

**Habitat for Humanity Wood Buffalo Society**

## 2020 Community Impact Grant Analysis

**CIP Grant Summary:**

				<b>2020 Recommended by CIP</b>	<b>Variance Recommended vs. Requested</b>
2017	2018	2019	<b>2020 Request</b>		
-	-	-	<b>95,000</b>	-	<b>(95,000)</b>

<b>Fiscal Year End</b>	<b>Total Expenses</b>	<b>Unrestricted Net Assets</b>
December 31, 2018	423,040	50,147

**Notes:**

**Volunteer Program** - Volunteer coordinator position that supports operations, training volunteers, volunteer support, planning/scheduling volunteer database management

Organization does not conform with the Community Impact Grant Guidelines as operating expenses do not directly relate to a Community Program or Project; therefore are not eligible.

<b>Budget Line Description</b>	<b>2020 Total Budget</b>	<b>2020 Budget Request</b>	<b>2020 Recommended</b>
<b>Revenues</b>			
RMWB Community Impact Grant	95,000	95,000	-
Project/Program Income	4,500	-	-
Grant from Red Cross	8,000	-	-
Grant from Rotary Foundation	2,500	-	-
PPE	5,000	-	-
<b>Total Revenues</b>	<b>115,000</b>	<b>95,000</b>	<b>-</b>
<b>Expenses</b>			
Wages/Benefits	70,000	70,000	-
Rent/Utilities/IT/Database	10,000	10,000	-
Food	7,000	5,000	-
Travel	2,000	2,000	-
Swag	8,000	5,000	-
PPE	5,000	1,000	-
Booth Fees	1,000	5,000	-
Orientation Materials	2,000	2,000	-
Volunteer Appreciation	7,000	-	-
Marketing	3,000	-	-
<b>Total Expenses</b>	<b>115,000</b>	<b>100,000</b>	<b>-</b>
<b>Total Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ (5,000)</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.

Organization Name: <u>Habitat for Humanity Wood Buffalo</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>CLW</u></p> <p><u>[Signature]</u> <u>CLW</u></p> <p><u>[Signature]</u> <u>CLW</u></p> <p><u>[Signature]</u> <u>CLW</u></p> <p><u>[Signature]</u> <u>CLW</u></p>
<p><u>[Signature]</u> Signature of Board Member (must have signing authority)</p> <p><u>Joanne Angel-Andrusiv</u> Print Name</p> <p><u>2019-09-21</u> Date: (YYYY-MM-DD)</p>	<p><u>[Signature]</u> Signature of Board Member or Executive Director (must have signing authority)</p> <p><u>Crystal Lewis-Wilton</u> Print Name</p> <p><u>2019-09-21</u> Date: (YYYY-MM-DD)</p>

## Community Programs and Projects Part A - Organization Summary

### 1. Organization Details

<b>Organization Name:</b>	Habitat for Humanity Wood Buffalo
<b>Street Address:</b>	#9, 266 MacKay Crescent
<b>City/Hamlet:</b>	Fort McMurray
<b>Province:</b>	Alberta
<b>Postal Code:</b>	T9H 5C6
<b>Phone Number:</b>	780-804-1311
<b>Email Address:</b>	s.17 (1)
<b>Act Registered Under:</b>	Societies Act (Alberta)
<b>Registration Number:</b>	508112117

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

### 2. Main Contact

<b>Title:</b>	Executive Director
<b>Name:</b>	Crystal Lewis-Wilton
<b>Daytime Phone:</b>	7808041311
<b>Email Address:</b>	crystal@habitatwoodbuffalo.ca

### 3. Executive Director

<b>Name:</b>	Crystal Lewis-Wilton
<b>Daytime Phone:</b>	s.17 (1)
<b>Email Address:</b>	crystal@habitatwoodbuffalo.ca

### 4. Board Chair / President

<b>Name:</b>	Joanne Angel-Andrusiv
<b>Daytime Phone:</b>	s.17 (1)
<b>Email Address:</b>	joanne@habitatwoodbuffalo.ca

*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 financial position of the organization at the monthly board meeting and during the Annual General Meeting, held in May/June each year.

