



# Fort Chipewyan Historical Society

Maureen Clarke - Director

November 27, 2019

2020 Sustaining Grant Request

# 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

# Community Impact

- To help keep traditional crafts alive.
- To co-ordinate the Remembrance Day ceremony.
- 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
  - Beadwork, sewing (beaver hat, mitts, moccasins, etc.)

# 2020 Grant Request

<b>2020 Grant Request</b>	
Revenue	\$27,840
Expense	\$161,320
Subsidy Requested	\$133,480
Subsidy represents <b>83%</b> of total expenses	

<b>Previous Year's Financial Information</b>	
Last Fiscal Year End Date	December 31, 2018
Total expenses from previous year	\$148,963
Unrestricted Net Assets	\$72,837

# Expense Summary

<b>Cost Category</b>	<b>Total Expense</b>	<b>Funded by RMWB</b>
Salary/Wages (1 full time, 2 part time)	\$98,000	\$88,139
Program Costs	\$30,600	\$16,970
Overhead (utilities, insurance, etc.)	\$32,720	\$28,371
<b>TOTAL</b>	<b>\$161,320</b>	<b>\$133,480</b>

# Community Investment History

2020 Request	2019	2018
\$133,480	\$141,000	\$150,000

Decrease in 2020 of \$7,520 is due to not receiving grant checks regularly. As the Fort Chipewyan Historical Society does not have overdraft protection, we could not spend money we did not have.

**Fort Chipewyan Historical Society**  
2020 Sustaining Grant Analysis

**CIP Grant Summary:**

2017	2018	2019	2020 Request	2020 Recommended by CIP	Variance * Recommended vs. Requested
143,000	143,000	141,000	133,480	133,480	-

Fiscal Year End	Total Expenses	Unrestricted Net Assets
December 31, 2018	148,963	72,837

**Notes:**

Funding supports the operational and maintenance cost of the Bicentennial Museum.

Budget Line Description	2020 Total Budget	2020 Grant Request	2020 Recommended
<b>Revenues</b>			
RMWB Sustaining Grant	133,480	133,480	133,480
Sales of Souvenirs/crafts	23,000	-	-
Donations	2,600	-	-
Other Revenue	2,240	-	-
<b>Total Revenues</b>	<b>\$ 161,320</b>	<b>\$ 133,480</b>	<b>\$ 133,480</b>
<b>Expenses</b>			
Salaries/Wages/MERC	98,000	89,760	89,760
Souvenir/Craft Supplies	18,000	-	-
Utilities	17,020	17,020	17,020
Office Supplies/Administrative Expenses	2,615	2,615	2,615
Insurance	8,485	8,485	8,485
Maintenance & Repairs	10,000	10,000	10,000
Donations & Employee Incentives	1,600	-	-
Auditor / Bookkeeper	5,600	5,600	5,600
<b>Total Expenses</b>	<b>\$ 161,320</b>	<b>\$ 133,480</b>	<b>\$ 133,480</b>
<b>Total Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 2020 Sustaining Grant 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 Sustaining Grant Guidelines

If you have reviewed the 2020 Sustaining Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

**Organization Name:** Fort Chipewyan Historical Society

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

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

- that we have read the Sustaining 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 Sustaining 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.

MC P.B

MC P.B

MC P.B

MC P.B

MC

Peggy B

Signature of Board Member  
(must have signing authority)

Peggy Bourke  
Print Name

2019-09-21  
Date: (YYYY-MM-DD)

Maureen Clarke

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

Maureen Clarke  
Print Name

2019-09-21  
Date: (YYYY-MM-DD)



## Sustaining Grant Part A - Organization Summary

### 1. Organization Details

<b>Organization Name:</b>	Fort Chipewyan Historical Society
<b>Street Address:</b>	109 Mackenzie Avenue
<b>City/Hamlet:</b>	Fort Chipewyan
<b>Province:</b>	Alberta
<b>Postal Code:</b>	T0P1B0
<b>Phone Number:</b>	(780) 697-3844
<b>Email Address:</b>	s.17 (1)
<b>Act Registered Under:</b>	Societies Act (Alberta)
<b>Registration Number:</b>	503581654

