



**PARKS AND RECREATION**

**COMMUNITY PROGRAM DEVELOPMENT GRANT APPLICATION FORM**

**DEADLINE FOR APPLICATIONS**

November 1st for spring and/or summer programs

May 1st for fall and/or winter programs

Legal Name of Organization: Nanaimo Science and Sustainability Society

Mailing Address: [REDACTED]

Postal Code: [REDACTED]

Telephone #1: [REDACTED]

Telephone #2: [REDACTED]

Email: [REDACTED]

Contact Person: [REDACTED]

Position: Executive Director

Society Registration Number: S-56147 (If not registered, please leave blank)

Is your society in good standing with the Registrar: Yes  No

Fiscal year for grant: January 2020 to December 2020

Total grant requested for fiscal year: \$ 1,000.<sup>00</sup>

Total budget for fiscal year: \$ 202,501.<sup>00</sup>

Has your organization applied for other City of Nanaimo funding? If so, please list the type and amount of funds requested for next year.

<u>Name of Grant</u>	<u>Amount Requested</u>	<u>Amount Approved</u>
<u>N/A</u>		

In your application, please answer all questions and include the information requested:

1. Name of Project or Program: The Great Pumpkin Toss 2020
2. Times and Dates: November 7, 2020 10am - 3pm
3. Location: Meadow creek community park (TBC)
4. Target Market and Age of Participants: All ages / families
5. From where will participants come? (Last year's actual numbers if project or program was held previously: New projects or programs please estimate)

<u>Program Highlights</u>	<u>Age Groups</u>	<u>Attendance</u>
<u>Pumpkin Cannon (by NS3)</u>	<u>Families</u>	<u>350+</u>
<u>Hands-on science tent</u>	<u>3-13</u>	<u>30+</u>
<b>Expected attendance</b>		

6. Is any other organization providing a similar service? Yes \_\_\_\_\_ No
7. Is this a new program? Yes \_\_\_\_\_ No
8. How long has your organization existed in Nanaimo? 1 Years
9. Briefly outline the purpose or mission of your organization:

The mission of the Nanaimo Science and Sustainability Society (NS3) is to inspire children and develop their interest in science and sustainability through hands-on learning.

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10. What programs in the past has your organization produced/sponsored?

	Year	Program and Location	# Attending
1.	2020	Science Saturday (Island Connected)	500+
2.	2019	The Great Pumpkin Toss (Meadow Creek Park)	350+
3.	2019	Spooktacular (Bowen Park)	115
4.	2019	Science in the Park (Sebastian Beach, Neck Point, Colliery Dam, Divers Lake, Departure Bay Beach, Bowen Park, Buttertubs Marsh)	1000+

**Please also include the following information:**

11. One to two typed pages outlining a summary of your idea.
12. For what purpose do you plan to use this City fund? (Please be specific and note that capital expenditures are not permitted.)
13. How will your idea benefit Nanaimo?
14. How will your program be marketed?
15. How will you evaluate the success of the program?
16. Include a detailed budget of the proposed idea, outlining all revenues including sources and expenditures.
17. Include a financial statement for your organization for the previous calendar year. (Sample statement attached.)
18. Include a list of the organizers identifying the roles and names of the people in those roles/functions.

**PLEASE NOTE:** A final report and financial statement (1 – 3 pages maximum) must be submitted within 60 days of the conclusion of the project or program. Failure to do so may result in rejection of any new application.

*Freedom of Information and Protection of Privacy Act (FOIPPA) Information on this form is done so under the general authority of the Community Charter and FOIPPA, and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Submissions may be included within a future publically available Council Report, which will be available for viewing on the City's website.*

**Community Program Development Grant Application (Fall/Winter)  
Nanaimo Science and Sustainability Society – The Great Pumpkin Toss 2020**

**11. Summary of Idea**

The Nanaimo Science and Sustainability Society partnered with Alair Homes and the Big Brothers Big Sisters of Canada last November to host the Great Pumpkin Toss in the field behind the East Wellington Fire Hall. This inaugural event was a great success with over 350 people attending despite the rain!

Members from the Nanaimo Science and Sustainability Society built and operated the pneumatic cannon that shot jack o-lanterns across the field over 50 meters (much to the delight and excitement of the families who brought their pumpkins for launching). We also hosted a covered tent area where children could build their own catapults to launch pompoms and had other hands-on activities to try (such as our marble maze walls). We also offered concessions at the event (hot chocolate, hot dogs and chips). A trebuchet was also on site to launch pumpkins, as was a catapult.

