

ATTACHMENT C



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: Let Me Be Me Learning Foundation		DATE: Feb 1, 2019	
ADDRESS: 1585 Bowen Road Unit 200		PRESIDENT: Tony Pullen (Chairman of the Board)	
Nanaimo, BC		SENIOR STAFF MEMBER: Carla Schamehorn / Lorrilee Hopkins	
V9S 1G4		POSITION: Co-Founders/ Co-Exec-Directors	
		CONTACT: Carla or Lorrilee	
TELEPHONE: (250)585-1038		TELEPHONE: (250)585-1038 or (250)327-2352	
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Nanaimo, Ladysmith area			
NO. OF FULL TIME STAFF: 3		NO. OF PART TIME STAFF: 3	
NO. OF COMMUNITY VOLUNTEERS: 6		NO. OF VOLUNTEER HOURS PER YEAR: approximately 200	
CLIENTS SERVED, LAST YEAR: 12		CLIENTS SERVED, THIS YEAR (PROJECTED): 15+	
B.C. SOCIETY ACT REG. NO.: S0064524		REVENUE CANADA CHARITABLE REG. NO.:	
CURRENT BUDGET:		LEGAL DESCRIPTION OF PROPERTY: Lot 1, Section 1, Newcastle Reserve, Land District 32, Plan 36556	
INCOME See attached financials			
EXPENSES: See attached financials			
NEXT YEAR PROJECTED:			
INCOME:		TAX FOLIO NUMBER: 086186000 P.I.D. 000-412-856	
EXPENSES:		CURRENT YEAR TAXES (IF KNOWN):	
SIGNATURE: <i>C Schamehorn</i>		TITLE/POSITION: Co-Exec Director/ Secretary	DATE: Feb 11/19
NOTE: YOUR ORGANIZATION'S MOST RECENT YEAR-END FINANCIAL STATEMENTS AND CURRENT YEAR-TO-DATE FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).			

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the Purpose or Mandate of your organization in this community.

To inspire youth to achieve educational and life skills success.

To provide holistic, individualized, community based support.

To provide a hub of support services for families and clients

To empower those who learn differently to see the world without limits, by embracing their extraordinary talents.

2. Please list the programs and services provided by your organization.

Full and part time educational / social skills / life skills / behavioural intervention and tutoring support for those who learn differently.

3. Are you planning to change or add to current programs and services in the future?

We will be looking to expand to include older and younger individuals as well as get more and more involved in the community through outings and activities.

4. Please describe the role of volunteers in your organization.

Our volunteers participate in fundraising (eg. tallying till tapes for grocery funds, bottle drive, hot dog sales, chocolate sales), assisted with move to new location, assisted in accumulating resources and organizational tasks.

5. Please list all grants received from the City of Nanaimo, Regional District of Nanaimo, and other governments or service clubs.

Kiwanis Sunrisers - \$300/yr for 2 years in a row (2017-2018)

CITY OF NANAIMO GRANT QUESTIONNAIRE

6. Please provide details of fees for service in your organization, and how costs and fees are determined.

Base fees for full time learner at a 3:1 learner:mentor ratio is \$1700/month. Those who require 1:1 support have fees of \$2400/month. We are sensitive and considerate of those who may get less government funding. We determined the fees amounts based on funding provided by Distance Learning Schools plus Autism funds as well as overhead costs to operate.

7. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

N/A

8. If you lease or rent out part of your premises: please note the amount of space rented (sq ft), total square feet of the premises, name of organization renting the space, and the annual rent received.

Alzheimers Society of BC leases space from us and they pay \$1260/month on a month to month basis. However, they are moving out to their own space as of March 15th, 2019.

9. Please describe current or planned approaches to self generated income.

N/A

CITY OF NANAIMO GRANT QUESTIONNAIRE

10. Is there any other information about your organization that you would like to provide to support your application?

See attached description of foundation.

11. In what ways would you recognize the City's support, should you receive a Permissive Tax Exemption?

We could show our appreciation on social media, our website, word of mouth and any advertising we do could show the support of the City for our young clients.