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

### 2. Main Contact

<b>Title:</b>	Director, Bicentennial Museum
<b>Name:</b>	Maureen Clarke
<b>Daytime Phone:</b>	(780) 697-3844
<b>Email Address:</b>	s.17 (1)

### 3. Executive Director

<b>Name:</b>	Peggy Bourke, Board Treasurer
<b>Daytime Phone:</b>	s.17 (1)
<b>Email Address:</b>	

### 4. Board Chair / President

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

*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](mailto:CIP@rmwb.ca)*

## Part B - Board Questionnaire

5. How often does the Board of Directors meet? Bimonthly or as required
6. Minimum number of board members according to bylaws: 5
7. Number of board members:  
**Currently:** 7 **2018:** 7 **2017:** 7

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

Posters are put up in the community asking for names of those who may be interested in sitting on the board. Occasionally people do approach the museum to say they are interested in supporting the Historical Society board when a position becomes open. They are then invited to attend a board meeting; if the board approves and they usually do a motion is then passed to accept them as a board member.

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

Name	Board Position	Years on Board
Georgina Cardinal	Acting President	2.0
Miranda Marcel	Vice President	3.0
Helena Welsh	Board Member	12.0
Peggy Bourke	Secretary-Treasurer	12.0
Michael Becker	Board Member	4.0
Jeanne Lepine	Board Member	1.0
Oliver Glanfield	Honorary Board Member	17.0

## Part B - Board Questionnaire

9. 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

10. 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 Board Member.

11. 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?

An up-to-date financial statement is presented at every board meeting, discussed and questioned. As well, board members are encouraged to come to the museum and ask any questions they wish to concerning the finances or look at the ledgers. A casino license has been discussed but concern has been expressed relating to getting enough volunteers for instance.

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.

## 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 8)
- 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)
- a) the development of the arts community (Strategy & Initiative #1f);  
b) progression of interests of the social profit sector (Strategy & Initiative #1i);  
c) advancement of cultural diversity (Strategy & Initiative #3f); or  
d) promotion of the economic diversification of the Municipality (Strategy & Initiative #3b)
- Provides strategic programs/services that are of benefit to the entire region

## Part D - Organization Questionnaire

### 12. What year did the organization complete its last business plan or strategic plan?

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

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

The mandate of the Fort Chipewyan Historical Society continues to be the operation and maintenance of the Bicentennial Museum. The museum is a neutral location within the community where all are welcomed to visit; local artifacts are exhibited or stored for future display and preservation. Information pertaining to local activities and/or tourism activities and opportunities are discussed and distributed from the museum. The part time person who was recently hired is very good with computer work and setting up new displays. There is a possibility she may be sent for some computer training and thus concentrate on digitizing our photo and/or document collection. At present it is not available for use or research. Lack of space continues to be a major concern as well,

## Part D - Organization Questionnaire

### 14. Describe the elements, activities, or events that the organization is seeking this funding for:

The society's top priority continues to be the operation and maintenance of the Bicentennial Museum and to keep it open throughout the year. Thus far in 2019 the museum has been closed three days - New Year's Day, Good Friday and July 1. Regular hours of business are 9:00-12:00 and 1:00-5:00 Monday through Friday and 1:00-5:00 on Saturday and Sunday. The part time person works 9:00-1:00. The director starts work at 8:00 Monday through Friday to do office work, cleaning and other general chores; this also accommodate out-of-town visitors who often can't come in during the regular work day. Consequently the funding goes primarily to wages, wage costs, utilities and basic maintenance of the building. Whenever possible office and cleaning supplies are purchased out-of-town and brought in on the winter road, freight free, with Director. Some outside work needs to be done on the building and inside floors need to be refinished. About half of the electrical work is set to be done this fall.

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 group and other groups who request them. The Director has had contact with the new Social Studies teacher at the school. Hopefully, this will encourage more teachers to use the resources available within the museum, eg. the Quarry of the Ancestors Kit, films and books.

