

The HUB Family Resource Centre

2021 Community Impact Grant Analysis

CIP Grant Summary:

2018	2019	2020	2021 Request	2021 Recommended by CIP	Variance Recommended vs. Requested
32,000	32,500	77,000	99,593	99,593	-

Fiscal Year End	Total Expenses	Unrestricted Net Assets
March 31, 2020	1,972,898	149,945

Notes:

Early Parenting and Postpartum Supports

The HUB Family Resource Centre has put various delivery methods in place for Early Parenting and Postpartum Supports including programming for individual families and online group programming.

Budget Line Description	2021 Total Budget	2021 Budget Request	2021 Recommended
Revenues			
RMWB Community Impact Grant	99,593	99,593	99,593
Government of Alberta Grant	50,485	-	-
Government of Canada Grant	200,000	-	-
Grants - United Way	294,628	-	-
Total Revenues	644,706	99,593	99,593
Expenses			
Program delivery wages and related expenses	373,195	96,593	96,593
Program materials and food	6,500	2,000	2,000
Advertising and Promotion	3,000	1,000	1,000
Administrative wages and related expenses	125,873	-	-
Staff education and training	6,000	-	-
PPE	3,000	-	-
Facility Rental	106,467	-	-
Accounting and Legal	14,600	-	-
Board expenses	300	-	-
Leased Equipment	7,000	-	-
Professional fees and memberships	1,750	-	-
Telephone, fax and internet	5,000	-	-
Total Expenses	652,685	99,593	99,593
Total Surplus (Deficit)	\$ (7,979)	\$ -	\$ -



2021 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:

- 2021 Community Impact Grant Guidelines
- 2021 Community Impact Grant - Community Programs & Projects Application Checklist

If you have reviewed the 2021 Community Impact Grant Guidelines and have any questions regarding this application form or eligibility, please contact CIP@rmwb.ca.

Organization Name: The Hub Family Resource Centre

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

- 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 Friday, September 18, 2020;
- that we understand the term of the Community Impact Grant is January 1 to December 31, 2021 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.

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

<u>KB</u>	<u>SJS</u>
<u>KB</u>	<u>SJS</u>
<u>KB</u>	<u>SJS</u>
<u>KB</u>	<u>SJS</u>
<u>KB</u>	<u>SJS</u>

Kate Burzucki
Signature of Board Member
(must have signing authority)

Kate Burzucki
Print Name

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

Samantha Simpson
Print Name

September 17, 2020-09-17
Date: (YYYY-MM-DD)

2020-09-17
Date: (YYYY-MM-DD)

Community Programs and Projects Part A - Organization Summary

1. Organization Details

Organization Name:	The Hub Family Resource Centre
Street Address:	6-118 Millennium drive
City/Hamlet:	Fort McMurray
Province:	Alberta
Postal Code:	T9K 2S8
Phone Number:	(780) 743-9225
Email Address:	s.simpson@thehubfrc.ca
Act Registered Under:	Societies Act (Alberta) ▼
Registration Number:	5011050720

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

2. Main Contact

Title:	Executive Director
Name:	Samantha Simpson
Daytime Phone:	(780) 743-9225
Email Address:	s.simpson@thehubfrc.ca

3. Executive Director

Name:	Samantha Simpson
Daytime Phone:	(780) 743-9225
Email Address:	s.simpson@thehubfrc.ca

4. Board Chair / President

Name:	Derrick Trottier
Daytime Phone:	s. 17(1)
Email Address:	s. 17(1)

Note: Should any of the contact details in Questions 2 to 4 change before December 31, 2021, 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 of Directors review the financial position of the agency at monthly board meetings. The Hub Family Resource Centre has applied for various new streams of funding to support programs and services this year. Provincial Government changes have significantly impacted our financial position and the organization is working to diversify funding and cut costs to continue offering the same quality programs and services.

The Board of Directors made the strategic decision to close the downtown location of The Hub Family Resource Centre in April 2020 to cut operational costs as well.

6. Organization's most recent Fiscal Year End date (YYYY-MM-DD): 2020-03-31

Unrestricted net assets from your Financial Statements ending 2020-03-31 : \$ 34,250.00

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

Total Expenses from your Financial Statements Ending 2020-03-31 : \$ 1,958,196.00

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

The Hub Family resource Centre does not have financial reserves greater than the last fiscal year's operating expenses.