The pumpkins used were all old jack o-lanterns and surplus pumpkins from the Halloween season and the smashed pumpkins would be used both as cattle feed and fertilizer as arranged with the field property owner who operates a farm on site. Families were kept in a separate area for safety and only qualified adults were permitted to operate the projectile equipment. Donations at this event were shared between Big Brothers Big Sisters and our organization – money raised helped our non-profit organization to continue to offer science-based education opportunities to children.

We are planning for 2020 and would like to enhance the science tent and activities that we will be offering as part of this event. Our plan is to provide information about how the various machines work with displays and posters, track the angle of the cannon and plot the distance that pumpkins travel to demonstrate how ballistics work, and offer a kid-safe series of activities that mirror the activities on the cordoned-off area.

If social distancing measures are still in effect in November 2020, we believe we would still be able to host this event successfully while upholding safety measures. As an outdoor event in a very large area, we will be able to permit households to both stay together and keep apart from other families. We would manage any concessions in a zero-contact manner and restrict the number of children in the science tent to maintain adequate space while participating, and offer “make & take” kits for pompom catapults.

Specifics for our enhanced science tent and activities include:

- building scale models so children can see up close what trebuchets, catapults and cannons look like; have working models that kids can try safely.
- laying out a measurement line along the safety fence to mark off distances; also include a series of distance markers (like at a driving range) at major intervals (every 10 meters)
- displaying a large tracking sign/score board on which we can track angle/distance plots for launched pumpkins to demonstrate the parabolic trajectories.

- printing posters showing the science of ballistics; cross-section diagrams of the pneumatic cannon, etc.
- individualized pompom catapult kits for kids to make and take home.
- Possible partnership with the library for a related topics book display.

### **12. Plans for City Fund:**

We will be using the funds to create the materials for the science tent and activities as well as for a bit of advertising and signage. Rental of tents and tables will also be required to ensure this event can be held no matter the forecast and need for social distancing.

Funds will not be used for the concession stand nor the construction of the full-scale pumpkin launchers.

### **13. How will our idea benefit Nanaimo:**

This new fall event is a great opportunity for our community to get together and experience some exciting technology in person. Similar to the excitement of Bathtub Days and Silly Boats, the cannon, trebuchet and catapult at the Great Pumpkin Toss offer a fun way to see innovation in a totally new application. We hope to bring more science to this event so that children (and adults!) better understand how these machines work and hopefully spark some curiosity and provide them with a take home activity to keep their imaginations growing.

Further, this is a safe and family-friendly event in the week after Halloween – a month where (other than Remembrance Day) few other public events are planned.

### **14. How will our program be marketed:**

In 2019, we had great turn out thanks to Facebook notices as well as some media coverage. <https://vancouverisland.ctvnews.ca/nanaimo-to-launch-inaugural-great-pumpkin-toss-this-weekend-1.4676733>

<https://www.nanaimobulletin.com/community/organizers-bringing-heavy-artillery-to-nanaimos-inaugural-great-pumpkin-toss/>

<https://www.harbourliving.ca/event/the-great-pumpkin-toss>

We hope to build on this marketing strategy for 2020 with additional supports from Alair Homes and our own efforts on social media, as well as direct communication with partners such as Scout and science teachers across SD68.

### **15. How we will evaluate the success of this program:**

We hope to see greater number of attendees as well as increased number of participants in the science tent. We will track how many take-home activity kits are given out, and the responses on social media to our event. Donation totals will also be tracked and we hope to raise more money for both Big Brothers Big Sisters and our own organization at this event.

### **16. Budget for the Great Pumpkin Toss 2020 (Nanaimo Science and Sustainability Society portion)**

(See following sheets)

**17. Financial Statement for our organization for the previous calendar year**  
 (See separate document provided)

**18. Organizers for event:**

██████████ Nanaimo Science and Sustainability Society (Executive Director)  
 Science tent & science activity organizer

██████████ Better Mousetrap (Owner)  
 Marketing and coordination

██████████ Alair Homes  
 Event founder, Alair trebuchet team lead

**PROGRAM REVENUE BUDGET**

**Great Pumpkin Toss                      Sponsored by: Nanaimo Science and Sustainability Society**

YEAR		YEAR
Actual 2019	Revenue Item	Projected 2020
	<b>Earned Revenue</b>	
\$696.50	Concession sales	\$800.00
<b>\$696.50</b>	<b>Total Earned Revenue</b>	<b>\$800.00</b>
	<b>Fundraising Revenue</b>	
\$1,000.00 (in kind)	Pneumatic cannon (NS3 Board members, Steel Container Systems, Inter-Kraft Contracting, Cermaq Canada)	\$200 (maintenance)
\$1,100.00	Public donations	\$2,000.00
\$100.00 (in kind)	Country Grocer gift card for concessions	\$150.00
\$250.00 (in kind)	Tent rental	
<b>\$2,450.00</b>	<b>Total Fundraising Revenue</b>	<b>\$2,350.00</b>
	<b>Government Revenue</b>	
N/A	Municipal Grants	\$1,000.00
	<b>Total Government Revenue</b>	<b>\$1,000.00</b>
<b>\$3,146.50</b>	<b>Total Revenues</b>	<b>\$4,150.00</b>
	<b>LINE A</b>	

