

Maureen Clarke  
Director

November 28, 2018

# Organization Mandate

- To maintain and operate the Bicentennial Museum
- To keep Museum open to the public, residents of Fort Chipewyan, and visitors, throughout the year

# Organization Mandate

## **Community Served**

- Fort Chipewyan, Alberta
- Residents and visitors

# Organization Mandate

## **Goals for 2019**

- Update maintenance on museum building
- Update fluorescent lighting and wiring
- To preserve and maintain artifacts pertaining to Fort Chipewyan and environs
- To keep museum open year-round

# Organization Mandate

## **Programs/services to be funded by the grant**

- To keep Bicentennial Museum open throughout the year
- Utilities, operating supplies, etc.
- To keep maintenance on the museum building up-to-date
- To maintain staff and wage costs

# Community Impact

- To help keep traditional crafts alive
- To co-ordinate the Remembrance Day Ceremony on Nov.11
- To promote cultural awareness and pride of heritage within the community
- To focus on displays illustrating life in the past
- To provide feelings of positive self-satisfaction and well-being in those who participate in cultural activities
- To develop positive word-of-mouth advertising for the museum
- To deliver cultural activities within the museum setting
  - Workshops to promote retention of traditional skills
  - Beading, sewing (beaver hat, mitts, moccasins, etc.)

# 2019 Grant Request

2019 Grant Request	
Revenue	\$29,478
Expense	\$170,400
Subsidy Requested	\$140,922
Subsidy represents <b>82.7</b> % of total expenses.	

Previous Year's Financial Information	
Last Fiscal Year End Date	31 December 2017
Total expenses from previous year	\$220,947
Unrestricted Net Assets	\$111,893

# Expense Summary

Cost Category	Total Expense	Funded by RMWB
Salary/Wages (2 full time, 2 part time)	\$99,084	\$99,084
Program Costs	\$83,493	\$13,456
Overhead (utilities, insurance, etc.)	\$14,447	\$14,447
TOTAL	\$197,025	\$126,988



# Community Investment History

2019 Request	2018	2017
\$140,900	\$143,000	\$143,000

Increase in 2019 of \$18,632 is due to being behind in receiving grant checks for the last three years. The board has been hesitant to spend money we have not received. The result is that the society is behind in doing repairs and upgrades to the museum. Also, the museum has been short-staffed for 1½ years. On 1 Nov, 2018 we received the last grant check which completed the 2016 grant year. Prior to this the last grant check for \$71,500 was received 23 Jan 2018 and on 9 Aug 2017 another \$71,500.

**Fort Chipeywan Historical Society**  
2019 Sustaining Grant Analysis

**CIP Grant Summary:**

2016	2017	2018	2019 Request	2019 Recommended by CIP	Variance * Recommended vs. Requested
143,000	143,000	143,000	140,922	141,000	78

Fiscal Year End	Total Expenses	Unrestricted Net Assets
December 31, 2017	197,026	111,894

**Notes:**

\* Variance is due to rounding.

Financial reporting is draft statements as at December 31, 2017.

Budget Line Description	2019 Budget Request	2019 Recommended
<b>Revenues</b>		
RMWB 2019	140,922	141,000
Sales of Souvenirs/crafts	26,000	-
Donations	2,000	-
Other Revenue	1,478	-
<b>Total Revenues</b>	<b>170,400</b>	<b>141,000</b>
<b>Expenses</b>		
Salaries/Wages/MERC	99,300	99,300
Souvenir/Craft Supplies	24,000	-
Utilities	13,500	13,500
Office Supplies/Administrative Expenses	2,600	2,600
Insurance	9,200	4,300
Maintenance & Repairs	11,300	11,300
Donations	500	-
Training / Travel	5,000	5,000
Auditor	5,000	5,000
<b>Total Expenses</b>	<b>170,400</b>	<b>141,000</b>
<b>Total Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>



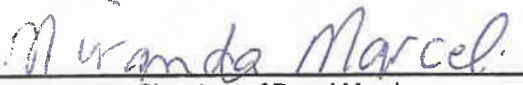
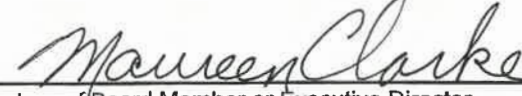
## Community Operating Grant Part A - Organization Summary