**15. Explain how the operations/programming will achieve the objectives of the Municipal Strategic Plan as indicated on page 5:**

The society will continue to keep the museum open to the public. Museum displays will continue to illustrate life in the past and how it has changed and evolved into the life style of today. The last of the Shell cultural grant will be used to continue cultural activities and workshops; thus in a small way, the museum is helping to revitalize an interest in relearning the skills and knowledge of the long ago people. As many cultural activities have intergenerational participants, another positive outcome is the stories, told so spontaneously one after the other. "Do you remember when" begins another story that helps to pass the old culture along to the younger generation. This opens a window into the life of grandparents and older family members and provides a way to remembering , learning and adapting the experiences of the past that shape their lives today. The oral stories help to ensure the memories and skills, whether survival, artistic, etc. remain with the next generation. The museum has had a very positive response to the workshops offered. A case in point is the beaver hat classes offered between January and June. Three sets of workshops were held with a total of 42 participants which included men, women and teenagers from 18 to 80 years of age. Several went on to make another hat on their own at home for another family member. This is developing Fort Chipewyan's rich cultural history. Within the past year the Society also received a grant from the Mikisew Cree Band in conjunction with their RBC foundation for \$10,000; this was greatly appreciated.

More people are visiting the museum because someone has told them they must go to the museum. For us that is great reinforcement that the museum is a positive force in the community. Such word-of-mouth advertising is wonderful.

## Part D - Organization Questionnaire

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

The director is looking into training programs provided by the Provincial Museum that may be applicable to the Bicentennial Museum. The board is still pursuing the possibility of a casino license. We are also checking into the possibility of some museum courses that are available online. Local funding sources are almost nonexistent; the museum is even asked to donate to everyone and we cannot do that.

**17. Current Volunteer Information:**

	Per Organizational Needs:	Currently Filled:
Program & Services Volunteers	17	17
Fundraising Volunteers	0	0
Committee Volunteers	6	6
Administrative Volunteers	0	0
<b>Total Organization Volunteers</b> (Count each only once)	<b>23</b>	<b>23</b>

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

### 18. Current Staff Information:

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

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

The museum operates on a very basic level. Lights are turned off if no one is in the building. The furnace is kept at the lowest possible comfort temperature level and is lowered further when the building is not in use. most supplies are purchases out-of-town and brought in on the winter road, usually when the director is out on weekends on her own time (lowers freight and postage costs).

### 20. 2020 Grant Request:

Total 2020 Budgeted Revenue ( <u>excluding</u> RMWB Sustaining Grant)	\$	27,840.00
Total 2020 Budgeted Expenses	\$	143,320.00
Surplus* / (Deficit)	\$	(115,480.00)
<b>2020 Sustaining Grant Request Amount:</b>		<b>\$ 115,480.00</b>

\* If in a surplus position, organization is not eligible for a Sustaining Grant.

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

January/February \$ 28,870.00 April \$ 28,870.00

(no more than 75% of request)

August \$ 28,870.00 October \$ 28,870.00

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



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

We still have our 2018 engagement review being completed and then we will have an even playing field.

**Part F - Required Attachments for Application**

22. **The following attachment MUST accompany your application. Failure to submit the following will result in your application being deemed incomplete.**

- A detailed budget showing projected 2020 revenue and expenses
- 2020 Business Plan or Strategic Plan
- Logic Model (if available)
- Financial Statements of the most recent fiscal year

**In Person or By Mail:**

Community Investment Program  
Community Services  
Regional Municipality of Wood Buffalo  
9909 Franklin Avenue  
Fort McMurray, AB T9K 2K4

**OR**

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

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

## FORT CHIPEWYAN HISTORICAL SOCIETY

### PROPOSED BUSINESS PLAN 2020

The Fort Chipewyan Historical Society is a not-for-profit society that owns and operates the Bicentennial Museum in Fort Chipewyan/ The museum's mandate is to tell the story of the founding settlement and development of the community of Fort Chipewyan from its earliest beginnings to the present day.

The museum collects, preserves, exhibits and interprets those historical artifacts that are usually donated but sometimes loaned, to the museum. The society's goal is to maintain and operate the museum and have it open to the public a minimum of 360 days per year. It is closed for only the major holidays such as Christmas Day, New Year's Day, Good Friday, July 1, and sometimes Labor Day and/or Thanksgiving Day. Museum staff work Remembrance Day but at the ceremony at the Mamawi Hall and then afternoon in the museum proper.

The visitor count is showing a small increase each succeeding year. The number of visitors from January-August 2019 was 202 visitors more than January-August 2018. Twenty different countries were represented. Nearly all the visitors were impressed with the scenery and environment, the friendly community, the rich history and the fur trade and the museum which they did not expect to find in such a small isolated community.

