

**Willow Lake Community Association**

2020 Community Impact Grant Analysis

**CIP Grant Summary:**

| 2017   | 2018   | 2019   | 2020 Request | 2020 Recommended by CIP | Variance Recommended vs. Requested |
|--------|--------|--------|--------------|-------------------------|------------------------------------|
| 60,000 | 54,300 | 46,800 | 15,200       | 11,615                  | (3,585)                            |

| Fiscal Year End   | Total Expenses | Unrestricted Net Assets |
|-------------------|----------------|-------------------------|
| December 31, 2018 | 63,417         | 37,343                  |

**Notes:**

**Anzac Days BBQ Kick Off** - Located at Camp Yogi, Friday night kick off, free BBQ, games, prizes, scavenger hunts, music, water games, fire truck for kids.

Administration reduced program expenses and salary to reflect reasonable support for the programs.

| Budget Line Description                                  | 2020 Total Budget | 2020 Budget Request | 2020 Recommended |
|--|-------------------|---------------------|------------------|
| <b>Revenues</b>  |                   |                     |                  |
| RMWB Community Impact Grant                              | 15,200            | 15,200              | 11,615           |
| <b>Total Revenues</b>                                    | <b>15,200</b>     | <b>15,200</b>       | <b>11,615</b>    |
| <b>Expenses</b>  |                   |                     |                  |
| Wages (60 Hours x \$35)                                  | 2,100             | 2,100               | -                |
| Travel to Fort McMurray for supplies, advertising, meeti | 1,000             | 1,000               | -                |
| Food/BBQ   | 2,500             | 2,500               | 2,500            |
| Music  | 1,000             | 1,000               | 1,000            |
| Decorations  | 1,000             | 1,000               | 1,000            |
| Misc. Supplies   | 500               | 500                 | -                |
| Games/Prizes   | 3,000             | 3,000               | 1,500            |
| Event Rental Space                                       | 2,000             | 2,000               | 2,000            |
| Permit/advertising                                       | 600               | 600                 | 600              |
| Bouncy Castles   | 1,500             | 1,500               | 1,500            |
| Administration 15%                                       |                   |                     | 1,515            |
| <b>Total Expenses</b>                                    | <b>15,200</b>     | <b>15,200</b>       | <b>11,615</b>    |
| <b>Total Surplus (Deficit)</b>                           | <b>\$ -</b>       | <b>\$ -</b>         | <b>\$ -</b>      |

## 2020 Community Impact Grant - Community Events 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 event 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 Events 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:** WILLOW LAKE COMMUNITY ASSOCIATION

**Declaration:** In making this application, we, the undersigned, confirm:

*Board Member(s) and/or  
Executive Director Initials:*

- that we have read the Community Impact Grant Guidelines;
- that we understand that this application form and all attachments shall be part of the **public** Council agenda and accessible through all methods that the Council agenda is available;
- 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;
- 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
- 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.

|           |            |
|-----------|------------|
| <u>RP</u> | <u>WLR</u> |
| <u>RP</u> | <u>WLR</u> |
| <u>RP</u> | <u>WLR</u> |
| <u>RP</u> | <u>WLR</u> |
| <u>RP</u> | <u>WLR</u> |

Rose Pratt  
Signature of Board Member  
(must have signing authority)

Darryl Woytkiw  
Signature of Board Member or Executive Director  
(must have signing authority)

ROSE PRATT  
Print Name

DARRYL WOYTKIW  
Print Name

2019-09-19  
Date: (YYYY-MM-DD)

2019-09-19  
Date: (YYYY-MM-DD)

## Community Events Part A - Organization Summary

### 1. Organization Details

|                              |                                   |
|------------------------------|-----------------------------------|
| <b>Organization Name:</b>    | WILLOW LAKE COMMUNITY ASSOCIATION |
| <b>Street Address:</b>       | 7-232 STONY MOUNTAIN ROAD         |
| <b>City/Hamlet:</b>          | ANZAC                             |
| <b>Province:</b>             | ALBERTA                           |
| <b>Postal Code:</b>          | T0P 1J0                           |
| <b>Phone Number:</b>         | 780-334-2679                      |
| <b>Email Address:</b>        | willowlake1@outlook.com           |
| <b>Act Registered Under:</b> | Please Select                     |
| <b>Registration Number:</b>  | 5015775538                        |

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

### 2. Main Contact

|                       |                         |
|-----------------------|-------------------------|
| <b>Title:</b>         | Board Administrator     |
| <b>Name:</b>          | Nicole Gardner          |
| <b>Daytime Phone:</b> | 780-334-2679            |
| <b>Email Address:</b> | willowlake1@outlook.com |

