. Include details such as location(s), number of sessions, length of sessions, etc.

*(additional space continues on next page)*

Weekly classroom type training on leadership, history, information on basic survival skills, teamwork, proper dress and marching, developing training plans and teaching the lessons, and confidence building.

Monthly field exercises, where we work on a lot of the above skills and development of cadets but in an actual hands on experience.

Cadets can apply and take part in summer camps, which are held in BC, Yukon, ON.

We also try to take them on a major trip every 3 years such as Europe, but also looking at other trip locations in Alberta as well as across Canada. On these trips they learn about the history and how Canada has taken part, as well as the culture of the area.

15. *(Continued from previous page)*

**16. What objective(s) of the Community Program and Projects stream does this program or project address? (Check all that apply)**

- ☒ To provide a program or project that enhances leisure, cultural, recreational opportunities and/or
- ☒ To support the design and delivery of preventive social service programs that promote and enhance the well-being of individuals, families and communities;
- ☐ To promote programs or projects that address, as directly as possible, any one of the 94 Calls to Action in the Truth and Reconciliation Commission report;
- ☐ To promote and support community capacity and economic growth;
- ☐ To facilitate and promote investment in local projects by residents;
- ☐ To enrich the cultural landscape of the Municipality; and/or
- ☐ To create/maintain a program for recruiting, training and using volunteers.

**17. Describe, in detail, how the program or project will meet and address each objective selected above. (additional space continues on next page)**

*If the Calls to Action objective is selected, please identify the Call to Action and include the following:*

- a. How the Call to Action will be addressed by the activities of the program project;*
- b. How the activities promote healing, language and/or cultural restoration; and*
- c. How the Indigenous community is involved in the planning, execution, participation or follow up to the program or project.*

The #2803 Fort McMurray Royal Canadian Army Cadet program commits to attain the vision of the cadet program by living and developing in cadets the shared Canadian and military values of: Loyalty, the expression of our collective dedication to the ideas of the cadet movement to all its members; Professionalism, the accomplishments of all the tasks with pride and diligence; Mutual respect, the treatment of others with dignity and equality; and integrity, the courage and commitment to exemplify trust, sincerity and honesty. The officers and civilian instructors of #2803 Fort McMurray Royal Canadian Army Cadets facilitate this through a combination of structured curricula and community service that includes classroom instruction, field training exercises, regional cadet programs, volunteering in community events such as Canada Day, Remembrance Day, Santa Parade, events at the Royal Canadian Legion Branch, international learning opportunities with youth education such as EF Tours, and helping with fund raising activities to support the program.

Some examples of activities: Meeting every Tuesday evening for classroom type learning and activities, Drill practice on Monday evenings, Marksmanship practice Monday evenings, CO parade once per month on Tuesday evening, volunteering at various times, Weekend exercises at Engstrom Lake, field trips to RCMP Timberlea detachment, field trip to Janvier Community to meet with their cadet program, etc.

17. (Continued from previous page)

18. How many participants are expected to benefit from the program or project? Please identify them in the table below.

Ages 0 - 3:		Adults:	6
Ages 3 - 5:		Seniors:	
Ages 5 - 12:		Families:	
Ages 12 - 18:	34		

19. What is the community need that the program or project will address?

To help bring up positive, respectable and honest role models who will benefit the community.

20. How was the need determined?

Community concerns and needs for programs to help youth in our community and give them something to do and be proud of as well as to help them be better people in the future.

**21. How will the program or project address this need?**

Training programs/courses, team building, physical activities, leadership, and practice using the skills learned. Have positive role models come talk to the youth. Get the youth involved in the community.

**22. What will be the positive impacts to the community?**

To help develop young adults who will have positive attitudes, will be respectful, skills which will benefit themselves and well as community members, will be role models to other youth in the community.

Part of the CPP Stream is funded through a partnership with the Government of Alberta to provide support for the design and delivery of preventative social services programs that promote and enhance the wellbeing of individuals, families and communities.