<b>Organization Name:</b>	Fort Chipewyan Historical Society
<b>Street Address:</b>	109 Mackenzie Avenue Box 203
<b>City/Hamlet:</b>	Fort Chipewyan
<b>Province:</b>	Alberta
<b>Postal Code:</b>	T0P1B0
<b>Phone Number:</b>	(780) 697-3844
<b>Website:</b>	N/A
<b>Fiscal Year End:</b>	31 December 2019
<b>Act Registered Under:</b>	Societies Act (Alberta)
<b>Registration Number:</b>	503581654

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

<b>Main Contact</b>	
<b>Title:</b>	Director, Bicentennial Museum
<b>Name:</b>	Maureen Clarke
<b>Daytime Phone:</b>	(780) 697-3844
<b>Email Address:</b>	fortchipmuseum@telus.net
<b>Executive Director</b>	
<b>Name:</b>	
<b>Daytime Phone:</b>	
<b>Email Address:</b>	
<b>Board Chair / President</b>	
<b>Name:</b>	Miranda Marcel, Vice-President
<b>Daytime Phone:</b>	(780) 697-3844
<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)
Miranda Marcel	Maureen Clarke
Print Name	Print Name
2018-11-07	2018-11-07
Date: (Year-Month-Day)	Date: (Year-Month-Day)



## 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:

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

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

All residents of Fort Chipewyan, 18 years of age or older, are eligible to become a Fort Chipewyan Historical Society board member.

**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?**

A financial statement-to-date is presented at every board meeting, discussed and questioned. As well, board members often come in to the museum and ask questions concerning the finances. Just recently the Historical Society has received a \$10,000 donation from the Mikisew Cree Band in conjunction with the RBC Foundation. We are still considering a casino license but we have had to do an eligibility questionnaire in order to proceed.

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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.  
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## **Part C - Strategic Plan**

The Regional Municipality of Wood Buffalo 2018-2021 Strategic Plan focuses on the vision of a vibrant, sustainable region we are proud to call home. It identifies four key strategic priorities to achieve this goal: Responsible Government, Downtown Revitalization, Regional Economic Development, and Rural and Indigenous Communities and Partnerships. The Community Investment Program aims to assist non-profit agencies to achieve the goals and objectives outlined in the Municipal Strategic Plan.

**The Sustaining Grant subsidizes organizations to operate and maintain Municipally-owned assets and/or contribute toward the key strategic priorities identified above. Please indicate which category that is applicable to the organization.**

- ☐ Operator of a Municipally-owned asset (Please continue to Part E on page 7)
- ☒ Provide programs and services related to the collection, preservation and display of regional heritage and culture in a museum setting (Strategy & Initiatives #1a and #1c)
- ☐ Acts as a collective voice for:
  - a) the development of the arts community (Strategy & Initiative #1f);
  - b) advancement of cultural diversity (Strategy & Initiative #3f); or
  - c) promotion of tourism potential of the Municipality (Strategy & Initiative #3b)
- ☐ Provides strategic programs/services that are of benefit to the entire region

## **Part D - Organization Questionnaire**

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

2017 but some planning for the future is discussed at nearly every board meeting.

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

The Historical Society's main priority continues to be the operation and maintenance of the Bicentennial Museum. The museum is a neutral location within the community in which local artifacts are stored and displayed; it also acts as a distribution center for tourism information and events in the community. The museum has been short a full-time staff member since the middle of 2017, operating with one full-time staff, one part-time staff and one very casual staff to call upon. Only recently has a part-time person been hired and hopefully this will become a second full-time position. This will provide better delivery of completing tasks, adding displays in the museum and generally completing all activities in a timely manner. Another priority is to search out other funding sources that are applicable to museums. Space is now a big problem and we continually discuss what can be done. Staff training is another item of concern, especially in trying to digitize our photo collection and the books, tapes, videos, etc. in the Oliver Gleanfield Resource Center. Staff training in computer programs, power point presentations, etc. would be a real boon for staff.