### 3. Executive Director

|                       |            |
|-----------------------|------------|
| <b>Name:</b>          | Rose Pratt |
| <b>Daytime Phone:</b> | 17(1)      |
| <b>Email Address:</b> | 17(1)      |

### 4. Board Chair / President

|                       |                |
|-----------------------|----------------|
| <b>Name:</b>          | Darryl Woytkiw |
| <b>Daytime Phone:</b> | 17(1)          |
| <b>Email Address:</b> | 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 Events 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 board at monthly board meetings and at the Annual General meeting held once a year.  
 We have applied for Federal/Provincial grants (pending), and local grant avenues.  
 We are in the process of obtaining a lottery licence to allow us to do fundraising  
 We have asked for donations from local business and Industry

6. Organization's most recent Fiscal Year End date (YYYY-MM-DD): 2019-12-31

**Unrestricted** net assets from your Financial Statements ending 2019-12-31 \$ 182.71

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

Total Expenses from your Financial Statements Ending 2019-12-31 \$ 54,198.29

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

no

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

- over the age of 18 years of age
- be a resident of Anzac or Gregoire Lake Estates
- First Nation 468 appointed position voted in by First Nation 468 members

9. Minimum number of board members according to bylaws: 7

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

How often does the Board of Directors meet? monthly

10. Please list your current Board of Directors:

| Name           | Board Position | Years on Board |
|----------------|----------------|----------------|
| Darryl Woytkiw | President      | 9.00           |
| Curtis Chafe   | Vice President | 4.00           |
| Chelsey Van Ee | Secretary      | 2.00           |
| Rose Pratt     | Treasurer      | 7.00           |
| Kevin Tremblay | Director       | 3.00           |
| Jordon Huppe   | Director       | 2.00           |
| John Fraser    | Director       | 9.00           |
| Brad Callihoo  | Director       | 3.00           |
|                |                |                |
|                |                |                |
|                |                |                |
|                |                |                |

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 |
|-------------------|---------------------------------------|-----------------|
|                   |                                       |                 |
|                   |                                       |                 |
|                   |                                       |                 |

-----  
 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 Events

### Part C - Proposed Event Details

12. **Event Name:** ANZAC DAYS BBQ KICKOFF

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

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

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

15. **What type of event are you applying for?**

- Recreation/Sport
  - Cultural
  - Related to, or addresses, any one of the 94 Calls to Action in the Truth and Reconciliation Commission report
  - Related to a National or Provincial Holiday
  - Other: Social community event
- 

16. **What activities will be part of the event? Please list and provide details:**

**a. Use headings if applying for more than one event;**

**b. List specific activities of each event; and**

**c. Include details such as event location(s), how each activity will appeal to general population, if the event will draw participants from outside the Municipality, etc.**

*(additional space continues on next page)*

Larger event going to happen due to new event site location (allows event to proceed event it bad weather)

Event location: CYS site

Free community BBQ

Children, Adult and family games/prizes

Adult, and family scavenger hunts/prizes

music

Water games (lake) depending on weather

Interaction with members of the Anzac Fire Department (present with the fire truck for kids)

Residents from surrounding rural communities and Fort McMurray attend the event.

16. *(Continued from previous page)*

**17. How many participants are you expecting to benefit from your event? Please identify them in the table below.**

|               |    |           |     |
|---------------|----|-----------|-----|
| Ages 0 - 3:   | 40 | Adults:   | 300 |
| Ages 3 - 5:   | 80 | Seniors:  | 50  |
| Ages 5 - 12:  | 60 | Families: | 40  |
| Ages 12 - 18: | 60 |           |     |

**18. What is the community need that the event will address?**

-to celebrate our community  
 -larger event, family orientated social gathering  
 -enjoy and promote the new Camp Yogi site by the lake

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

This has been a community celebration for many years  
 -need to appreciate our rural community, encourage social and family gathering for everyone.  
 -start celebrations on Friday night to kick of our annual Anzac Days events on Saturday



**20. How will the event address this need?**

- celebrated at newly developed Camp Yogi Site
- brings community together (all ages) in a fun social family setting
- celebrates our community and each other

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

- sense of belonging to a community
- all ages enjoying a social outing
- meeting new residents/attendees
- sense of community spirit

**22. Identify the Call to Action in the Truth and Reconciliation Commission report that the event addresses (if applicable).**

**23. If identified in question 22, describe and include:**

- a. *How the Call to Action will be addressed by the activities of the event;*
- 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 event.*

?