2018 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **LET ME BE ME LEARNING FOUNDATION**
Incorporation Number: S0064524
Business Number: 80704 6164 BC0001
Filed Date and Time: August 30, 2018 05:27 PM Pacific Time
Annual General Meeting (AGM) Date: August 28, 2018

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:	Mailing Address:
998 WADDINGTON RD NANAIMO BC V9S 4T9	998 WADDINGTON RD NANAIMO BC V9S 4T9

DIRECTOR INFORMATION AS OF August 28, 2018

Last Name, First Name Middle Name:
HOPKINS, LORRILEE

Delivery Address:

Last Name, First Name Middle Name:
MORRIS, DAN

Delivery Address:

Last Name, First Name Middle Name:
PULLEN, TONY

Delivery Address:

Last Name, First Name Middle Name:
RAMBO, MELANY DORATHY

Delivery Address:

BC REGISTRIES AND ONLINE SERVICES

Incorporation Number S0064524

www.gov.bc.ca/Societies

Page 1 of 2

Last Name, First Name Middle Name:

SCHAMEHORN, CARLA

Delivery Address:

CERTIFICATION

I, Carla Schamehorn, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.

Let Me Be Me Learning Foundation

Balance Sheet

As of 31 August 2018

	31 Aug 18
ASSETS	
Current Assets	
Chequing/Savings	
CCC Bank Accounts	
BusHighIns_Savings_6462_Donatio	1,319.77
Business Checking xxxxxxxx1113	14,535.21
Total CCC Bank Accounts	15,854.98
Petty Cash	4.44
Total Chequing/Savings	15,859.42
Accounts Receivable	
Accounts Receivable	-30.00
Total Accounts Receivable	-30.00
Total Current Assets	15,829.42
TOTAL ASSETS	15,829.42
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	1,582.23
Retained Earnings	10,077.12
Net Income	4,170.07
Total Equity	15,829.42
TOTAL LIABILITIES & EQUITY	15,829.42

Let Me Be Me Learning Foundation

Balance Sheet

As of 28 February 2019

	28 Feb 19
ASSETS	
Current Assets	
Chequing/Savings	
CCC Bank Accounts	
BusHighIns_Savings_6462_Donatio	2,773.89
Business Checking xxxxxxxx1113	27,379.38
Fixed Costs Savings	20,000.00
Total CCC Bank Accounts	50,153.27
Petty Cash	93.49
Total Chequing/Savings	50,246.76
Accounts Receivable	
Accounts Receivable	10,540.00
Total Accounts Receivable	10,540.00
Total Current Assets	60,786.76
TOTAL ASSETS	60,786.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-330.86
Total Accounts Payable	-330.86
Other Current Liabilities	
Loans from Officers, Directors	3,000.00
Total Other Current Liabilities	3,000.00
Total Current Liabilities	2,669.14
Total Liabilities	2,669.14
Equity	
Opening Balance Equity	1,582.23
Retained Earnings	14,247.19
Net Income	42,288.20
Total Equity	58,117.62
TOTAL LIABILITIES & EQUITY	60,786.76