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 on becoming a member and/or participating in Hub programs and services.

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

Number of board members: Currently: 8 2019: 8 2018: 7

How often does the Board of Directors meet? A minimum of 9 times per year

10. Please list your current Board of Directors:

Name	Board Position	Years on Board
Derrick Trottier	President	3
Kate Buczulak	Vice President	4
Robert Fisher	Treasurer	4
Jadene Spitzer	Secretary	1
Michelle Jessome	Director	3
Vicki Goulah	Director	2
Amanda Stuart	Director	1
Navishta Budaloo	Director	1

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 Community Investment Program at CIP@rmwb.ca.

Community Programs and Projects

Part C - Proposed Program or Project Details

12. **Program or Project Name:** Early Parenting and Postpartum Supports

13. **Beginning Date (YYYY-MM-DD):**2021-01-01

14. **Completion Date (YYYY-MM-DD):**2021-12-31

Note: The term of the Community Impact Grant is January 1 - December 31, 2021. 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)

The Hub Family Resource Centre has put various delivery methods in place for Early Parenting and Postpartum Supports including programming for individual families and online group programming. This allows us to continue delivering the same quality programming to all families based on COVID-19 restrictions and client comfort levels.

This application is to support the wages of the program staff that will develop, prepare, and deliver the following activities.

Postpartum Supports:

Moms Matter Postpartum Support Group is a weekly, one-hour program (Tuesdays 1:00-2:00pm) that runs continuously throughout the year. The program can be offered in-person at the Hub Family Resource Centre, outdoors during the summer, or online via Zoom. This programs targets mothers with babies 0-12 months.

Moms Matter self-paced online course will be available on-demand, utilizing videos and written materials, to offer individual modules to cover wellness and parenting information from our Moms Matter support group. The wages in this application will cover the course development as well as support for individuals who are engaged in the course.

Bringing Baby Home is a four week series offered in the evenings (7:00-8:15pm) for expectant couples and those with a baby 0-12 months old. The program will be offered in person at the Hub or online through Zoom a minimum of three times per year.

Individual Check-ins are available on an as needed basis for families with children 0-12 months old. Individual Check-ins are an opportunity for families to ask questions and get supports tailored for their specific needs. The program will be offered in person at the Hub, by telephone, or online through Zoom.

Early Parenting Supports:

Early Parenting Supports for Expectant Families is a program that covers postpartum wellness and supporting your baby's development from 0-3 months of age. Classes will each be offered three times per year (30-60 minute evening classes) and can be offered in person at the Hub or online through Zoom.

Early Parenting Supports for families with children 0-3 years includes parent and child classes including but not limited to Infant Massage, Baby Sign Language, Mom and Baby Yoga, Toddler Messy Play, and Toddler Musical Play. Classes will be offered twice weekly throughout the year (30-60 minute classes) and may be offered in person at the Hub or online via Zoom.

15. *(Continued from previous page)*

Individual check-ins are available on an as needed basis for families with children one year to three years old. Individual Check-ins are an opportunity for families to ask questions and get supports tailored for their specific needs. The program will be offered in person at the Hub, by telephone, or online through Zoom.

Early Parenting Supports for families with children 0-3 years also includes a program that covers parental wellness and supporting your baby's development from 0-3 years of age. Classes will be broken down into a minimum of four age groups and each will be offered three times per year (30-60 minute evening classes) and can be offered in person at the Hub or online through Zoom.

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 Postpartum Support program will provide support and education for new mothers through Moms Matter support group. This group supports mothers to develop stress management coping skills and to make positive social interactions, leading to resiliency and personal well-being.

Using the Mothers' Mental Health Toolkit, this program will empower mothers to access any help they may need, which aids in prevention and early detection of postpartum mood disorders. The facilitator will present information to promote self-care, stress reduction, anxiety management and activities that support parent-child attachment.

The information will be shared in a non-clinical environment which also aims to increase families' social support networks and promote awareness of the services and resources available to them in the community.

