

# Wood Buffalo Senior Support Society

Leann Brown – Program Coordinator  
Wanda Smith – Board Member

February 7, 2018



# Organization Mandate

- To provide a space for seniors that can stimulate them mentally, creatively, physically and emotionally
- We mainly serve the seniors of Legion Manor and Araubasca House, but we also have seniors from both the community and Rotary House that attend our functions
- Our goals for 2018 is to give the seniors a place to thrive and to help develop support systems for the new seniors that attend
- The Coffee Time Program will be funded by the grant. Coffee Time includes crafts and games, field trips to local restaurants and businesses and inviting guest speakers to entertain and educate the seniors



# Community Impact

1. The seniors have a place and time to gather and support one another physically, mentally and emotionally.
2. The seniors know that people outside the senior community support them
3. The seniors are more engaged within the larger community, going on field trips around the city and in the surrounding communities.
4. The different crafts and games played are meant to stimulate the seniors, giving them a better quality of life.



# 2018 Grant Request

Revenue	\$ 0
Expense	\$21,000
Subsidy Requested	\$21,000

Subsidy represents 100% of total expenses



# W.B.S.S.S. Expense Summary

Cost Category	Total Expense	Funded by RMWB
Salary/Wages (1 full time)	\$ 8,200	\$ 8,200
Program Costs	\$12,800	\$12,800
Overhead (utilities, insurance, etc.)	\$ 0	\$ 0
TOTAL	\$21,000	\$21,000



# Community Investment History

2018 Request	2017	2016
\$21,000	\$21,000	\$21,000



# Wood Buffalo Senior Support Society

## 2018 Operating Grant Analysis

### CIP Grant Summary:

2015	2016	2017	2018 Request	2018 Recommended by CIP	Difference of Recommended vs. Requested
21,000	21,000	21,000	21,000	-	(21,000)

### Program Reporting Required:

Six Month & Annual Reports

### Financial Reporting Required:

Financial Statements Prepared by Board

### Notes:

Organizations with less than \$50,000 grant request have not been recommended for any reduction.

Budget Line Description	2018 Budget Request	2018 Recommended
<b>Revenues</b>		
RMWB 2018	21,000	21,000
<b>Total Revenues</b>	<b>21,000</b>	<b>21,000</b>
<b>Expenses</b>		
Wages	11,100	11,100
Training	400	400
Other Professional Services	280	280
Rental	1,700	1,700
Supplies	5,600	5,600
Insurance	550	550
Transportation	1,260	1,260
Postal Fees/Bank Charges	110	110
<b>Total Expenses</b>	<b>21,000</b>	<b>21,000</b>
<b>Total Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>



## Community Operating Grant Part A - Organization Summary

<b>Organization Name:</b>	Wood Buffalo Senior Support Society
<b>Street Address:</b>	Box 208, 10006 Frazer Ave.
<b>City/Hamlet:</b>	Fort McMurray
<b>Province:</b>	Alberta
<b>Postal Code:</b>	
<b>Phone Number:</b>	780-743-5281
<b>Website:</b>	none
<b>Fiscal Year End:</b>	December 31
<b>Act Registered Under:</b>	Societies Act (Alberta) <input type="checkbox"/>
<b>Registration Number:</b>	50716968

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

### Main Contact

<b>Title:</b>	President
<b>Name:</b>	Wanda Smith
<b>Daytime Phone:</b>	780-743-5281
<b>Email Address:</b>	none





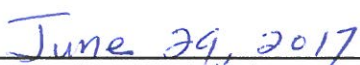
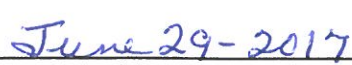
### Executive Director

<b>Name:</b>	
<b>Daytime Phone:</b>	
<b>Email Address:</b>	

### Board Chair / President

<b>Name:</b>	As Above—Wanda Smith
<b>Daytime Phone:</b>	
<b>Email Address:</b>	

**Declaration of Board Members** - In making this application, we, the undersigned, confirm 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.

	
Signature of Board Member (must have signing authority)	Signature of Board Member or Executive Director (must have signing authority)
	
Print Name	Print Name
	
Date: (Year-Month-Day)	Date: (Year-Month-Day)

## Part B - Board Questionnaire

How often does the Board of Directors meet?