In the past fiscal year (2019), HFH Wood Buffalo:

\* has intensified our focus on social enterprise as a means of sustainable funding (ReStore, training space rentals). We have a grant application in to hire a consultant to complete market analysis and the business plan for a ReStore (a store that accepts donated building materials/household items and resells to general public to generate revenue). Also exploring ability to rent out new training space to other organizations for small fee.

\* increased team participation in our Playhouse Event, held regular raffles and Pop-Up Stores

6. Organization's most recent Fiscal Year End date (YYYY-MM-DD): 2018-12-31

**Unrestricted** net assets from your Financial Statements ending 2018-12-31 \$ 31,250.79

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

Total Expenses from your Financial Statements Ending 2018-12-31 \$ 423,040.27

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

No.

NOTE: The Fund for Humanity may only be used for construction-related costs associated with Affordable Homeownership projects.

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

There are no restrictions to becoming a volunteer with Habitat for Humanity Wood Buffalo. Some positions require a clean criminal record check while others require that the volunteer be 18 years of age or older (eg. build site). Event support and other opportunities are open to all.

Participants in our Affordable Homeownership Program must be 1st-time homebuyers with income below low-income threshold and the ability to make payments on a mortgage  
Participants in our Wildfire Recovery Program must have lost their home in the wildfire, been uninsured/underinsured and meet other program qualifications

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

Number of board members: Currently: 6 2018: 8 2017: 9

How often does the Board of Directors meet? Once a month (+ additional days for board reviews)

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

Name	Board Position	Years on Board
Joanne Angel	Chair	5.25
Sheila Lalonde	Vice Chair	1.25
CJ Chijoke	Treasurer	1.10
Carol Christian	Member	2.10
Nicola Cooper	Member	0.40
David Crosby	Member	0.25

**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
n/a		
n/a		
n/a		

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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:** Habitat for Humanity Wood Buffalo Volunteer Program

13. **Beginning Date (YYYY-MM-DD):** 2020-01-01

14. **Completion Date (YYYY-MM-DD):** 2020-12-31

***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)*

Founded in 1998, Habitat for Humanity Wood Buffalo (HFHWB) is a non-profit organization working towards a world where everyone has a safe and decent place to live. The mission is to mobilize volunteers and community partners to build affordable housing and promote homeownership as a means to break the cycle of poverty. Volunteers are critical to the success of HFHWB. Volunteers provide the operational support needed to carry out many of the activities of HFHWB:

- \* they serve on our Board of Directors, providing governance, strategic direction, risk management and oversight for all affiliate activities
- \* they serve on committees, providing operational support to the staff and Board. HFH Wood Buffalo has a limited number of staff (3), so committees assist with the planning, organization and implementation of all HFH programs, services and activities.
- \* they serve on our build sites, providing the labour necessary to construct HFHWB homes
- \* they provide event support, administrative support and support to other volunteers (training, orientations, supervision, etc)

The RMWB grant would provide support to the HFHWB Volunteer Program by providing the funding to:

- \* renew the Volunteer Coordinator contract for an additional year, covering the wage (salary, deductions and benefits) and office (rent, utilities, office supplies, IT, etc) costs associated with the position between Jan 1 and Dec 31, 2020
- \* provide training and professional development opportunities for the Volunteer Coordinator (eg participation in volunteer manager courses through FuseSocial, registration fees and travel to HFH Canada volunteer manager training & conferences)
- \* cover costs related to training & orientation for volunteers (eg. printed materials for safety orientations)
- \* cover costs associated with recruitment & retention of volunteers (eg. booth costs for community engagement/recruitment, volunteer appreciation/recruitment events such as pancake breakfasts, swag, marketing and advertising)
- \* volunteer support (eg. coffee/snacks/lunch for build site volunteers (coffee/snacks for partial days, lunch for full days), PPE, etc)
- \* cover costs associated with planning/scheduling volunteers & database management (eg. online volunteer sign-up program subscription, database software, etc)

15. (Continued from previous page)

The Volunteer Coordinator will manage all aspects of the volunteer program from recruitment and training to retention and appreciation. A positive, meaningful experience is required to maintain volunteers, and this position will help to ensure that HFHWP has all of the pieces in place on a consistent basis to provide that positive volunteering experience. A job description has been attached as an Appendix with this application.

Volunteer Needs in 2020:

HFHWP is currently working to finish off the remaining Wildfire Recovery Rebuild projects. We anticipate the last of the projects to be complete by the spring of 2020. Volunteers are needed on the build site to assist with first aid coverage, volunteer registration, safety orientations and labour for construction activities.