**Additional in-kind support**

**Source**

Location sourcing & planning logistics (Alair Homes)

Poster & sign design and printing [REDACTED]

Volunteers for donation collection, concession management, marketing etc.

**Value**

\$300+

\$200+

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**Program Expenses**

<b>YEAR</b>		<b>YEAR</b>
<b>Actual 2019</b>	<b>Expense Item</b>	<b>Projected 2020</b>
	<b>Administration &amp; Communication Costs</b>	
\$560.00	Project Coordinator (20 hours @ \$28/hr)	\$560.00
\$360.00	Office staff (20 hours @ \$18/hr)	\$360.00
N/A	Volunteer expenses (t-shirts for 5 volunteers)	\$100.00
N/A	Marketing & Publicity (Facebook ad)	\$50.00
\$920.00	<b>Total Admin &amp; Communication costs</b>	<b>\$1,070.00</b>
	<b>Project or Program Costs</b>	
Free (in kind)	Facility/Venue rental	Free
\$250 (see in kind donation)	Equipment rental (tents & tables– will need additional for more spacing between activities)	\$500.00
\$100.00 (in kind)	Materials and Supplies (Science tent activities, take-home catapult kits, models, measurement line and signs)	\$1,000.00
\$250.00 (in kind)	Tent rental	\$500.00
\$115.00	FoodSafe certification	\$115.00
	<b>Total Production &amp; Event Costs</b>	<b>\$2,115.00</b>
<b>\$2,555.00</b>	<b>Total Revenues</b> <b>LINE B</b>	<b>\$3,185.00</b>
<b>\$591.50</b>	<b>NET (LINE A minus LINE B)</b>	<b>\$965.00</b>

**Nanaimo Science & Sustainability Society**  
**Balance Sheet**  
**December 31, 2019**

	<b>2019</b>	<b>2018</b>
<b>Assets</b>		
Cash	<b>23,689</b>	22,176
Term deposits	-	20,254
Accounts receivable	<b>715</b>	-
GST receivable	<b>142</b>	432
Current assets	<b>24,546</b>	42,861
Capital assets	<b>25,148</b>	25,148
<b>Total</b>	<b>49,694</b>	68,009
<b>Liabilities</b>		
Accounts payable	-	5,546
Wages payable	<b>1,662</b>	-
Vacation payable	<b>2,050</b>	1,597
Source deductions payable	<b>3,404</b>	3,724
<b>Total liabilities</b>	<b>7,116</b>	10,866
<b>Deferred revenue</b>	<b>6,221</b>	19,110
<b>Net assets</b>	<b>36,358</b>	38,033
<b>Total</b>	<b>49,694</b>	68,009

Draft - for management purposes only



**Nanaimo Science & Sustainability Society**  
**Income statement**  
**December 31, 2019**

	2019	2018
<b>Revenues</b>		
Grants	34,425	33,633
Donations	9,092	11,184
Program fees	137,330	127,155
Memberships	30	170
Interest and other	219	450
<b>Total revenue</b>	<b>181,095</b>	<b>172,592</b>
<b>Expenses</b>		
Accounting and legal	1,946	1,761
Advertising	470	9,709
Vehicle	4,086	1,701
Bank charges and interest	452	9
Contractors	-	1,348
Donation	-	-
Fundraising	-	-
Insurance	1,912	1,855
Office	4,833	6,370
Program expenses	6,362	11,189
Rent	540	3,529
Uniforms	-	322
Wages and benefits	161,171	137,891
Travel and meals	1,000	819
<b>Total expenses</b>	<b>182,771</b>	<b>176,502</b>
<b>Excess of expenses over revenues</b>	<b>-1,676</b>	<b>- 3,909</b>
<b>Net assets, beginning of year</b>	<b>38,033</b>	<b>41,943</b>
<b>Net assets, end of year</b>	<b>36,358</b>	<b>38,033</b>

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Note 1 - The Society does not pay wages to any employees or contractors in excess of \$75,000.

Note 2 - The Society does not remunerate Directors.