



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

1. Name of Project or Program: Science in the Park 2021
2. Times and Dates: Tuesday/Weds/Thursday from 10am-1pm for  
7 weeks in July & August
3. Location: Various city parks
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>
Science in the Park 2020	Children + Adults Ages 3 - 65+	927
Science in the Park 2019	Children + Adults Ages 3 - 65	1050
<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? 10 Years
9. Briefly outline the purpose or mission of your organization:

The mission of Nanaimo Science is to inspire  
children and develop their interest in Science  
and sustainability through hands-on  
learning.

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

	Year	Program and Location	# Attending
1.	2020	Nanaimo Rivers Day	(online)
2.	2020	Science in the Park (various)	927
3.	2020	Science Saturday (Island Community)	500+
4.	2019	The Great Pumpkin Toss (Meadow Creek Park)	350+

**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 (Spring/Summer)**  
**Nanaimo Science and Sustainability Society – Science in the Park 2021**

**II. Summary of Idea**

Science in the Park has been a long-running annual outdoor program in Nanaimo offered by Nanaimo Science (formerly NS3 or the Nanaimo Science and Sustainability Society) during the month of July and August.

Since our inception in 2010, Nanaimo Science has been dedicated to offering outreach activities to citizen of our city, particularly to children and their families. Our Science in the Park program has been running each year since 2012; including last year (Summer 2020) in which we were able to offer this program despite COVID restrictions.

Science in the Park offers hands-on environmental education activities related to 7 different Nanaimo-area parks, each week visiting a new location during the months of July and August. As this program is run at no cost to participants, Science in the Park offers science learning opportunities to families or groups with diverse needs and socioeconomic means in their own neighbourhoods across Nanaimo. Many of the families who participate cannot afford similar educational and/or summer experiences and make Science in the Park a year summer activity for their children. This program has had steady attendance over the past several years with 927 participants in 2020 and 1050 participants in 2019.

In 2021, we hope to continue our exploration in different parks and green spaces across Nanaimo. We have had excellent turn out at some tried-and-true locations (such as Departure Bay Beach and Bowen Park) which we will return to, but we also change some parks each year so as to ensure accessibility to families residing in diverse neighbourhoods. New locations for 2021 may include Janes Park and Loudon Park (TBC).

At each venue, we offer free science and sustainability activities tied to the location (e.g. intertidal organisms at Departure Bay, trees and invasive species at Bowen Park). We will bring in new content from the outdoor education activities we have been offering this school year including new knowledge about birds, fungi, and macroinvertebrates. We have developed new activities including:

- “The Evolution game” to explain life cycles of various organisms,
- Bio-blitz and sound maps to observe the natural surroundings,
- Expanded identification resources including dichotomous keys and photo ID charts,
- New equipment including fine mesh nets for pond dipping and digital microscopes.

In addition, we offer crafts to younger children and nature interpretation to people of all ages. At every venue, we had adults without children stop by and inquire about animals and plants they spotted on site. Tourists as well were very curious about our programming and asked about other parks in Nanaimo that would be important to visit. We were pleased to answer all questions, from children as well as adults.

Science in the Park also offered Quest Program volunteers a unique opportunity to provide science education to children. We were grateful to have 9 Quest volunteers help over the 7 weeks of our program last summer – they helped lead children through the activities, learned about the parks to help with interpretation, and also assisted with cleaning, set up and take down. Quest volunteers were so helpful and we hope to work with them again in 2021.

For 2021 we will continue to prepare to offer this program with COVID safety measures in mind. Sanitizing equipment, providing enough materials for each individual participant, and ensuring crowd management required additional resources in 2020. We limited the number of visitors to our open-sided science tent, and conducted contact tracing for all participants who visited our station. We worked with Parks and Recreation to ensure that our safety plan met Special Event standards and provided PPE/safety equipment to all of our team members, including the Quest volunteers.

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

We are requesting **\$3,500.00** to run Science in the Park 2021. We will be using the funds to help pay for our staff time (Outreach Educators and Executive Director) to develop and deliver the programming for Science in the Park, costs associated with the programs (e.g. supplies such as take-home print-outs, craft supplies, etc.) and safety equipment (e.g. sanitizer for the public, sanitizing cleaning supplies, masks, gloves, etc.). Additional costs including travel to the various sites and publicizing this series of events will also be partially paid for through the Community Program Development Grant.

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

Science in the Park brings families out to local parks in Nanaimo and provides a free educational activity to children. Our Outreach Educators are all university students or graduates who are able to help interpret the activities and provide additional information about the plants, animals and natural features of the park, thus raising awareness of the incredible diversity found in our parks and green spaces.