HFHWP is in the planning and preparation stage for our next Affordable Homeownership program projects: 1) Duplex project at 155/157 Aldergrove Avenue and 101/105 Shalestone Way. Work will start on Aldergrove in 2019 and on Shalestone in 2020. Volunteers are needed on the build site to assist with first aid coverage, volunteer registration, safety orientations and labour for construction activities.

HFHWP also hosts events and activities throughout the year that raise funds, recruit volunteers and raise the profile of the organization. In 2020, we are planning for our: 1) 4th Annual Playhouse Build-Off & Auction Event, 2) a volunteer appreciation event, 3) recruitment pancake brunches/BBQ (3 in the year) 4) at least 2 community booths per month (trade show participation, free booths at local businesses and paid/free booths at community events) and 5) a fall fundraising event (still in the planning stages). Volunteers are needed to set-up/take-down, help with the events themselves and man the community booths (share info, sell raffle tickets, etc).

Volunteers also sit on our Board of Directors and operational committees. In 2020, our goal is to have 9-10 active members on our Board of Directors and all operational committees operating at full capacity. We have 7 active operational committees: Family Selection & Nurture, Construction, Fund Development, Events, Public Relations, Restore, Volunteer. Volunteers on the operational committee assist with the planning, organizing and implementation of all HFH activities, events, programs and projects. Board Members set the strategic direction, provide governance to the affiliate, ensure risks are effectively managed and mitigated and ensure the organization is compliant with all fiduciary, legal and legislative requirements.

Funding through the RMWB for the HFHWP Volunteer Program would ensure that we have a coordinator in place to properly implement, manage and oversee the Volunteer Program. It would also ensure that we are able to properly support our volunteers as they help us to carry out our mission and mandate to provide affordable homeownership opportunities for the RMWB. It would also provide us with the means to properly train/orient, schedule, keep track of and appreciate our volunteers.

**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 RMWB CIP would serve to support HFHWP in maintaining a program for recruiting, training and using volunteers.

There are many people in the community of Wood Buffalo that are looking to give back in a meaningful way. Community members want to know that their time is appreciated and considered valuable. The HFHWP Volunteer program provides a way for community members to give of their time in a tangible way, while building skills and supporting their community. HFHWP welcome skilled and unskilled volunteers. The volunteers learn new construction skills and gain confidence working with tools. Oftentimes, they apply these new skills to maintenance and improvement projects around their own homes. Volunteers feel a sense of accomplishment and pride in seeing the fruits of their volunteer time- they feel a stronger connection to our community.

Since the inception of the paid Volunteer Coordinator position, we have been able to provide a better experience for current & potential volunteers. Our response times are faster to volunteer inquiries, we are better able to support group/team builds, we are out in the community more as we have been able to increase the number of community booths, and we are better able to manage, schedule, orient/train and support volunteers. Regular maintenance of our volunteer database is allowing us to better target volunteers within the list to match them within their area of interest. We have increased our outreach to local businesses and community groups to increase the number of group/team build days as well. Overall, with one point of contact for our volunteers, we are able to provide a better experience which increases the number of people engaged not only with HFHWP, but with our community as well.

Volunteers are critical to all that we do at HFHWP- without them, we could not carry out our affordable homeownership program and other HFHWP events and initiatives. All volunteers need to be recruited, tracked, trained (safety and orientation) and supervised while performing their volunteer task.



**17. (Continued from previous page)**

The Volunteer Coordinator ensures that relationships with volunteers are cultivated by keeping volunteers safe, informed, trained and appreciated. This person will also ensure that a database for volunteers is maintained, to ensure we have accurate records and information for our volunteers.

The Red Cross grant provided funding for one year for the Volunteer Coordinator position and some program costs. We are seeking the CIP grant to cover the second year of funding for the program & position. With the Volunteer Coordinator in place and support secured for the Volunteer Program through 2020, HFHWB will be better able to focus attention and funding in 2020 to carrying out our mission & mandate (providing affordable homeownership opportunities to RMWB residents) and getting our social enterprise, the ReStore, off the ground to set us on the path to self-sustaining operational funding for our affiliate.