The Early Parenting program will provide education for parents on how to support their child's development needs, providing a solid foundation for healthy physical, social-emotional and cognitive development. In the first five years of life, children develop the physical, emotional and social abilities that will be with them for life (Government of Alberta, Let's Talk About The Early Years, 2011). A child's early environment has a vital impact on the way their brains and bodies develop. At the core of these positive experiences are the child's parents/caregivers.

Supporting parents/caregivers in the first five years of their children's lives prevents negative childhood experiences and the disruption in development. The programs will provide opportunities for families to participate in activities that support parent-child bonding and practice skills and support early development. The program works to support parents/caregivers from early parenthood through the toddler years and does not provide in depth mental health services, but instead, connects and supports parents/caregivers to access professional services as needed.

17. (Continued from previous page)

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

Ages 0 - 3:	150	Adults:	200
Ages 3 - 5:		Seniors:	
Ages 5 - 12:		Families:	
Ages 12 - 18:		Community:	

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

The community needs that these programs will address are supports for maternal mental health, positive early child development, and family resiliency. The Canadian Index of Wellbeing of Wood Buffalo 2019 indicated three urgent issues including social isolation and mental health. Women, single parents, and lower income residents were identified to be some of the population that are most at risk. The same report identified that strengthened connections to community as something that could raise the wellbeing of residents most at risk. Mental health supports for women and single pare include maternal mental health and social connection will lead to increased family resiliency. According to the most recent Early Development Index (2016) the rate of developmental vulnerability in children 0-5 on one or more EDI domains for Fort McMurray is 30.15, which is 0.7% higher than Alberta's rate. This program empowers parents to support their children's healthy development.

20. How was the need determined?

The Canadian Index of Wellbeing of Wood Buffalo 2019 indicated three urgent issues including social isolation and mental health. Women, single parents, and lower income residents were identified to be some of the population that are most at risk. The same report identified that strengthened connections to community as something that could raise the wellbeing of residents most at risk. According to the Government of Alberta Well-Being and Resiliency Framework the foundation of lifelong health is shaped in the first six years of life. If children do not experience optimal development during the first six years of life, there can be lifelong impacts to their skills, learning and well-being. Parental and family resilience is a critical protective factor to navigating adversity, experiencing personal well-being, and supporting healthy child development. At the inception of Moms Matter in 2017, a survey of community organizations and professional care providers determined that this would fill a gap in the RMWB.

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

Maternal mental health is supported by introducing mothers to positive social supports, education and referral. The Mothers' Mental Health Toolkit is used as a research-based resource for this program. When mothers are mentally healthy they are better able to promote healthy practices emotionally and physically for their children, create stability of self and emotional regulation for young children, and support strong parent-child attachment.

Family resiliency is supported by providing tools for couples to navigate the transition to parenthood. When couples have tools and strategies for healthy communication and problem solving, relationships are more likely to be healthy and stable and promote positive interactions between parents and baby. We also support families to build resilience by supporting environments rich in serve-and-return interactions and by providing tools to help prevent experiences that may cause toxic stress.

The Early Parenting program supports healthy child development by providing many opportunities for parents to learn and interact with their child. Developmental screening tools (Ages and Stages Questionnaires) and educational materials are used to support this process. By supporting family resiliency and maternal mental health, positive infant and child development is also supported. When children are supported by positive, nurturing interactions with trusted adults to support their development, this leads to improved learning and behaviour as well as better mental and physical health throughout life.

22. What will be the program or project's positive impacts?

Parents have more tools to deal with stress and anxiety. Results from a survey done in May 2020 indicate that because of Moms Matter, 100% of participants agree or strongly agree that they have more strategies to cope with stress and anxiety.

Parents will have positive social supports. Results from a survey done in May 2020 indicates that because of Moms Matter, 100% of participants agree or strongly agree that they feel more connected to others during physical distancing. Results show that 88% of participants strongly agree or agree that because of the program they have more people they can trust and turn to for advice.

Parents will understand their child's changing needs as they grow and develop and have tools to support their child's healthy development. Results from a survey done in November 2019 indicate that because of The Hub Family Resource Centre 92% of participants agree that their children have more learning opportunities.