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2019-02-09

Accrual Basis

Let Me Be Me Learning Foundation Profit & Loss Budget Performance

September 2018 through August 2019

	Sep '18 - Aug 19	Budget	Sep '18 - Aug 19	YTD Budget	Annual Budget
Income					
Other Revenue					
Interest Revenue	3.81		3.81		
Total Other Revenue	3.81		3.81		
Sales Revenue					
Operating Revenue-BC Autism	11,578.00	23,100.00	11,578.00	23,100.00	23,100.00
Operating Revenue-Donations	4,096.34	1,500.00	4,096.34	1,500.00	1,500.00
Operating Revenue-EducationPrg	18,900.00	36,000.00	18,900.00	36,000.00	36,000.00
Operating Revenue-Individual	7,930.00	14,590.00	7,930.00	14,590.00	14,590.00
Operating Revenue-MCFD	4,500.00	9,000.00	4,500.00	9,000.00	9,000.00
Operating Revenue-Self Design	61,600.00	112,252.00	61,600.00	112,252.00	112,252.00
Operating Revenue-Sublet Office	5,040.00	12,600.00	5,040.00	12,600.00	12,600.00
Operating Revenue-Black Press	421.22	1,032.00	421.22	1,032.00	1,032.00
Total Sales Revenue	114,065.56	210,074.00	114,065.56	210,074.00	210,074.00
Total Income	114,069.37	210,074.00	114,069.37	210,074.00	210,074.00
Expense					
Facilities					
Hydro	1,718.88	4,200.00	1,718.88	4,200.00	4,200.00
Phone and Internet bundle	429.61	1,800.00	429.61	1,800.00	1,800.00
Rent/Leases	22,300.19	46,368.00	22,300.19	46,368.00	46,368.00
SECURCO	91.35	304.50	91.35	304.50	304.50
Total Facilities	24,540.03	52,672.50	24,540.03	52,672.50	52,672.50
General & Administrative Exp					
Accounting & Legal	336.00		336.00		
Business Expenses	314.72	600.00	314.72	600.00	600.00
Facility Supplies	1,080.85	1,200.00	1,080.85	1,200.00	1,200.00
Insurance-Liability-WCB	792.78	3,939.96	792.78	3,939.96	3,939.96
Student Cooking Program	464.00	2,610.00	464.00	2,610.00	2,610.00
Student program supplies	785.98	1,800.00	785.98	1,800.00	1,800.00
Student Recreation_Field trips	226.74	1,200.00	226.74	1,200.00	1,200.00
Xplornet Account-bookkeeping	600.00	1,200.00	600.00	1,200.00	1,200.00
General & Administrative Exp - Other	522.78		522.78		
Total General & Administrative Exp	5,123.85	12,549.96	5,123.85	12,549.96	12,549.96
Payroll Expenses					
ADP PAYROLL PROCESSING FEE'S	649.45	0.00	649.45	0.00	0.00
CO-PAY EI-CPP	3,167.73		3,167.73		
Source Deductions - EDP	7,507.48		7,507.48		
Wages and Salaries	41,514.53	0.00	41,514.53	0.00	0.00
Payroll Expenses - Other	0.00	142,531.12	0.00	142,531.12	142,531.12
Total Payroll Expenses	52,839.19	142,531.12	52,839.19	142,531.12	142,531.12
Total Expense	82,503.07	207,753.58	82,503.07	207,753.58	207,753.58
Net Income	31,566.30	2,320.42	31,566.30	2,320.42	2,320.42

Current
Fiscal

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2019-02-09

Accrual Basis

Let Me Be Me Learning Foundation Profit & Loss Budget Performance

1 September 2018 through 9 February 2019

	1 Sep '18 - 9 Feb 19	Budget	1 Sep '18 - 9 Feb 19	YTD Budget	Annual Budget
Income					
Investments					
Interest-Savings, Short-term CD	0.00	0.00	0.00	0.00	
Investments - Other	0.00	0.00	0.00	0.00	
Total Investments	0.00	0.00	0.00	0.00	
Other Revenue					
Interest Revenue	3.81	0.00	3.81	0.00	
Other Revenue - Other	0.00	0.00	0.00	0.00	
Total Other Revenue	3.81	0.00	3.81	0.00	
Sales Revenue					
Operating Revenue-BC Autism	11,578.00	10,467.86	11,578.00	10,467.86	23,100.00
Operating Revenue-Donations	4,096.34	798.21	4,096.34	798.21	1,500.00
Operating Revenue-EducationPrg	18,900.00	19,157.14	18,900.00	19,157.14	36,000.00
Operating Revenue-Fund Raising	0.00	0.00	0.00	0.00	
Operating Revenue-Individual	7,930.00	8,402.14	7,930.00	8,402.14	14,590.00
Operating Revenue-MCFD	4,500.00	4,789.29	4,500.00	4,789.29	9,000.00
Operating Revenue-Self Design	61,600.00	65,560.00	61,600.00	65,560.00	112,252.00
Operating Revenue-Sublet Office	5,040.00	4,185.00	5,040.00	4,185.00	12,600.00
Operating Revenue-Black Press	421.22	457.64	421.22	457.64	1,032.00
Sales Revenue - Other	0.00	0.00	0.00	0.00	
Total Sales Revenue	114,065.56	113,817.28	114,065.56	113,817.28	210,074.00
Total Income	114,069.37	113,817.28	114,069.37	113,817.28	210,074.00
Expense					
Facilities					
Hydro	1,718.88	1,862.50	1,718.88	1,862.50	4,200.00
Phone and Internet bundle	429.61	798.21	429.61	798.21	1,800.00
Rent/Leases	22,300.19	20,562.00	22,300.19	20,562.00	46,368.00
SECURCO	91.35	101.14	91.35	101.14	304.50
Facilities - Other	0.00	0.00	0.00	0.00	
Total Facilities	24,540.03	23,323.85	24,540.03	23,323.85	52,672.50
General & Administrative Exp					
Accounting & Legal	336.00	0.00	336.00	0.00	
Advertising and Promotion	0.00	0.00	0.00	0.00	
Business Expenses	314.72	266.07	314.72	266.07	600.00
Donated Facilities	0.00	0.00	0.00	0.00	
Facility Supplies	1,080.85	532.14	1,080.85	532.14	1,200.00
fundraising Expenses	0.00	0.00	0.00	0.00	
Insurance-Liability-WCB	792.78	1,747.18	792.78	1,747.18	3,939.96
Interest & Bank Charges	0.00	0.00	0.00	0.00	
Student Cooking Program	464.00	1,388.89	464.00	1,388.89	2,610.00
Student program supplies	785.98	798.21	785.98	798.21	1,800.00
Student Recreation_Field trips	226.74	532.14	226.74	532.14	1,200.00
Xplornet Account-bookkeeping	600.00	532.14	600.00	532.14	1,200.00
General & Administrative Exp - Other	522.78	0.00	522.78	0.00	
Total General & Administrative Exp	5,123.85	5,796.77	5,123.85	5,796.77	12,549.96
Payroll Expenses					
ADP PAYROLL PROCESSING FEE'S	649.45	0.00	649.45	0.00	0.00
CO-PAY EI-CPP	3,167.73	0.00	3,167.73	0.00	
CPP Expenditures	0.00	0.00	0.00	0.00	
Source Deductions - EDP	7,507.48	0.00	7,507.48	0.00	
Wages and Salaries	41,514.53	0.00	41,514.53	0.00	0.00
Payroll Expenses - Other	0.00	69,027.44	0.00	69,027.44	142,531.12
Total Payroll Expenses	52,839.19	69,027.44	52,839.19	69,027.44	142,531.12
Reconciliation Discrepancies	0.00	0.00	0.00	0.00	
Uncategorized Expenses	0.00	0.00	0.00	0.00	
Total Expense	82,503.07	98,148.06	82,503.07	98,148.06	207,753.58
Net Income	31,566.30	15,669.22	31,566.30	15,669.22	2,320.42