Yearly/an as needed6

Minimum number of board members according to bylaws:

Number of board members:

Currently: 6 2016: 6 2015: 6

Describe measures being undertaken to fill vacant spots if minimum board members are not met:

if positions cannot be filled we ask for family volunteers. to date all positions have been filled.

Please list your current Board of Directors:

Name	Board Position	Years on Board
Wanda Smith	President	3
Meg Price	Secretary/Treasurer(2)	4
Virginia Whitford	Arabausca House Rep	3
Claire Campbell	Legion Manor Rep	2
Millicent Compton	Community Rep	2

## **Part B - Board Questionnaire**

**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:**

<b>Board member name</b>	<b>Paid role on the board / organization</b>	<b>Amount received</b>

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

There are no restrictions. We welcome any seniors to be involved.

**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?**

Our group discusses financial issues all the time. As a seniors group of which most of our members are over 75 we have difficulty doing fundraisers but have worked casino bingo, will be working a bingo at the Legion in Feb. 2018, applied for and received 2 Shell Grants (no longer available to us). We have approached community organizations and hope to do a presentation with Kinnettes in Sept. We have also partnered up with M&M Meat Store to host a BarBQ for us.

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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 Community Investment Advisor, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at (780) 788-4309.

## **Part C - Strategic Plan**

The Strategic Plan focuses on **Building a Strong and Resilient Community**. It was built on the feedback received from community residents and leaders and reflects the wishes and needs of the community. The Community Investment Program aims to assist non-profit agencies to achieve the goals and objectives outlined in the Municipal Strategic Plan.

**Please indicate the Objectives in Goal 2: Building Balanced Regional Services or in Goal 7: Building for a Healthy and Active Lifestyle\* that apply to the programs, services or events that your organization provides\*\* (check all that apply):**

### **#2. Building Balanced Regional Services**

**Goal:** To deliver high quality and well-planned services to our residents.

By re-focusing attention to core services, as outlined in the Municipal Government Act, and by clearly defining service standards, the Municipality will strengthen service delivery to all residents and businesses within the Region. Our core services are:

Roadways, streets and sidewalks • Flood protection • Police, fire and emergency services •  
Public transit • Solid waste • Water • Sanitary and storm drainage • Bylaw enforcement •  
Parks and recreation • Cemeteries • Planning and development

- ☐ Strengthen regional service delivery quality.
- ☐ Strengthen service delivery monitoring practices.
- ☐ Implement, improve and maintain core service infrastructure.

### **#7. Building for a Healthy and Active Lifestyle**

**Goal:** To connect people and communities through accessible, regional-based leisure and wellness activities, programs and public gathering places.

Working with partner organizations and through direct delivery of services to residents throughout the Region, the Municipality provides opportunities for community members to enjoy a high quality of life. Opportunities will include arts, recreation, health and wellness, as well as leisure activities.

- ☒ Encourage the use of the Region's recreational & community facilities, including natural amenities.
- ☒ Encourage and support the social profit sector.
- ☐ Increase accessible recreation and leisure opportunities for all user groups in the Region.
- ☐ Increase opportunities for large-scale sports/cultural tourism events.
- ☐ Increase tourism, culture and arts programming throughout the Region.

\* If your organization does not meet any objectives in Goals 2 or 7, please visit <http://www.rmwb.ca/StrategicPlan> to determine which Goal/Objective would be most applicable, and explain how your organization's program/services will achieve those objectives in the space on the next page.

\*\* Please visit <http://www.rmwb.ca/StrategicPlan> if you would like to investigate and describe any other Goals/Objectives that your organization will achieve, and describe in the space on the next page.

## **Part D - Organization Questionnaire**

### **Mission Statement:**

None

### **Vision Statement:**

None

### **What year did the organization complete its last strategic plan?**

We prepare a yearly plan of action.

### **Provide a brief overview of the organization's strategic priorities:**

To enhance and provide a better quality of life for our seniors

## **Part D - Organization Questionnaire**

**List the overall programs, services and events the organization provides:**

We provide crafts, nutritional snacks, guest speakers, outings, companionship, friendship for our seniors. We involve our community as much as possible.

**Describe the elements, activities, or events of general operations that the organization is seeking this funding for:**

We are seeking funding to cover all costs to deliver our program for our seniors. Craft supplies, food supplies, insurance for group, transportation funds to attend events, funds to cover outing expenses such as Keyano, for a dinner out. We also need to pay a coordinator to organize and run our program.