To determine if the program, project or service meets the Family and Community Support Services (FCSS) program outcomes of Prevention, Local Autonomy, Volunteerism, Accountability, and Community Development, please answer the following:

**23. Is the program, project or service preventative in nature? Does it enhance the social well-being of families and individuals? Does it have preventative social outcomes?**

**If yes, please explain. If no, leave blank.**

**24. Does the program, project or service:**

- Help people develop independence, strengthen coping skills and become more resistant to crisis?  
Yes ☒ No ☐
- Help people develop an awareness of social needs?  
Yes ☒ No ☐
- Help develop interpersonal and group skills which enhance constructive relationships among people?  
Yes ☒ No ☐
- Help people and communities to assume responsibility for decisions and actions which affect them?  
Yes ☒ No ☐
- Provide supports that help sustain people as active members of the community?  
Yes ☒ No ☐

**25. Is the program, project or service:**

- Primarily a recreation, leisure, entertainment or sporting activity or event?  
Yes ☐ No ☒
- Offering direct assistance, including money, food, clothing or shelter, to sustain an individual or family?  
Yes ☐ No ☒
- Primarily rehabilitative, therapeutic or crisis management?  
Yes ☐ No ☒
- A duplication of services provided by any level of government?  
Yes ☐ No ☐
- A capital expenditure such as the purchase, construction or renovation of a building or facility?  
Yes ☐ No ☒

**26. What does/will a successful program or project look like?**

One where the youth can learn in a safe, fun and caring environment, where everyone is treated with respect and fairly, where there is an expectation to be open and honest.

**27. How will the program or project's success be measured (e.g., surveys, evaluation, longitudinal studies)?**

We measure the program in the attendance of the youth, how engaged they are, evaluations of the individuals and groups, as well as surveys.

**28. Does the program or project duplicate or overlap with other programs or projects offered in the community? How is this organization's program or project unique?**

It is open to all youth, free of charge, but cadets are encourage and expected to help fund raise and contribute to the community.

**29. How will the program or project be promoted/advertised?**

*(Successful programs or projects shall state "Funding considerations provided by the Regional Municipality of Wood Buffalo" on all print and digital advertisements and shall not use the Municipal logo.*

Word of mouth from other cadets, bill board advertising, pamphlets handed out, and activities in the community (ie: poppy campaign, Canada day and Christmas parades, etc.), Facebook page, and other media ads.

**30. The Community Programs and Projects stream is intended to promote an allied social profit sector within the Municipality. What other community groups or organization will be involved in the program or project?**

- a. List each community group or organization; and
- b. Define each community group or organization's role.

**31. The Community Programs and Projects stream is intended to promote public/volunteer participation in the planning, delivering and governing of community programs and projects. How will volunteers be involved in the proposed program or project?**

All the board members and some instructors volunteer their time towards the program as well as helping to fund raise. The board members seek out different funding resources, apply for grants or donations, help organize fund raising activities, volunteer their time with the fund raising activities. Some members help with the weekly instructions or staff duties, some help with the monthly field training, or plan various events for the cadets. Staff members help instruct, look after the supplies (clothing, parade items, camp gear, cleaning of gear, etc.). Cadets are encourage and expected to volunteer their time to help fund the program as well as give back to the community.

We even have cadets who have aged out of the program (turned 18), have stayed and volunteered their time to help with the program in various ways.

- 32. The CPP stream requires at least one other source of funding (e.g., monetary donations or grants, sponsorships, significant in-kind contributions, etc.) aside from the Community Impact Grant. Describe any other funding initiatives the organization has taken or is planning to implement to support this requirement.**

The Royal Canadian Legion Branch 165 supplies a venue to hold weekly meeting and training. Funding comes from Syncrude and Suncor through thier volunteer grants, some comes from a poppy funding, and as well as from AGLC through casino events. Funds are also raised by various fund raising events held in the community, as well as from donations from community members and businesses.

- 33. Outline any expected in-kind contributions for this program or project:**

### Program or Project Budget

- 34. a)** Please be advised that although your organization's fiscal year may not run January - December, that is the funding period of the Community Impact Grant. The following content must only relate to the period of January 1 - December 31, 2020.
- b)** Please include all anticipated sources of revenue for the program or project and whether or not it is in progress (applied for but not yet confirmed) or secured (confirmed).
- c)** Please list all sources of funding separately and name the sources in the space provided.
- d)** Do not include this grant application as a source of revenue.

Source of Projected Income	Revenue Jan - Dec 2020	Revenue Status	
		In Progress	Secured
Project/Program Income (Ticket sales, admission, etc.)		<input type="checkbox"/>	<input type="checkbox"/>
Government of Alberta Grant		<input type="checkbox"/>	<input type="checkbox"/>
Government of Canada Grant		<input type="checkbox"/>	<input type="checkbox"/>
Casinos/Bingos	30,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Donation from: Poppy Fund	7,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Donation from: Individuals or business	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Donation from:		<input type="checkbox"/>	<input type="checkbox"/>
Grant from: Business volunteer grants	4,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grant from:		<input type="checkbox"/>	<input type="checkbox"/>
Grant from:		<input type="checkbox"/>	<input type="checkbox"/>
Sponsorship from:		<input type="checkbox"/>	<input type="checkbox"/>
Sponsorship from:		<input type="checkbox"/>	<input type="checkbox"/>
Sponsorship from:		<input type="checkbox"/>	<input type="checkbox"/>
Other: Fund raising	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other: Department of Defense	10,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
<b>Total (A)</b>	<b>\$ 62,000.00</b>		