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

Ages 0 - 3:	0	Adults:	100
Ages 3 - 5:	0	Seniors:	15
Ages 5 - 12:	5	Families:	12
Ages 12 - 18:	25		

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

Volunteer Program addresses:

- \* need for affordable homeownership in the RMWB- volunteers provide the labour required to plan, organized and carry out affordable homeownership build projects in the region
- \* need for community members to get engaged in their community- we provide a means for community members to give back to the community in a meaningful way. Their involvement is tangible- they can see what their volunteer time did in our community. Giving back in a meaningful way contributes to an increased level of community engagement and a higher level of satisfaction with one's community
- \* need to provide skills transferable to the workplace- HFHWB volunteers learn construction, event planning, supervisory skills (among many other skills) that are transferable to the work place. They learn to work as a team to accomplish a goal, to follow instructions, etc. which are also valuable workplace skill sets. We nurture employability.

**20. How was the need determined?**

Need for affordable homeownership- reviewed RMWB reports on homelessness, and community well-being survey reports. RMWB still has a portion of the population that struggles to make ends meet and to afford a decent place to live.

Need for community engagement- reviewed RMWB reports seeking to increase number of residents vs FIFO population. Recruitment strategies suggest that when people feel engaged and connected, they want to live, stay and play in their community.

Need for employability skills- HFHWB builds construction skills, soft skills and confidence that improve the employability of our volunteers. We have worked with the YMCA Bridging the Gap & Careers Young Women in Trades & Technology which support the idea that these skills and increased confidence increase employability

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

Through our Affordable Homeownership Program, HFHWB builds homes through donations of build materials, volunteer hours and community partnerships. These homes are sold to partner families through an affordable mortgage (no down payment, no interest, payments are income-based). Approximately 3000 on-site volunteer hours are required per home built. An additional 250 volunteer hrs go into planning, organizing and preparing for each home. Events and other activities through the year require at least 1000 additional volunteer hours over the course of a year.

The Volunteer Program supports the need for Affordable homeownership by recruiting, training, orienting, scheduling, retaining, appreciating and otherwise managing the volunteers needed to carry out our Affordable Homeownership Program. Through the Volunteer Program, we build relationships with other community organizations, businesses and educational institutions in town to build our volunteer base and provide opportunities to the community to practice skills they are learning elsewhere and develop new ones on our build sites or helping out with other Habitat activities.

The Volunteer Program ensures that we maintaining accurate records of volunteer training and certifications to better connect volunteers with the appropriate opportunities and to ensure they have a safe, enjoyable experience. It also allows us to document the work they have done with us so we can provide letters of reference, etc. for future employment, scholarships, etc.

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

Caught in punishing cycles of unpredictable rent increases, overcrowded conditions, or lack of access to affordable financing, many families live with a constant burden of uncertainty, stress and fear. We partner with working, low-income families to help them build strength, stability and independence through affordable homeownership. Habitat homeownership provides families with more than just equity – it instills them with a renewed sense of pride and responsibility. The impact is immediate and the effects are lasting. Through reduced reliance on social housing and food banks, better education and employment outcomes, and improved health, every Habitat home built helps create \$175,000 worth of benefits for the local community.

A full-time Volunteer Coordinator is needed to secure the numbers of volunteers required to carry out build-site activities and behind-the-scenes support activities. Growth of our volunteer base and program ensures long-term sustainability for our organization- as our capacity increases, HFHWB has the ability to grow their Affordable Homeownership Program and develop/support other initiatives that will provide economic stability and sustainability for HFHWB (eg. annual events, Restore, etc) and our community.

The Volunteer Program provides opportunities for community members to learn new skills or practice "old" skills while giving back to their community. These skills are then used for home improvements at their own home, at their place of employment or helping out another community organization. Engaged volunteers feel pride, confidence in their abilities and a stronger sense of 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.**

The Habitat for Humanity Affordable Homeownership Program enhances the wellbeing of individuals, families and communities. Research has shown that Habitat homeowners are happier, healthier and more financially stable, which can allow them to return to school, learn a new trade or upgrade their job skills. Meanwhile, their children are more confident and do better in school (CMHC Family Impact Report Highlight 2013, Boston Consulting Group 2015 SROI Report).

Individuals also build both practical and soft skills that enhance their well being. The sense of pride and accomplishment that comes with meaningfully contributing to our community also enhances well-being.