Couples will have more ways to support healthy relationships. Results from a survey done in May 2020 indicate that because of Bringing Baby Home, 100% of families agree or strongly agree that they are better able to communicate with their partner and they have more strategies to deal with conflict.

All programs are offered in an inclusive, family-focused environment. A survey done in January 2020 indicates that 100% of respondents agree that The Hub provides an inclusive environment and that Hub programs reflect the demographics of the larger 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 services meets the Family and Community Support Services (FCSS) program outcomes review the; [FCSS Measures Bank](#), [FCSS Program Advice Inventory Listing](#)

23. 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 to 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 ☐

24. If yes to any of the above, please fill in the table below.

Outcomes Statement:	Indicators:
1. Individuals are connected with others	1.Quality of social relationships
	2.Social supports available
2. Healthy Functioning within families	1.Positive parenting
	2.Positive family relationships

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?

A successful program will engage with mothers who are expecting or have recently had a baby. Mothers attending Moms Matter will make social connections and receive parenting and wellness information to support their child's development and their personal wellness. They will receive information on other supports available. Programs will be available online and if safe to do so, in-person at the Hub.

The online course will engage with mothers who are expecting or have recently had a baby, particularly those who otherwise would not access Hub programming due to barriers such as transportation, childcare, health reasons, or fear of judgement or stigma. Mothers accessing the online Moms Matter learning modules will receive parenting and wellness information to support their child's development and their personal wellness. They will receive information on other supports available and be encouraged to connect with other Hub programming and supports.

Couples attending Bringing Baby Home will learn tools to support healthy relationships; they will learn skills to support early parenting and feel more confident about moving through the transition to parenthood. Couples will receive the Bringing Baby Home couple's kit to use through the program and afterward.

Parents who engage in online or in-person parent and baby programming will feel part of a larger community of parents; they will have more opportunities to spend time with their child; they will be more confident to interact with their child in ways that support their child's healthy development. Activity ideas to replicate at home will be given.

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

Participants will complete surveys following the completion of a program, or at specific times throughout the year for ongoing programs.

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?

These programs provide unique supports. Moms Matter is offered in collaboration with Alberta Health Services and is unique to the region. Bringing Baby Home is the only early parenting and relationship program offered specific to couples transitioning to parenthood. The Hub has decided to discontinue prenatal courses in 2021 and continue to focus on early parenting because there are other free options for prenatal classes in the community. The Hub is one of few agencies to offer parent-child programming for families with children 0-6. Other organizations such as the library have offered parent-baby programming (such as Book Babies) however the program at the Hub is unique in that it focuses specifically on healthy development and social supports through fun activities.

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.

Program information will be advertised through the Hub's social media accounts and on the Hub website. Information will be emailed directly to partners in rural communities. Alberta Health Services shares the Moms Matter brochure at new baby visits and other well baby visits.

All posters and brochures have the statement "Funding considerations provided by the Regional Municipality of Wood Buffalo" printed on them.

- 30. The Community Programs and Projects stream is intended to promote an allied social profit sector within the Municipality. List the community groups or organizations that will be involved in the program or project delivery.**

Community Organization or Group	Role
1. Alberta Health Services Public Health	Public Health nurse attends Moms Matter and supports with mental health concerns and infant health questions
2. Chipewyan Prairie Health Centre	Will be involved in the promotion and delivery to residents in Janvier
3. Fort McMurray First Nations 468 Health Centre	Will be involved in the promotion and delivery to residents in Fort McMurray First Nations 468
4.	
5.	
6.	
7.	

- 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?**

Program participants are encouraged to share feedback on programming, including other programming or topics that would support them. The feedback is used in future program planning in collaboration with Public Health.

Depending on COVID-19 restrictions, Program Support Volunteers are invited to help with setup, take down, and logistics of the program. This role supports us to create a safe, comfortable environment for the program participants. Depending on experience and comfort level, with training provided by the Hub, volunteers could be involved in program facilitation. This is a fantastic opportunity for individuals to learn from our program facilitators and enhance their facilitation skills.