Space continues to be a concern, both for storage and for display areas. There are a number of items in storage at the Roman Catholic Mission garage. One item is a large painting done by Father P. Mercredi, o.m.i. who was a student at the old Holy Angels School; it is rolled up but someone has tried to get into it.

Something will have to be done with them in the near future. Lighting has been an issue and the old lights needed to be updated. We finally have a quote to update all the overhead lights but the display lights will be a separate issue to deal with.

Some of the larger projects we have to deal with include some outside repair work, especially around the windows. Inside, the upstairs wooden floors were painted and it is now peeling off in the high traffic areas. Some of the boards are beginning to splinter as well so this needs to be addressed this winter.

Staff training is a major concern. The photo and document collection should be digitized so that it is more easily accessible to interested individuals and researchers who are now beginning to come in to search our books and materials. Most of our old films and CDs have been converted to DVD format. The idea of hiring a part time person for a project position, maybe six months, to train in a digitizing program and digitize our photo collection is being considered. The board is also scouting the possibility of purchasing a better computer, printer and scanner to work with the photos in a digitizing project.

Volunteers are becoming hard to find as everyone now expects to be paid for anything they do. Thus far, the board members are unpaid volunteers but there are rumbles that they should be paid.

Staffing, training and the general upkeep and maintenance of the Bicentennial Museum continue to be the Board's main concerns for 2020.

FORT CHIPEWYAN HISTORICAL SOCIETY

2020 PROPOSED FINANCIAL BUDGET

2020 PROPOSED REVENUE

Gift Shop Sales	23000
Donations to Museum	2600
Bank Interest	40
GST Rebate	700
Fuel Rebate	1500
TOTAL REVENUE	27840

FORT CHIPEWYAN HISTORICAL SOCIETY

2020 PROPOSED EXPENSES

Power	2950
Fuel	11900
Phone	950
Fax	1220
Office Supplies	1700
Insurance	8485
Maintenance	10000
Advertising	300
Freight	100
Licenses, Memberships	400
Bookkeeping, Auditor	5600
Souvenir Supplies	18000 -
Employee Incentives	1200
Donations	400
Wages	82000
Receiver General	16000
Postage	70
Bank Charges	45

TOTAL EXPENSES

161320  
- 18000 Gift shop  
143320

Fort Chipewyan Historical Society  
Statement of Revenue E Expenditures  
For the twelve months ending December 2018

Revenue

Municipal Grant			\$143,000.00
Donations			\$1,863.70
Fuel Rebate			\$738.00
RBC & MCFN			\$10,000.00
GST Rebate			\$798.30

\$156,400.00

Sales	26435.95		
Less: Cost of Goods Sold			
Beg Inventory	15867.00		
Purchases	24081.88		
Goods Available for Sale	39948.88		
Less: Ending Inventory	-27894.70	12054.18	14381.77

Total Revenues

\$170,781.77

Expenses

Wages & Wage Costs	85939.44		
Employee Incentives	2200		
Cultural Programs	18918.33		
Utilities	14268.89		
Depreciation	115.51		
Insurance	7832		
Office Supplies	2449.5		
Repairs & Maintenance	3368.5		
Advertising	305.45		
Fees & Licenses	280		
Accounting	5570		
Donations	385.54		
Miscellaneous Expenses	181.35		

Total Expenses

141814.51

141814.51

Prior Year Adjustments

Surplus

28,967.26

Accumalted Surplus, Beginning

546,770.55

Accumalted Surplus, Closing

575,737.81

Fort Chipewyan Historical Society  
Statement of Financial Position  
As of Dec 31, 2018

Cash in Bank	107129.29
Petty Cash	19.94
Gift Shop Float	<u>          </u>
Total Cash	107149.23
Receivable	
Inventory	<u>27894.70</u>
Total Financial Assets	135043.93
Due to Receiver General	<u>3385.26</u>
Total Net Assets	131658.67
Non Financial Assets	
Building & Artifacts	434,299.21
Office Equipment & Furniture	<u>462.06</u>
Total Non Financial Assets	434,761.27
Accumulated Surplus	575,737.81