## **Part D - Organization Questionnaire**

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

The main activity of the society is to maintain and operate the Bicentennial Museum, keeping it open to the public throughout the year. Thus far in 2018 the museum has only been closed for 3 days - New Year's Day, Good Friday, and July 1. Regular hours of business are 9:00-12:00 noon and 1:00-5:00 Monday through Friday and 1:00-5:00 Saturdays and Sundays. Staff always accommodate out-of-town visitors and have extended the hours until 6:00 or have been open in the evenings for 2-3 hours. The funding applied for, therefore, goes primarily to wages and wage costs, utilities, and maintenance of the building. As funding was so short during the past year and a half very little maintenance was done and a bare minimum of supplies for the office, general cleaning supplies and so on were purchased. The building needs new lighting and some wiring to be installed, floors need some repair as well as repairs outside the building.

The museum is an active coordinator and participant in the annual Remembrance Day ceremony held in the Mamawi Community Hall on November 11. Museum tours are provided for school groups and other groups who request them. The museum also has the "Quarry of the Ancestors" kit that teachers may have access to and stimulate their classes with hands-on activities. The museum grounds have been and may be used again by Heritage Day activities and other cultural activities. The museum does also contribute to the Winter Carnival, July 1 activities, Safe Halloween and so on.

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

The society will continue to keep the museum open to the public. Museum displays illustrate life in the past and how it has evolved into today's lifestyle. Cultural grants and donations allow the museum to offer cultural classes in sewing such items as fur mitts of varying styles, clothing, knitting, beaver hats, beading, etc. These activities are well supported by the community. For example, a beaver hat course to be offered later in November is full with 11 students and a second course is set to follow with ten more students. Participants include men, woman and teenagers. Several more courses to be offered will help in the progression of cultural awareness and retention of "long ago" traditional skills that provide individuals with much self-satisfaction. This strengthening and understanding of the extra ordinarily rich cultural history of Fort Chipewyan enriches the community's pride of history. The result is very positive word-of-mouth advertising for the museum.

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

The society completed an eligibility review in order to apply for a casino license. It is not an immediate solution for funding as there is now a 16 month or longer waiting time to get the casino date. The new Provincial Museum is now open in Edmonton and the Director will be contacting them about any possible training programs for the staff. Perhaps they can also suggest some leads for funding opportunities that can be followed up on.

**Current Volunteer Information:**

	<b>Per Organizational Needs:</b>	<b>Currently Filled:</b>
Program & Services Volunteers	16	16
Fundraising Volunteers	0	0
Committee Volunteers	7	7
Administrative Volunteers	0	0
Total Organization Volunteers (Count each only once)	23	23



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

**Current Staff Information:**

	Per Organization Chart:	Currently Filled:
Full Time Positions	2	1
Part Time Positions	2	2

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

Our cost savings initiatives are very minuscule. We do things like turning off the lights when no one is touring the museum and turn down the furnace at night. If we could replace the windows with more energy saving glass such as double glazing we would save on fuel costs.

**2019 Grant Request:**

Total 2019 Budgeted Revenue ( <u>excluding</u> RMWB Sustaining Grant)	\$ 29,478.00
Total 2019 Budgeted Expenses	\$ 170,400.00
Surplus* / (Deficit)	\$ (140,922.00)

<b>2019 Sustaining Grant Request Amount:</b>	<b>\$ 140,922.00</b>
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\* If in a surplus position, organization is not eligible for a Sustaining Grant.

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

January/February	\$ 35,230.50	April	\$ 35,230.50
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(no more than 75% of request)

August	\$ 35,230.50	October	\$ 35,230.50
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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 - Required Attachments for Application

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

- ☒ A detailed budget showing projected 2019 revenue and expenses
- ☒ 2019 Business Plan or Strategic Plan
- ☐ Logic Model (if available)
- ☐ Financial Statements of two (2) most recent fiscal years

FORT CHIPEWYAN HISTORICAL SOCIETY  
2019 PROPOSED FINANCIAL BUDGET  
EXPENSES

Wages	\$95000
Wage Costs	4300
Gift Shop Supplies	24000
Power	2900
Fuel	8000
Phone	1400
Fax	1200
Insurance	9200
Office Supplies	1600
Repairs and Maintenance (Lights, wiring, shakes, floor)	11300
Advertising	500
Fees and Licenses	400
Donations	500
Auditor	5000
Bank Expenses	100
Training/Travel	5000

TOTAL EXPENSES	170400
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REVENUE

Gift Shop Sales	26000
Donations to Museum	2000
Bank Interest	40
GST Rebate	700
Fuel Rebate	738

TOTAL REVENUE	29478
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