Families have counted on Science in the Park over the years to provide fun and interesting activities for their children over the summer months. The multiple years of having offered this program makes us very experienced and prepared providers who can be relied upon to deliver this series of activities even in challenging times. Further, our successful program delivery experience from Summer 2020 with COVID safety protocols, as well as other activities during the school year in partnership with Parks and Recreation, makes us a known provider of safe public programming.

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

Nanaimo Science has expanded our marketing efforts in 2020/21 through our new website and increased social media presence. We will be advertising Science in the Park to our followers (our reach exceeds 1,500 people regularly), through family-focused Facebook groups, and, if possible, through posters at City of Nanaimo parks.

The City of Nanaimo would continue to be noted as a partner on this event in all marketing materials, and recognition of this partnership would also be included on our website in our "Science Champions" section.

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

Seeing steady numbers of participants (in the 900 – 1000 range) demonstrates both a continued interest in the program as well as confidence in our safety measures. We will share the number of participant with the City of Nanaimo in our end-of-project report. We have also seen new family subscribers to other Nanaimo Science programs as a result of discovering us at Science in the Park – we take this as a strong sign of success given the interest in our activities and the connection children make with our educators.

**16. Budget for Science in the Park 2021**

(See following sheets)

**17. Financial Statement for our organization for the previous calendar year**

(See separate document provided)

**18. Organizers for event:**

Elaine Parker – Nanaimo Science (Executive Director)

Jamie Phillips – Nanaimo Science (Outreach Coordinator)

**PROGRAM REVENUE BUDGET****Science in the Park****Sponsored by: Nanaimo Science**

YEAR		YEAR
Actual 2020	Revenue Item	Projected 2021
	<b><i>Earned Revenue</i></b>	
\$82.00	On-Site Cash Donations	\$100.00
<b>\$82.00</b>	<b>Total Earned Revenue</b>	<b>\$100.00</b>
	<b><i>Fundraising Revenue</i></b>	
\$350.00	Mid-Island Co-op Gas Sponsorship	\$350.00
\$500.00	Nanaimo Foundation –Neighbourhood Small Grants (Summer 2020 COVID Response)	N/A
\$250.00	Nanaimo Insurance Brokers – Science on the Move van sponsorship	\$250.00
<b>\$1,100.00</b>	<b>Total Fundraising Revenue</b>	<b>\$600.00</b>
	<b><i>Government Revenue</i></b>	
\$3,000.00	City of Nanaimo	\$3,500.00
\$1,500.00	BC Gaming	\$1,500.00
\$2,500.00	Canada Summer Jobs	\$2,750.00
<b>\$7,000.00</b>	<b>Total Government Revenue</b>	<b>\$7,750.00</b>
<b>\$8,182.00</b>	<b>Total Revenues</b> LINE A	<b>\$8,450.00</b>

**In-Kind support:**

Quest volunteers: 9 volunteers (2 per week for 4.5 of our 7 weeks) x 3 days per week x 4 hours on-site daily (at \$15.00 volunteer labour rate) = \$1,980.00 value

Additional volunteers (non-Quest): 6 volunteers x 3 days per week x 4 hours on-site daily (at \$15.00 volunteer labour rate) = \$1,080.00 value

## PROGRAM EXPENSES

YEAR		YEAR
Actual 2020	Expense Item	Projected 2020
	<b><i>Administration &amp; Communication Costs</i></b>	
\$1,960.00	Project Coordinator (60 hours @ \$28/hr) *70 hrs in 2020 due to COVID planning needs	\$1,730.00
\$4,320.00	Office staff (240 hours @ \$18/hr)	\$4,320.00
\$200.00	COVID PPE & sanitizing supplies	\$350.00
N/A	Marketing & Publicity (Facebook ad/posters)	\$100.00
<b>\$6,480.00</b>	<b>Total Admin &amp; Communication costs</b>	<b>\$6,500.00</b>
	<b><i>Project or Program Costs</i></b>	
\$50.00	City of Nanaimo parks special event application fee	\$50.00
\$1,200.00	Program Supplies	\$1,200.00
\$600.00	Science on the Move van – gas & insurance	\$600.00
<b>\$1,850.00</b>	<b>Total Production &amp; Event Costs</b>	<b>\$1,850.00</b>
<b>\$8,330.00</b>	<b>Total Revenues</b> <b>LINE B</b>	<b>\$8,350.00</b>
<b>-\$148.00</b>	<b>NET (LINE A minus LINE B)</b>	<b>\$100.00</b>



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

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

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**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.