- 32. The CPP stream requires at least one other source of funding (e.g., monetary donations or grants, sponsorships, significant in-kind contributions, etc.) besides the Community Impact Grant. Describe any other funding initiatives the organization has taken or is planning to implement to support this requirement.**

The Post Partum Supports and Early Parenting Program falls under the Family Support and Early Learning department. This department is funded mainly through grants including the United Way Fort McMurray and Wood Buffalo and the Government of Alberta Family Resource Network. This application is to support program delivery wages for the specific activities listed above.

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

Alberta Health Services provides a public health nurse in-kind to be present at Moms Matter programming to help answer medical questions and support mental health referrals. For the delivery of the program in rural communities throughout Wood Buffalo, the Hub continues to receive numerous in-kind contributions for space and advertisement. For example, the Fort McKay Family Support Centre, the Fort McMurray First Nations 468 Health Centre, the Chipewyan Prairie First Nations Health Centre, and the Regional Recreation Corporation in Conklin have all hosted our Postpartum and Early Learning programming free of charge. These agencies have also been integral in advertising in their respective communities to reach local families. While COVID-19 restrictions are in place, these agencies continue to promote our online programs so that we can continue offering programming to rural communities without physically being in the community.

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, 2021.
- 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 2021	Revenue Status	
			In Progress	Secured
Project/Program Income (Ticket sales, admission, etc.)			<input type="checkbox"/>	<input type="checkbox"/>
Government of Alberta Grant		50,485.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Government of Canada Grant		200,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Casinos/Bingos			<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:	United Way	62,675.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grant from:	United Way	231,953.25	<input checked="" type="checkbox"/>	<input 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"/>
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Other:			<input type="checkbox"/>	<input type="checkbox"/>
Other:			<input type="checkbox"/>	<input type="checkbox"/>
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Other:			<input type="checkbox"/>	<input type="checkbox"/>
Other:			<input type="checkbox"/>	<input type="checkbox"/>
Other:			<input type="checkbox"/>	<input type="checkbox"/>
Total (A)		\$ 545,113.25		

REGIONAL MUNICIPALITY
OF WOOD BUFFALO

- 35. Please be advised that regardless of the organization's fiscal year, the funding period of the Community Impact Grant is January to December. As such, the following content must:**

- **Include only expenses related to the program or project contained in this grant request; and**
- **Only include anticipated expenses to be incurred from January to December 2021.**

Please include all of the expense related to this program or project, even if it is fully funded by other funders.

Column 1 shall contain all of the types of expenses for the program or project, even if not part of the grant request.

Column 2 shall contain only the portion of the expense being applied for from the Community Impact Grant. The total of **Column 2** must match the Total Grant Request and cannot be greater than \$100,000.

Column 3 shall contain only the portion of the expense being funded through other sources of funding.

Column 4 is automatically calculated and should total the entire anticipated cost of the program or project.

Total Projected Revenue (from Page 15) (A) **\$ 545,113.25**

1	2	3	4
Type of Expense	Requested RMWB Grant	Other Funders	Total Program Expenses
Program delivery wages and related expenses	96,593.00	276,601.94	373,194.94
Program materials and food	2,000.00	4,500.00	6,500.00
Advertising and Promotions	1,000.00	2,000.00	3,000.00
Administrative wages and related expenses		125,873.00	125,873.00
Staff Education and Training		6,000.00	6,000.00
PPE		3,000.00	3,000.00
Facility Rent		106,467.00	106,467.00
Accounting and Legal		14,600.00	14,600.00
Board Expenses		300.00	300.00
Leased Equipment		7,000.00	7,000.00
Professional Fees and Memberships		1,750.00	1,750.00
Telephone, fax and internet		5,000.00	5,000.00
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			0.00
	\$ 99,593.00	Total (B)	\$ 652,684.94
	Shortfall (Including Grant Request) (A-B)		\$ 107,571.69

TOTAL GRANT REQUEST (Maximum \$100,000) * 99,593.00

***Total Grant Request cannot be higher than projected shortfall**

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

The presented budget encompasses the Family Support and Early Learning department including Postpartum Support and Early Parenting. The activities listed are the specific activities that are applied for in this grant and do not include the numerous other activities that fall under the department.