YTD

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2019-02-09

Accrual Basis

Let Me Be Me Learning Foundation
Statement of Financial Income and Expense
1 September 2018 through 9 February 2019

	1 Sep '18 - 9 Feb 19
Income	
Other Revenue	
Interest Revenue	3.81
Total Other Revenue	3.81
Sales Revenue	
Operating Revenue-BC Autism	11,578.00
Operating Revenue-Donations	4,096.34
Operating Revenue-EducationPrg	18,900.00
Operating Revenue-Individual	7,930.00
Operating Revenue-MCFD	4,500.00
Operating Revenue-Self Design	61,600.00
Operating Revenue-Sublet Office	5,040.00
Operating Revenue-Black Press	421.22
Total Sales Revenue	114,065.56
Total Income	114,069.37
Expense	
Facilities	
Hydro	1,718.88
Phone and Internet bundle	429.61
Rent/Leases	22,300.19
SECURCO	91.35
Total Facilities	24,540.03
General & Administrative Exp	
Accounting & Legal	336.00
Business Expenses	314.72
Facility Supplies	1,080.85
Insurance-Liability-WCB	792.78
Student Cooking Program	464.00
Student program supplies	785.98
Student Recreation Field trips	226.74
Xplomet Account-bookkeeping	600.00
General & Administrative Exp - Other	522.78
Total General & Administrative Exp	5,123.85
Payroll Expenses	
ADP PAYROLL PROCESSING FEE'S	649.45
CO-PAY EI-CPP	3,167.73
Source Deductions - EDP	7,507.48
Wages and Salaries	41,514.53
Total Payroll Expenses	52,839.19
Total Expense	82,503.07
Net Income	31,566.30

YTD

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2019-02-09

Accrual Basis

Let Me Be Me Learning Foundation
Statement of Financial Income and Expense
 — September 2018 through January 2019 —