**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?**

- 1) Increased volunteer capacity and engagement of HFHWB in the RMWB:
  - \* higher number of individuals registered with HFHWB
  - \* increase in the number of individuals volunteering for Habitat activities
  - \* increase in the variety of volunteers volunteering for Habitat activities (different volunteers helping out- not the same volunteers all the time)
  - \* increased community awareness of the affiliate
- 2) Increase in group/team volunteer engagement:
  - \* higher number of group/team volunteer days
  - \* increase in the number of businesses/organizations seeking group/team days
  - \* better engagement with community groups
- 3) Increased Sustainability of the HFHWB Operational Team
  - \* better retention of operational committee & Board members
  - \* each committee is operating at "full" capacity throughout the year
  - \* engaged committee members
  - \* all committee Chair/Co-Chair roles are filled by non-Board members (nor by the Executive Director)
  - \* Committees populated with specialists from within that area (eg. Events Committee with an events planner, Volunteer Committee with an HR person, etc)
- 4) Sustained Volunteer/Community Learning Opportunities
  - \* in 2019, we are looking to launch "tool orientations," which will provide community members the opportunity to learn how to properly operate tools before volunteering with us
  - \* in 2020, we are looking to maintain and grow the number of sessions held
  - \* increase the number of "Expert-On-Site" Build days, where "experts" from local businesses join us on site to provide demos, tips & tricks related to that days build activity (flooring, painting, mudding, drywall install, etc)

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

Progress will be tracked through reporting at team meetings, metrics, etc.  
 HFHWB will review and analyze the metrics associated with each of the areas outlined under #26 above (# of volunteers, # of volunteers signed up at recruitment events, variety in volunteers, # of team/group build days, number and attendance at safety orientations, tool orientations, etc.)  
 A volunteer survey will be developed and distributed once through the year to capture data about the HFHWB "volunteer" experience and ways it can be improved.

**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?**

Our program does not duplicate or overlap. While Wood Buffalo Housing & Development has an affordable homeownership component, it is more of a second mortgage program.  
 HFHWB holds the full mortgage with partner families. Our homes are built through volunteer and partner family labour, which is unique. We provide the ability for community members to learn/practice skills in a practical way while giving back to their 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.*

Volunteer events and opportunities will be promotion will be in local newsprints, social media, website, radio and during volunteer recruitment activities.

Volunteer recruitment materials (eg. "Get Involved" flyers), online volunteer sign up pages, etc., will be updated to included the above messaging regarding RMWB funding)



**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.

The Volunteer Coordinator will actively work with businesses and other organizations to identify opportunities for volunteer involvement:

- The Coordinator will work with businesses that have expressed an interest in Team or Group build days (build site or event) to plan and coordinate their day (confirm date & activities, gather all required documentation, arrange for group safety orientation, arrange for snacks/lunch/beverages, work with Construction team to ensure adequate PPE, tools, materials are on site for the size of the group & communicate regularly with the team/group).
- The Coordinator will work with community organizations and programs like YMCA "Bridging the Gap" and Careers Next Generation Young Women in Trades & Technology (YWITT) to provide trades familiarization days
- The Coordinator will support relationship building with local colleges and trades programs to provide volunteer support on build sites, and skill-building/practical opportunities for students (build site, committee, event and Board opportunities to build skills)
- The Coordinator will support relationship building with local trades to provide community skill building through "Expert for a Day" programming (on-site workshops with subject experts to teach volunteers specific skills while completing build-specific tasks)
- The Coordinator will work with other agencies, such as FuseSocial, to recruit & train volunteers (WBVolunteers website for recruitment, FuseSocial professional development/training sessions)

**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?**

Volunteer are utilized in the construction of our affordable homes, as well as in the organizing, planning and execution of programs and events.

Volunteers interested in committee work are connected with the appropriate committee lead (Chairs/co-Chairs). The committee lead would familiarize the interested person with the activities of the committee and get them orientated to/started on the committee.

Event volunteers are connected with the Event Lead. The Event Lead gives direction to the volunteer through the course of the event. The Volunteer Coordinator recruits and orients event volunteers. The event lead is usually a member of the Event Committee ( a volunteer).