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, 2019 and June 30, 2020)

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

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)**

**Early Parenting and Postpartum Support
Logic Model**

Outcomes Statement:	Indicators:	Measures:	Measures Bank Number:	Alignment with the FCSS Outcomes Model: Chart of Outcomes and Indicators:
1. Adults understand healthy relationships	1. Adults report they understand what they can do to positively impact healthy relationships.	1. I have a better understanding of what I can do to contribute to healthy relationships.	M8	Family Outcome 2: Individuals are Connected with Others Indicator: Quality of Social Relationships
		2.		
	2.	1.		
		2.		
2. Adults understand how to manage stress	1. Adults report they have new information on how to manage stress.	2. I have some new information on how to better manage stress.	PM4	Individual Outcome 1: Individuals Experience personal well-being Indicator: Resilience
		2.		
	2.	1.		

		2.		

3. Adults meet or reconnect with people from their community.	1. Adult report having met or reconnected with people from their community.	1. I have met or reconnected with people from my community.	PM2	Individual Outcome 2: Individuals are connected with others. Indicator: Quality of Social Relationships
		2.		
	2.	1.		
		2.		
4. Parents understand the changing needs of children as they develop.	1. Adults report understanding how their child's needs change as they grow and develop.	1. I am more aware of how my child's needs change as they grow and develop.	PM2	Family Outcome 1: Healthy Functioning Within Families Indicator: Positive Parenting
		2.		
5. Adults know what resources are available for their family.	1. Adults report having more information on the resources available for their family.	1. I have more information on what resources are available for my family.		Family Outcome 2: Families Have Social Supports Indicator: Family accesses resources as needed
		2.		



GALLO & COMPANY
CHARTERED PROFESSIONAL ACCOUNTANTS



THE HUB FAMILY RESOURCE CENTRE
Financial Statements
Year Ended March 31, 2020

EDMONTON

Suite 6, 12415 Stony Plain Road
Edmonton, AB T5N 3N3

SHERWOOD PARK

221, 65 Chippewa Road
Sherwood Park, AB T8A 6J7

**SOLUTIONS THAT
AREN'T TAXING.**

THE HUB FAMILY RESOURCE CENTRE
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Year Ended March 31, 2020

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GALLO & COMPANY
CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Members of The Hub Family Resource Centre

Qualified Opinion

We have audited the financial statements of The Hub Family Resource Centre (the Organization), which comprise the statement of financial position as at March 31, 2020, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at March 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Organization derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Organization. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2020, current assets and net assets as at March 31, 2020. Our audit opinion on the financial statements for the year ended March 31, 2019 was modified accordingly because of the possible effects of this limitation of scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

(continues)

Independent Auditor's Report to the Members of The Hub Family Resource Centre (continued)

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Sherwood Park, Alberta
September 21, 2020

PROFESSIONAL CORPORATION
CHARTERED PROFESSIONAL ACCOUNTANTS

THE HUB FAMILY RESOURCE CENTRE
Statement of Revenues and Expenditures
Year Ended March 31, 2020



	2020	2019
REVENUES		
Grants	\$ 1,870,392	\$ 1,795,206
Fundraising	54,675	55,796
Donations	34,581	61,762
Other income	6,949	7,553
	<u>1,966,597</u>	<u>1,920,317</u>
EXPENSES		
Salaries and benefits	1,253,619	1,225,123
Rent	365,285	331,465
Training	51,074	36,353
Amortization	46,877	47,357
Professional fees	44,941	43,366
Materials	33,781	36,305
Program development	26,068	42,128
Facility repair and maintenance	25,139	32,747
Computer network maintenance	21,808	18,428
Telephone	17,463	20,770
Photocopying	14,260	13,017
Program nutrition	13,456	8,498
Insurance	12,684	12,206
Fundraising expenses	10,906	15,459
Utilities	8,753	9,828
Office	8,526	13,413
Advertising and promotion	8,215	10,260
Travel	2,943	3,851
Vehicle	2,663	1,786
Repairs and maintenance	2,643	10,018
Interest and bank charges	1,794	2,238
	<u>1,972,898</u>	<u>1,934,616</u>
EXCESS OF REVENUES OVER EXPENSES	(6,301)	(14,299)
Gain on disposal of equipment	-	2,464
DEFICIENCY OF REVENUES OVER EXPENSES	<u>\$ (6,301)</u>	<u>\$ (11,835)</u>