	Sep '18 - Jan 19
Income	
Other Revenue	
Interest Revenue	3.81
Total Other Revenue	3.81
Sales Revenue	
Operating Revenue-BC Autism	11,278.00
Operating Revenue-Donations	3,726.34
Operating Revenue-EducationPrg	18,900.00
Operating Revenue-Individual	7,930.00
Operating Revenue-MCFD	4,500.00
Operating Revenue-Self Design	61,600.00
Operating Revenue-Sublet Office	3,780.00
Operating Revenue-Black Press	421.22
Total Sales Revenue	112,135.56
Total Income	112,139.37
Expense	
Facilities	
Hydro	1,718.88
Phone and Internet bundle	429.61
Rent/Leases	17,665.19
SECURCO	60.90
Total Facilities	19,874.58
General & Administrative Exp	
Accounting & Legal	336.00
Business Expenses	314.72
Facility Supplies	1,080.85
Insurance-Liability-WCB	624.25
Student Cooking Program	464.00
Student program supplies	785.98
Student Recreation Field trips	226.74
Xplomet Account-bookkeeping	500.00
General & Administrative Exp - Other	522.78
Total General & Administrative Exp	4,855.32
Payroll Expenses	
ADP PAYROLL PROCESSING FEE'S	649.45
CO-PAY EI-CPP	3,167.73
Source Deductions - EDP	7,507.48
Wages and Salaries	41,514.53
Total Payroll Expenses	52,839.19
Total Expense	77,569.09
Net Income	34,570.28

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2019-02-09

Accrual Basis

Let Me Be Me Learning Foundation
Statement of Financial Income and Expense
September 2017 through August 2018

	Sep '17 - Aug 18
Income	
Other Revenue	
Interest Revenue	4.34
Total Other Revenue	4.34
Sales Revenue	
Operating Revenue-BC Autism	14,863.47
Operating Revenue-Donations	1,959.08
Operating Revenue-EducationPrg	31,700.00
Operating Revenue-Fund Raising	993.30
Operating Revenue-Individual	7,380.00
Operating Revenue-MCFD	1,800.00
Operating Revenue-Self Design	40,485.00
Operating Revenue-Black Press	1,037.87
Total Sales Revenue	100,218.72
Total Income	100,223.06
Expense	
Facilities	
Rent/Leases	2,125.00
Total Facilities	2,125.00
General & Administrative Exp	
Business Expenses	685.64
Insurance-Liability-WCB	3,290.91
Interest & Bank Charges	2.50
Student Cooking Program	696.98
Student program supplies	532.80
Student Recreation Field trips	1,103.21
General & Administrative Exp - Other	5.00
Total General & Administrative Exp	6,317.04
Payroll Expenses	
ADP PAYROLL PROCESSING FEE'S	1,562.94
Source Deductions - EDP	18,373.65
Wages and Salaries	67,674.36
Total Payroll Expenses	87,610.95
Total Expense	96,052.99
Net Income	<u><u>4,170.07</u></u>

Rest FM



Jay Cousins, B.Comm.

1-5140 Metral Drive
Nanaimo, B.C., V9T 2K8
Tel: (250) 751-1223
Fax: (250) 751-3592
Toll Free: 1-877-335-4380
e-mail: jay@jaycousins.com
www.jaycousins.com



February 7, 2019

Re: Property Tax Exemption

To Whom it May Concern:

0811580 BC Ltd. c/o RE/MAX Commercial Property Management is the owner of the property and building located at 1585 Bowen Road, Nanaimo, BC V9S 1G4.

The Legal Description is:

Lot 1, Section 1, Newcastle Reserve, Land District 32, Plan 36556
P.I.D. 000-412-856

The Tax Roll for BC Assessment is: 086186000

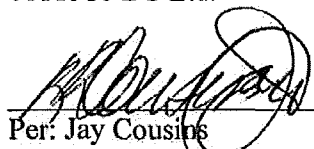
0811580 BC Ltd., has entered into a lease with Let Me Be Me Learning Foundation, who have been occupying Unit 200 in the building listed above as of November 1st, 2018.

It is my understanding that Let Me Be Me Learning Foundation has applied for a Permissive Tax Exemption (PTE) as a not-for-profit organization. This letter is to serve as documentation for, in the case that Let Me be Me Learning Foundation is granted a PTE, the exemption being applied for the benefit of the Let Me Be Me Learning Foundation. I will pass along any proof of this tax break transfer you may require, upon your request.

If you have any further questions on the matter, please contact me at the following email address jay@jaycousins.com or by telephone at 250-751-1223.

Sincerely,

0811580 BC Ltd.


Per: Jay Cousins
RE/MAX Comm. Prop. Mgmt.



At Let Me Be Me Learning Foundation we believe there is a need for comprehensive services for children and youth who face barriers to education, culture and social/life skills. We provide these services for children and their families. Let Me Be Me provides a variety of programs that take a holistic approach to learning. At the same time, these programs are individualized to meet the needs and hone the talents of each student.