Build site volunteers are connected to the online volunteer sign-up platform. The Volunteer Coordinator will ensure that build site volunteers have completed the safety orientation, etc. The Build Site Supervisor will manage the volunteer while they're on the build site. The volunteer would participate in all required safety and task-specific training. They would then complete the tasks outlined for the day, under supervision of the Site Supervisor. Sometimes the role of the Site Supervisor or onsite First Aid person is carried out by volunteers as well.

**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 Red Cross funding for the HFHWB Volunteer Program and full-time Volunteer Coordinator position will extend into the end of January of 2020. We are seeking funding for the remaining 11 months of the program.

As well, a grant from the Rotary Foundation will cover the lunches provided for Wildfire Recovery Program Rebuild projects. These will be finished up in the first quarter of 2020. We are only seeking support from the RMWB for the Affordable Homeownership program projects.

PPE donations have been secured to help cover the PPE needed to support build site volunteers.

HFHWB holds raffles help to support the costs associated with community information booths as well.

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

PPE & tools for volunteer use (have been provided by Stanley Black & Decker, ADRA)

"Experts" for "Expert-for-a-Day" will be provided as a GIK donation.

### 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.)	4,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Government of Alberta Grant	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Government of Canada Grant	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Casinos/Bingos	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Donation from:		<input type="checkbox"/>	<input type="checkbox"/>
Donation from:		<input type="checkbox"/>	<input type="checkbox"/>
Donation from:		<input type="checkbox"/>	<input type="checkbox"/>
Grant from: Red Cross	8,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grant from: Rotary Foundation	2,500.00	<input type="checkbox"/>	<input checked="" 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: PPE	5,000.00	<input type="checkbox"/>	<input checked="" 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"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>
<b>Total (A)</b>		\$ 20,000.00	



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

### 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)**



# Habitat for Humanity Wood Buffalo

## BALANCE SHEET

As of December 31, 2018

	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
Cash and Cash Equivalent	
10500 Petty cash	56.00
10520 Gift Cards	178.30
10550 Servus Bank Account	0.00
10551 Bank - operating funds	12,259.66
10552 Bank - restricted funds	0.00
10553 Bank - homeowner deposits	0.00
10554 Bank - common shares	659.13
<b>Total 10550 Servus Bank Account</b>	<b>12,918.79</b>
10600 ATB - General Account	236,110.23
10610 ATB - Fund for Humanity	130,602.68
12000 Undeposited Funds	1,790.00
<b>Total Cash and Cash Equivalent</b>	<b>\$381,656.00</b>
Accounts Receivable (A/R)	
12100 Accounts receivable	2,709.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$2,709.00</b>
12300 Current Portion HO Mortgage Rec	
12301 Cur Por HO Mtg Rec - 366 Plamon	0.00
12303 Cur Por HO Mtg Rec - 116 Greenbrier	0.00
<b>Total 12300 Current Portion HO Mortgage Rec</b>	<b>0.00</b>
12500 Pre-paid expenses	340.00
12700 Inventory	0.00
12710 Inventory - building materials	10,000.00
12720 Inventory for Resale	14,698.28
12730 Inventory- Office	146.98
<b>Total 12700 Inventory</b>	<b>24,845.26</b>
12800 Work In progress (WIP)	
12802 WIP - 7312 Cliff	0.00
12803 WIP - 7415 Railway	0.00
12804 WIP - 116 Greenbriar Bay	0.00
12899 WIP inventory writedown	0.00
<b>Total 12800 Work In progress (WIP)</b>	<b>0.00</b>
Inventory Asset	0.00
Other Donations	340.00
<b>Total Current Assets</b>	<b>\$409,890.26</b>
<b>Non-current Assets</b>	
15100 Homeowners Mortgage Receivable	
15101 HO Mtg Rec - 366 Plamondon	205,024.77
15103 HO Mtg Rec - 116 Greenbrier	273,296.94
15104 HO Mtg Rec - Silent - 116 Greenbrier	48,000.00
15105 Homeowners Mortgage- Unamortized Mortgage Discount	-366,286.06
15106 HO Mtg Rec - Silent - 7415 Railway	158,789.00
15107 HO Mtg Rec - 7415 Railway	344,627.53
<b>Total 15100 Homeowners Mortgage Receivable</b>	<b>663,452.18</b>