THE HUB FAMILY RESOURCE CENTRE
Statement of Financial Position
March 31, 2020

	2020	2019
ASSETS		
CURRENT		
Cash (Notes 2, 5)	\$ 310,174	\$ 427,444
GST receivable	7,865	8,781
Prepaid expenses	19,730	37,799
	<u>337,769</u>	474,024
PROPERTY AND EQUIPMENT <i>net of accumulated amortization (Notes 2, 3)</i>	<u>53,488</u>	100,365
	<u>\$ 391,257</u>	<u>\$ 574,389</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 44,070	\$ 82,235
Wages payable	31,155	31,972
Source deductions payable	15,957	16,436
Deferred revenue (Note 4)	152,852	290,823
Other payables (Note 7)	1,278	677
	<u>245,312</u>	422,143
NET ASSETS		
General fund	<u>145,945</u>	152,246
	<u>\$ 391,257</u>	<u>\$ 574,389</u>

LEASE OBLIGATIONS (Note 9)

ON BEHALF OF THE BOARD

 Director
 Director

See notes to financial statements

THE HUB FAMILY RESOURCE CENTRE
Statement of Changes in Net Assets
Year Ended March 31, 2020

	2020	2019
NET ASSETS - BEGINNING OF YEAR	\$ 152,246	\$ 164,081
DEFICIENCY OF REVENUES OVER EXPENSES	(6,301)	(11,835)
NET ASSETS - END OF YEAR	\$ 145,945	\$ 152,246

THE HUB FAMILY RESOURCE CENTRE
Statement of Cash Flows
Year Ended March 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Deficiency of revenues over expenses	\$ (6,301)	\$ (11,835)
Items not affecting cash:		
Amortization of property and equipment	46,877	47,357
Gain on disposal of property and equipment	-	(2,464)
	<u>40,576</u>	<u>33,058</u>
Changes in non-cash working capital:		
Accounts payable	(38,165)	11,477
Deferred revenue	(137,971)	117,005
Prepaid expenses	18,069	(584)
Goods and services tax payable	916	2,165
Wages payable	(817)	2,070
Source deductions payable	(479)	(18,510)
Other payables	601	(189,162)
	<u>(157,846)</u>	<u>(75,539)</u>
Cash flow used by operating activities	<u>(117,270)</u>	<u>(42,481)</u>
INVESTING ACTIVITIES		
Purchase of equipment	-	(35,784)
Proceeds on disposal of equipment	-	3,000
Cash flow used by investing activities	<u>-</u>	<u>(32,784)</u>
DECREASE IN CASH FLOW	<u>(117,270)</u>	<u>(75,265)</u>
Cash - beginning of year	<u>427,444</u>	<u>502,709</u>
CASH - END OF YEAR	<u>\$ 310,174</u>	<u>\$ 427,444</u>

See notes to financial statements

THE HUB FAMILY RESOURCE CENTRE
Notes to Financial Statements
Year Ended March 31, 2020

1. DESCRIPTION OF ORGANIZATION

The Hub Family Resource Centre (the "Organization") is a not-for-profit organization incorporated provincially under the Companies Act of Alberta on April 8, 2004. Its purpose is to provide a facility which enhances access and delivery of available community resources which focus on the promotion of healthy childhood development through the promotion of positive parenting skills. As a registered charity, the Organization is exempt from the payment of income tax under Section 149(1) of the Income Tax Act, provided it maintains its registration.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Organization determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Organization expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

Financial assets measured at amortized cost include cash and GST receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Revenue recognition

The Organization uses the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(continues)

THE HUB FAMILY RESOURCE CENTRE

Notes to Financial Statements

Year Ended March 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Cash.

Cash and cash equivalents are made up of cash balances that are available for immediate use except for \$10,020 (2019 - \$9,505), which has limitations in use as provided by the Alberta Gaming and Liquor Commission.

Property and equipment

Property and equipment is stated at cost or deemed cost less accumulated amortization. Property and equipment is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Computer software	100%	declining balance method
Computer equipment	45%	declining balance method
Furniture and fixtures	30%	declining balance method
Vehicles	30%	declining balance method
Equipment	20%	declining balance method
Leasehold improvements	3 years	straight-line method

The Organization regularly reviews its property and equipment to eliminate obsolete items. Government grants are treated as a reduction of property and equipment cost.