**24. What does/will a successful event look like?**

- number of attendees
- number of residents/families
- all ages socializing and enjoying each others company
- enjoyment of games
- successful games, communication with each and community having fun.
- promote and showcase new Camp Yogi site

**25. How do/will you measure event success (e.g., surveys, evaluation, longitudinal studies)?**

social feedback  
word of mouth  
number of attendees, residents and families  
increase in community communication  
celebration of community and community spirit

**26. Does the event duplicate or overlap with other events offered in the community? How is this event unique?**

This is the only event that celebrates the kick off to our community Anzac days celebration

**27. How will the event be promoted/advertised?**

*(Successful events 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.*

advertisement by:

posters  
radio  
RMWB avenues  
newsletters  
social media

promoted by both AR&SS and WLCA

**28. The Community Events stream is intended to promote an allied social profit sector within the Municipality. What other community groups or organizations will be involved in the event?**

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

the following groups help/participate the Anzac kickoff BBQ

AFCSS

Anzac Fire Department

CYS members

**29. The Community Events stream is intended to promote public/volunteer participation in the planning, delivering and governing of community events. How will volunteers be involved in the proposed event?**

The board and groups planning, setting up and executing the event are all volunteers

Many residents volunteer once they attend event to help with the games

- 30. The Community Events 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.**

donations  
grants  
sponsorships  
partnerships  
fundraising

- 31. Outline any expected in-kind contributions for this event:**

### Event Budget

32. 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 your event and whether or not it is in progress (e.g., 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<br>Jan - Dec 2020 | Revenue Status                      |                          |
|--|---------------------------|-------------------------------------|--------------------------|
|  |                           | In Progress                         | Secured                  |
| Event 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                               |                           | <input type="checkbox"/>            | <input type="checkbox"/> |
| Donation from: groups/organizations          |                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Donation from:                               |                           | <input type="checkbox"/>            | <input type="checkbox"/> |
| Donation from:                               |                           | <input type="checkbox"/>            | <input type="checkbox"/> |
| Grant from: Provincial, Federal              |                           | <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: local groups               |                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sponsorship from:                            |                           | <input type="checkbox"/>            | <input type="checkbox"/> |
| Sponsorship from:                            |                           | <input type="checkbox"/>            | <input type="checkbox"/> |
| Other: fundraising                           |                           | <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"/> |
| Other:                                       |                           | <input type="checkbox"/>            | <input type="checkbox"/> |
| <b>Total (A)</b>                             | \$ 0.00                   |                                     |                          |





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

We have an opportunity to grow our Anzac Days kick off party.  
The use of the CYS site for the events allows us to expand the event and games.  
The site also allows us to hold all games and events even if the weather is not acceptable due to the new CYS site building by the lake.

This also gives the event the opportunity to promote and showcase the CYS site for the Region.

Every year more and more families and residents of Fort McMurray attend the event. This allows us to show what our community looks like and what we do.

We continue to thank the RMWB for these opportunities within our community.

**35. 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)

**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)**

WILLOW LAKE COMMUNITY ASSOCIATION

For the Year 01/01/2018 to 31/12/2018

Account 3929 Grant funding account

Assets

|                      |                    |                    |
|----------------------|--------------------|--------------------|
| Cash - Bank Account: | \$20,431.76        |                    |
| Equipment:           | <u>\$16,911.68</u> |                    |
| Total Assets:        |                    | <u>\$37,343.44</u> |

Liabilities

|                    |               |               |
|--------------------|---------------|---------------|
| Accounts payable:  | \$0.00        |               |
| Bank Loan:         | <u>\$0.00</u> |               |
| Total Liabilities: |               | <u>\$0.00</u> |

Income

|               |                    |                    |
|---------------|--------------------|--------------------|
| Fundraising:  | \$1,000.00         |                    |
| Grant/RMWB    | <u>\$54,300.00</u> |                    |
| Total Income: |                    | <u>\$55,300.00</u> |

Disbursements

|                             |                   |                    |
|-----------------------------|-------------------|--------------------|
| Office/rent/expenses:       | \$14,719.39       |                    |
| Office supplies:            | \$5,566.96        |                    |
| Programs/Insurance/bank fee | \$4,551.94        |                    |
| Wages:                      | \$34,207.16       |                    |
| Board expenses/travel       | <u>\$4,371.84</u> |                    |
| Total Disbursements:        |                   | <u>\$63,417.29</u> |

Approved Statement:

This financial statement has been reviewed and approved by:

DARRYN WYTHKIN  
Printed name and signature

ROSEMARIE PRATT  
Printed name and signature

President  
Position

TREASURER  
Position

Oct 3 / 2019  
Date

Oct. 3 / 2019  
Date