	TOTAL
15200 HO Mortgage Rec - Forgivable	
15201 HO Mtg Rec - Forgivable - 366 P	135,500.00
<b>Total 15200 HO Mortgage Rec - Forgivable</b>	<b>135,500.00</b>
16100 Land inventory	
16102 Land inventory - 7312 Cliff	0.00
16103 Land inventory - 112 Cooper	20,000.00
16104 Land Inventory - 116 Greenbriar	0.00
16105 Land Inventory- 7415 Railway	0.00
16106 Land Inventory - 101 Shalestone Way	140,000.00
16107 Land Inventory - 105 Shalestone Way	150,000.00
16108 Land Inventory - 155 Aldergrove	45,000.00
16109 Land Inventory	45,000.00
<b>Total 16100 Land inventory</b>	<b>400,000.00</b>
16150 Capitalized costs	
16152 Capitalized costs - 7312 Cliff	0.00
16153 Capitalized costs - 112 Copper	1,106.79
16154 Capitalized costs - 116 Greenbr	0.00
16155 Capitalized cost -7415 Railway Avenue	1,252.10
16156 Capitalized cost -101 Shalestone Way	3,074.85
16157 Capitalized cost - 105 Shalestone Way	2,322.24
16158 Capitalized Costs- 155 Aldergrove Avenue	6,884.37
16159 Capitalized Costs- 157 Aldergrove Avenue	7,426.21
<b>Total 16150 Capitalized costs</b>	<b>22,066.56</b>
1800 Security Deposits	0.00
<b>Total Non Current Assets</b>	<b>\$1,221,018.74</b>
<b>Total Assets</b>	<b>\$1,630,909.00</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
21100 Accounts payable	9,392.23
<b>Total Accounts Payable (A/P)</b>	<b>\$9,392.23</b>
Credit Card	
21700 Credit Cards	-99.30
21701 Crystal Credit Card 7515	-361.69
21705 Ben Credit Card 9632	19.95
21710 Eric Credit Card 4639	0.00
<b>Total 21700 Credit Cards</b>	<b>-441.04</b>
21800 Home Hardware Account 2968	2,482.00
21810 Roofmart3555	-105.00
21820 WB Building Supplies HAB	11,012.65
<b>Total Credit Card</b>	<b>\$12,948.61</b>
21300 Accrued liabilities	0.00
21400 Deferred revenue	221,096.13
22100 Payroll withholding amount	18,312.54
23000 GST owing (refund)	
23100 GST charged on sales	-44,352.55
23200 GST paid on purchases	-490.00
<b>Total 23000 GST owing (refund)</b>	<b>-44,842.55</b>
24200 Accrued expenses	7,336.00
<b>Total Current Liabilities</b>	<b>\$224,242.96</b>
Non-current Liabilities	

	TOTAL
25000 Deferred rev - second mortgage	
25001 Def rev - 2nd mtg - 366 Plamond	135,500.00
<b>Total 25000 Deferred rev - second mortgage</b>	<b>135,500.00</b>
<b>Total Non-current Liabilities</b>	<b>\$135,500.00</b>
<b>Total Liabilities</b>	<b>\$359,742.96</b>
Equity	
30000 Opening balance equity	0.00
Retained Earnings	1,239,915.25
Profit for the year	31,250.79
<b>Total Equity</b>	<b>\$1,271,166.04</b>
<b>Total Liabilities and Equity</b>	<b>\$1,630,909.00</b>