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

Impairment of Long Lived Assets

The Organization tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

Contributed goods and services

The operations of the Organization depend on both the contribution of time by volunteers and donated goods from various sources. The fair value of donated goods and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

THE HUB FAMILY RESOURCE CENTRE

Notes to Financial Statements

Year Ended March 31, 2020

3. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Computer software	\$ 10,546	\$ 10,546	\$ -	\$ -
Computer equipment	88,740	85,919	2,821	5,229
Furniture and fixtures	47,745	42,762	4,983	7,118
Vehicles	69,560	43,443	26,117	37,310
Equipment	42,545	37,863	4,682	6,051
Leasehold improvements	399,977	385,092	14,885	44,657
	\$ 659,113	\$ 605,625	\$ 53,488	\$ 100,365

4. DEFERRED REVENUE

	2019	Additions	Allocations	2020
Hub on Wheels Program	\$ -	\$ 90,000	\$ 45,000	\$ 45,000
RMWB	-	57,750	16,118	41,632
Other Funds	137,868	50,100	151,768	36,200
June Bug Fundraiser	-	52,000	32,000	20,000
Casino	9,505	515	-	10,020
Parent Link Centre Enhancement	75,000	-	75,000	-
Wildfire Trauma Support	68,450	-	68,450	-
Safe Visitation Program	-	125,000	125,000	-
Parent Link Centre	-	1,077,750	1,077,750	-
	\$ 290,823	\$ 1,453,115	\$ 1,591,086	\$ 152,852

Deferred revenue consists of funds that are externally restricted for use on specific program expenses as outlined in each agreement.

5. EXTERNALLY RESTRICTED FUNDS

\$10,020 (2019 - \$9,505) of the cash account has limitations in use as provided by the Alberta Gaming and Liquor Commission.

THE HUB FAMILY RESOURCE CENTRE

Notes to Financial Statements

Year Ended March 31, 2020

6. FINANCIAL INSTRUMENTS

The Organization's carrying value of cash and cash equivalents, accounts receivable, and accounts payable approximates its fair value due to the immediate or short term maturity of these instruments.

The Organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Organization's risk exposure and concentration as of March 31, 2020.

(a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Organization is exposed to limited credit risk as most of its revenues are derived from funding agreements and contributions.

(b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Organization is exposed to this risk mainly in respect of its accounts payable.

(c) Currency risk

Currency risk is the risk to the Organization's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Organization is exposed to minimal foreign currency exchange risk as all transactions are in Canadian funds.

(d) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Organization manages exposure through its normal operating and financing activities.

(e) Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Organization is minimally exposed to other price risk as they have no investments.

Unless otherwise noted, it is management's opinion that the Organization is not exposed to significant other price risks arising from these financial instruments.

7. OTHER PAYABLES

The Organization held \$1,278 (2019 - \$677) on behalf of the Early Years Coalition. The funds are due on demand and therefore have been classified as a short term liability. The amount payable is interest free and has no set repayment terms. The full amount has been returned subsequent to year end.

THE HUB FAMILY RESOURCE CENTRE

Notes to Financial Statements

Year Ended March 31, 2020

8. ECONOMIC DEPENDENCE

Like many not for profit organizations, The Hub Family Resource Centre is dependent on funding from government and other agencies, and donations in order to provide services. The level of services performed is dependent on the level of funding obtained.

9. LEASE OBLIGATIONS

The Organization has long term lease agreements with respect to its premises. Future minimum lease payments as at March 31, 2020 are as follows;

2021	\$	165,495
2022		165,495
2023		165,495
		<hr/>
	\$	496,485

10. SUBSEQUENT EVENTS

In early March of 2020, the COVID-19 virus was declared a global pandemic. Business continuity, including supply chains and consumer demand across a broad range of industries and countries, could be severely impacted for months or more, as governments and their citizens take significant and unprecedented measures to mitigate the consequences of this pandemic. The Organization is carefully monitoring the situation and evaluating its options during this time. No adjustments have been made to these financial statements as a result of this uncertainty.

11. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.