The students in the Let Me Be Me Program will be grounded in culture, sustainability and connected to the community. We can provide part time and full time educational programming (gr 1-12, with modified or adapted options), tutoring services, behavioural intervention and connections for possible respite care. These programs will develop social skills (regular community outings, special activities, role play) and life skills (cooking, budgeting, laundry & personal care). Also, familiarize and have the students get comfortable with technology so that they are capable of being connected to their community and community services.

Students will have the opportunity to participate in nutrition programs, exploring food and its connection to nature, community and sustainability. This includes incorporating modern lifestyle choices that reflect the dietary needs of the students; i.e. allergy challenges, vegan or gluten free, etc.

We offer to service providers a hub for service delivery; such as speech language pathologists, occupational therapists and a variety of consultants, in order to support the varying needs of students and their families. Let

Me Be Me provides time and space to facilitate such endeavours with minimal barriers to families and caregivers. We also recognize the importance of integration of First Nations culture. Elders will be welcomed to the center to share oral traditions, drumming and valuable wisdom to the students.

We are highly motivated to integrate students into community programs and services that will enable them to learn how to be independent, responsible and self-reliant. This is to include work experience placement, resumes and counselling to better prepare individuals for their transition from Let Me Be Me into our community.

For more information or questions please email letmebemelf@gmail.com

Visit our website www.letmebemelf.ca

Sarah Peabody

From: Admin Letmebeme <letmebemelf@gmail.com>
Sent: Monday, February 25, 2019 10:49 AM
To: Sarah Peabody
Subject: Re: Total sq footage and corrected letter

Absolutely Sarah,

Our space is 3942 sq ft. Have a great day!

Gratefully,

Carla

On Mon, Feb 25, 2019 at 10:47 AM Sarah Peabody <Sarah.Peabody@nanaimo.ca> wrote:

Good morning Carla,

One more thing. Can you please give me the square footage of the space you are leasing.

Thank you

Sarah

From: Admin Letmebeme <letmebemelf@gmail.com>
Sent: Thursday, February 21, 2019 2:50 PM
To: Sarah Peabody <Sarah.Peabody@nanaimo.ca>
Subject: Total sq footage and corrected letter

Hi Sarah,

The total square footage of the building is 16,964 Sq. Ft. and the corrected letter from our landlord is attached. Thank you for your efforts to get this application processed in a timely fashion! Our little not for profit appreciates it!

Sarah Peabody

From: Admin Letmebeme <letmebemelf@gmail.com>
Sent: Thursday, February 21, 2019 2:50 PM
To: Sarah Peabody
Subject: Total sq footage and corrected letter
Attachments: 1403-001.pdf

Hi Sarah,

The total square footage of the building is 16,964 Sq. Ft. and the corrected letter from our landlord is attached. Thank you for your efforts to get this application processed in a timely fashion! Our little not for profit appreciates it!

Gratefully,

Carla
c/o

Sarah Peabody

From: Admin Letmebeme <letmebemelf@gmail.com>
Sent: Tuesday, February 12, 2019 11:04 AM
To: Sarah Peabody
Subject: PTE application for 2020
Attachments: permissive-tax-exemption-application-form 2019-20.pdf; Annual Report Society for PTE 2019-20.pdf; Financial reports_for PTE 2019-20.pdf; Letter from Owner for PTE 2019-20.pdf; Explanation .pdf

Hello Sarah,

Please find attached our completed application form and required attachments. We would have loved to deliver this to you in person, but Mother Nature had other ideas.

To Whom It May Concern;

Let Me Be Me Learning Foundation is in our 4th year of operation and have just taken on the responsibility of a larger, more costly location to serve our growing community of learners and their families, caregivers and therapists. All this is required for sufficiently supporting the needs of these young people. We are asking for the City of Nanaimo's help in helping us make this plan a success.

We would like to also ask for a cash grant for our 2019 taxes to assist our not-for-profit to be cost effective in our new location as well as apply for 2020 PTE. We moved into this space well after the cut off for the 2019 PTE application deadline, so we are asking to be considered by the council for this grant. Please let us know what we may do to make this goal achievable through delegation to council as it is needed. Also inform us if there is any further information required, as we are new to this process and are learning new things every day. We are keen to be flexible and grow with the experience like we teach our learners to.

Thank you so much for your time and consideration.

Gratefully,

Carla Schamehorn & Lorrilee Hopkins

c/o

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Let Me Be Me Learning Foundation

"Empowering those who learn differently to see the world without limits, by embracing their extraordinary talents!"