# Habitat for Humanity Wood Buffalo

## PROFIT AND LOSS

January - December 2018

	TOTAL
<b>INCOME</b>	
42000 Fundraising revenue - cash	
42100 Individual giving - unrestrict	1,868.00
42110 Individual giving - restricted	508.55
42300 Business - unrestricted	1,582.35
42310 Business - restricted	43,224.20
42400 Events	
42420 Playhouse Event	25,465.00
<b>Total 42400 Events</b>	<b>25,465.00</b>
<b>Total 42000 Fundraising revenue - cash</b>	<b>72,648.10</b>
44000 Other revenue	
44200 Charities cash gifts - unrestr	131.01
44310 Provincial gov't - restricted	270,000.00
44410 Other gov't - restricted	3,641.00
44600 Interest & investment income	632.96
44800 Wildfire Recovery Program	
44830 Business	19,638.19
44850 Community Organization	75,750.00
<b>Total 44800 Wildfire Recovery Program</b>	<b>95,388.19</b>
44900 Miscellaneous revenue	56.00
44910 Raffle Incom	6,020.00
<b>Total 44900 Miscellaneous revenue</b>	<b>6,076.00</b>
<b>Total 44000 Other revenue</b>	<b>375,869.16</b>
44050 HFH National Remittances to Affiliate	5,773.80
<b>Total Income</b>	<b>\$454,291.06</b>
<b>GROSS PROFIT</b>	<b>\$454,291.06</b>
<b>EXPENSES</b>	
51000 Program services	
51700 Volunteer management & training	
51730 Scheduling & Management- Volunteer Services	324.79
51740 Appreciation & Retention- Volunteer Services	2,426.10
<b>Total 51700 Volunteer management &amp; training</b>	<b>2,750.89</b>
51900 Other Miscellaneous Service Cost	
51910 NSUUR Program Expenses	
5191020 Payroll	
5191021 Salaries & benefits-Idil	30,150.00
5191022 EI Premiums	700.69
5191023 CPP Contributions	1,399.11
<b>Total 5191020 Payroll</b>	<b>32,249.80</b>
5191030 Administration	136.36
5191040 Office Rent	10,371.88
<b>Total 51910 NSUUR Program Expenses</b>	<b>42,758.04</b>
51920 WRP Program Costs	924.70
51922 777 Beacon Hill	54,392.87
51923 180 Beaveridge	52,569.27
51925 213 Athabasca Ave	38,686.93



	TOTAL
51926 363 Prospect Drive	38,009.29
51928 Volunteer Support- Lunch	984.78
51929 Vehicle Expenses- WRP	2,233.97
<b>Total 51920 WRP Program Costs</b>	<b>187,801.81</b>
<b>Total 51900 Other Miscellaneous Service Cost</b>	<b>230,559.85</b>
<b>Total 51000 Program services</b>	<b>233,310.74</b>
51200 Construction Program	
51240 Construction consumables	327.07
51250 Construction safety training	
51251 Safety	1,009.97
<b>Total 51250 Construction safety training</b>	<b>1,009.97</b>
51260 Supplies & small tools	885.57
<b>Total 51200 Construction Program</b>	<b>2,222.61</b>
51400 Home Warranty	
51405 Warranty- 7415 Railway Ave	171.97
<b>Total 51400 Home Warranty</b>	<b>171.97</b>
52000 Fundraising	1,889.49
52100 Fundraising- Online Donations	
52110 Online Donaton- Subscription Fees	826.71
52120 Online Donations- Transaction Processing Fees	151.04
<b>Total 52100 Fundraising- Online Donations</b>	<b>977.75</b>
52400 Events	9.52
52410 Playhouse Event	29,420.52
<b>Total 52400 Events</b>	<b>29,430.04</b>
<b>Total 52000 Fundraising</b>	<b>32,297.28</b>
53000 Community Programming	
53100 Community Educational Programming	
53110 YWITT	311.75
<b>Total 53100 Community Educational Programming</b>	<b>311.75</b>
<b>Total 53000 Community Programming</b>	<b>311.75</b>
54000 Administration	
54100 Tithes	2,500.00
54150 Affiliation fees - HFHC	12,500.00
54260 Affiliate meetings	52.99
54350 Legal & audit (non-program)	5,368.81
54400 Insurance (non-program)	4,667.00
54450 Bank charges & fees	73.85
54700 Telephone, fax & internet	1,947.34
54720 Office supplies & postage	549.27
54750 Rent	
54751 Office Rent	16,108.40
54752 Storage Rental	21,257.91
54753 Maintenance & Operations	457.79
<b>Total 54750 Rent</b>	<b>37,824.10</b>
55100 Salaries & benefits	79,159.30
55150 CPP/EI Expense	4,131.21
55190 Training & Development	696.34
55200 Recruitment & recognit. - staff	24.60
55500 IT software, supplies & support	1,121.85
55800 Penalties & Late Fees	1,458.31
55900 Miscellaneous expense	250.95



	TOTAL
Total 54000 Administration	152,325.92
54730 Office Furnishings & Equipment	2,400.00
Total Expenses	\$423,040.27
PROFIT	\$31,250.79