## Part D - Organization Questionnaire

### Current Staff Information:

	Per Organization Chart:	Currently Filled:
Full Time Positions	1	1
Part Time Positions		

### Current Volunteer Information:

	Per Organizational Needs:	Currently Filled:
Program & Services Volunteers	1	1
Fundraising Volunteers	1	1
Committee Volunteers		
Administrative Volunteers	1	1
Total Organization Volunteers (Count each only once)	3	3

### Explain how the operations/programming will achieve the objectives of the Municipal Strategic Plan as indicated on page 4:

WE attend various communtiy events at Mac Island, Anzac and Golden Years Society and Keyano. we love to visit park spaces and walk along the Snye.

Many of our seniors support Golden Years Society, we visit with Anzac on a mnthly basis to interact with seniirs there.

Many of our members are involved with the Metis Society and we visit back and forth.

We have built a partnership with M&M Meats, the Kinnettes.

## **Part D - Organization Questionnaire**

### **What is the community need that these operations/programming will address?**

We enhance and promote healthy lifestyles thru physical, mental and emotional programming. We strengthen community involvement and welcome seniors to join in.

Thru crafts, guest speakers and community outings we are building on the fine and gross motor skills and well as the emotional and physical connections that are crucial in maintaining a balanced lifestyle for our seniors.

Many of our seniors are without family and rely on our program to meet their family emotional and physical needs.

### **How was the need determined?**

By speaking with our seniors and asking them what they needed.

We continually update based on the needs and request of the group.

### **How will these operations/programs address this need?**

We look at the seniors needs and what they ask for and find a way to provide it. If need be we involve other community groups such as St. Aidens and Mcmann to assist our seniors. Our coordinator is always available for extra needs such as shopping, doctor appts. transportation etc.

## **Part D - Organization Questionnaire**

### **What do successful operations/programs look like? How do you know they are successful?**

Seniors actively participate, look forward to attending and our seniors let us know if their needs change.

### **How are you measuring success (i.e. surveys, evaluation, longitudinal studies)?**

Seniors are constantly asked for input, a yearly evaluation is done and our coordinator has an excellent relationship with our group.

### **Does these operations/programs duplicate or overlap with other operations/programs offered in the community? How is your organization's offering unique?**

Our program is very unique because it engages many of our seniors that cannot travel any distance to attend functions. Our program offers the incentive thru friendship and onsite activities that encourages seniors to participate. Many seniors will not and cannot go out in the evenings and by hosting a dinner and a movie once a month we provide the companionship of getting together, being able to socialize and enjoy a meal with others instead of eating alone.

Thru crafting we enhance their mental stimulation, their bingo we enhance mental and emotional needs.

Our program gives our seniors much to look forward to and they truly enjoy our get togethers, crafting and outings.

Guests are important to help seniors feel connected to our community and valued. We bring in all types of visitors from police, scrapbookers, crafters, musicians, community groups and visitors to mention just a few.

## Part D - Organization Questionnaire

**What other community groups are you partnering with? Please outline their roles.**

St. Aiden's ...provides extended community support.

McMann... assist our seniors with inhouse needs ie: medical or home cleaning, shopping and appts.

Kinnettes have planted flowers for our seniors outside of the buildings. We also have ladies that are now attending our group meetings to do card making with our seniors. Volunteers have attended with our outings and also help with activities as needed.

Donations have been obtained in the form of cards that have been donated for the seniors to sell and keep the seniors at Golden Years.

We have also developed a relationship with M7M Meats and our seniors now have items delivered to them at no charge as well as having a BAR B Q to be hosted by the store with the proceeds to go to our group.

We will also be working a bingo at the Legion in Feb. 2018.