**36. Provide any additional information that may assist in developing a better understanding of the organization or its services/programs during the grant review:**

The #2803 RCACC program develops in youth an increased level of self-confidence, self-esteem, and self-awareness. The program motivates the youth to work harder and improve their academic studies and to impact on Canadian Society as a whole. Through opportunities to participate in various leadership roles, the program develops well-rounded, community-minded, experienced young people who are ready to assume their places as tomorrow ' s leaders and decision makers.

The mission of the #2803 RCACC program is to contribute to the development and preparation of youth for the transition to adulthood, enabling them to meet the challenges of modern society through dynamic, community-bases programs. The vision of the RCAC program is a relevant, credible and proactive youth development organization, offering the program of choice for Canada ' s youth and preparing them to become the leaders of tomorrow and community minded, responsible minded individuals through a set of challenging, well-organized and safe activities/lessons.

**37. Attachments**

The following **MUST** accompany this application.

**Failure to submit the following will result in this application being deemed incomplete.**

- ☒ Financial Statements of **most recent** fiscal year end (Year end date must fall between July 1, 2018 and June 30, 2019)

The following is **OPTIONAL** to this application.

- ☐ Project Logic Model (if available)

**Completed and Signed Applications are to be submitted:**

**Preference is By Email:** CIP@rmwb.ca

**OR**

**In Person or By Mail:**

Community Investment Program  
Community Services  
Regional Municipality of Wood Buffalo  
9909 Franklin Avenue  
Fort McMurray, AB T9H 2K4

**LATE or INCOMPLETE applications will not be processed  
(Community Investment Program Policy FIN-220, Section 3.1.5)**

Fort McMurray Royal Canadian Army Cadet Corp #2803  
Support Society  
Financial Statement  
July 1st 2017 to August 31st, 2018

Assets

Equipment's	Need updated list	
Casino Account	\$	3,501.54
Operating Account	\$	<u>37,417.36</u>
Total Assets		\$ 40,918.90

Liabilities Operations account

Uncashed Cheques.		
Casino Account Transfer	\$	3,000.00
Legion door replacement	\$	590.01
Crime Stoppers Advertisement	\$	367.50
1/2 Legion Bottles (\$320.15)	\$	<u>160.08</u>

Total Liabilities	\$ 4,117.59
Total Equity	\$ 36,801.31
Total Assets	\$ 40,918.90

This Financial Statement has been reviewed and approved by:

Name: <u>Kirk Davis</u>	Name: <u>Anthony Funko</u>
Position: <u>President</u>	Position: <u>Vice President</u>
Date: <u>Oct. 18/18</u>	Date: <u>November 15, 2018</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>

**Fort McMurray Royal Canadian Army Cadet Corp #2803**

**Support Society**

**Income Statement**

**July 1st 2017 to August 31st, 2018**

**Income**

Donations/Fundraising	\$ 12,846.34	
Interest revenue	\$ 21.23	
RMWB Awards	\$ 1,250.00	
RMWB Grant	\$ 40,000.00	
AGLC Casino	\$ 3,000.00	
<b>Total Income</b>		<b>\$ 57,117.57</b>

**Expenses**

ACR/Christmas	\$ 7,249.73	
Advertisement	\$ 6,240.79	
Banking fees	\$ 65.31	
Bussing	\$ 7,371.00	
Canada post	\$ 233.10	
Canteen	\$ 208.62	
Clothing	\$ 4,639.29	
Consumables	\$ 2,462.71	
C.O's Parade	\$ 328.29	
Drycleaning	\$ 1,351.47	
Equipment	\$ 2,809.77	
Facility Rental	\$ 5,193.48	
Field	\$ 58.21	
Food	\$ 4,248.60	
Fort MC Tax & Accounting	\$ 1,145.86	
Fundraising	\$ 329.89	
Gas	\$ 1,296.96	
Gift	\$ 188.20	
Legion 1/2 Bottle money	\$ 1,699.15	
Miscellaneous	\$ 1,315.22	
Storage	\$ 4,246.20	
Telephone (Shaw)	\$ 552.85	
<b>Total Expenses</b>		<b>\$ 53,234.70</b>

**Total Income less Total Expenses**

**Overall Net Total** \$ 3,882.87

This Income Statement has been reviewed and approved by:

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Name: Anthony Punko  
 Position: Vice President  
 Date: November 15 2018  
 Signature: [Signature]