**Target Segment (choose all that apply):**

☐ Aboriginal Adults

☒ Culture

☒ Recreation

☐ Aboriginal Children & Youth

☒ Diversity

☒ Seniors

☐ Adults

☒ Educational

☐ Sports

☐ Arts & Crafts

☒ Families

☒ Volunteerism

☐ Capacity Building

☒ Low Income

☐ Youth

☐ Children

☒ Performing Arts

☐ Other: \_\_\_\_\_

☒ Community Enrichment

☐ Persons with Mental Illness

## Part E - Financial Information, Budget Request & Cash Flow

Other Funding Sources Applied For	Term of Funding	Secured	In Process
<i>Example: United Way</i>	<i>April 2017 - March 2018</i>	50,000,000.00	
<i>Example: Government of Alberta</i>	<i>January 2018 - December 2019</i>		100,000.00
Legion Bingo	Feb. 2018		
M&M BAR B Q	Summer 2017		
Kinnettes	Sept.2017		
<b>Total</b>		\$ 0.00	\$ 0.00

**Describe any other funding initiatives the organization has taken or is planning to implement to further support this request for Community Operating Grant funding:**

At this time no other avenues are open to us as our seniors range in age of 65 years and older(most are in the 80 and 90s) and are unable to physically participate in activities.

## **Part E - Financial Information, Budget Request & Cash Flow**

**Please explain any cost savings initiatives the organization has, or is planning, to implement:**

We try to get the best bang for our dollar. We ask for donations and accept any gifts that come our way.

Our coordinator will no longer receive gas allowance and we have eliminated the OLA.

Our coordinator goes out of her way to shop all sales and finds many donations for crafting ie. Kinnettes cover the costs to make cards three times a year.

Our coordinator is great at getting store owners to lower thir costs for seniors and to donate items.

Our coordinator posts in various social outlets to find volunteers to visit us ie: muscians and crafters.

**In a time of fiscal restraint, the Municipality would like to know how the organization is working towards a sustainability plan to ensure the operations/programming are continued, should the CIP's Community Operating Grant be decreased or eliminated in the future:**

Bottom line...if this program is not funded it will fold. Our seniors are the backbone of our community and should not be expected to fundraise in their golden years.

*Space continues on next page...*

## Part E - Financial Information, Budget Request & Cash Flow

Please refer to financial statements you have on file.

Our request for funding is the same as the last two years.

We hope to secure some funds thru the bingo and Kinettes but there is no guarantee at this time.

We have lost our ability to secure a Shell Grant as that company is no longer here.

Total 2018 Budgeted Revenue ( <u>excluding</u> RMWB Operating Grant)	\$	0.00
Total 2018 Budgeted Expenses	\$	21,000.00
Surplus* / (Deficit)	\$	0.00

<b>2018 Operating Grant Request Amount:</b>	<b>\$</b>	<b>21,000.00</b>
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\* If in a surplus position, organization is not eligible for an Operating Grant.

**Please Indicate Preferred Cash Flow, if approved\*\*:**

January/February	\$ 75.00	April
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(no more than 75% of request)

August	\$ 25.00	October
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\*\* Must have minimum of 25% to be disbursed between August and December. There will be no funds released in July, as 6-month reports are due by July 31 and require Administrative review prior to August/October disbursements.

## **Part F - Additional Information**

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

Our program is valued by the seniors that attend. They look forward to our get togethers, our outings and visitors that we bring in. For many of our seniors we fill that family void, we offer companionship and friendship.

We provide a unique avenue for our seniors to socialize when many of them are unable to travel outside of their home.

Our program enhances and develops the overall quality of life for our seniors through the social, mental and physical aspects of our getting together.

See attached letters from seniors.

## **Part G - Required Attachments for Application**

**The following attachment MUST accompany your application:**

- ☐ A detailed budget showing projected 2018 revenue and expenses
- ☐ 2018 Business Plan
- ☐ Logic Model (if available)
- ☐ Proof of active status as a registered non-profit organization (dated within 3 months of submission date)
- ☐ Financial Statements of two (2) most recent fiscal years

**Wood Buffalo Senior Support Society**  
**Proposed Budget - January to December 2018**

Starting Balance		0.00
Proposed City Funding		21,000.00
Bank Charges		75.00
Wages	Full time	11,100.00
Training		400.00
Other Professional services	Accounting Fees	0.00
	Honorarium	200.00
	Office Expenses	80.00
Repairs		0.00
Rental		0.00
Senior Outings		1,700.00
Supplies	Groceries	2,100.00
	Water	0.00
	Bingo	2,300.00
	Crafts	1,200.00
	GST	0.00
Other	Insurance	550.00
	Transportation	1,260.00
	Postal Fees	35.00

<b>Expenses</b>	<b>Sub-Total</b>	<b>\$21,000</b>
<b>Bank Balance</b>		<b>\$0</b>