

ATTACHMENT A



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: PO Box 37020, Country Club PO, Nanaimo BC
Postal Code: V9T 6N4
Telephone #1: 778-268-2289
Telephone #2: _____
Email: elaine.parker@nanaimoscience.org
Contact Person: Elaine Parker
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: Jan 2021 to Dec 31, 2021
Total grant requested for fiscal year: \$1,000.00
Total budget for fiscal year: \$212,956.00

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>Community Program Development Grant - Science in the Park</u>	<u>\$3,500.00</u>	<u>\$3,500.00</u>

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

1. Name of Project or Program: The Great Pumpkin Toss 2021
2. Times and Dates: November 6, 2021 10am - 3pm
3. Location: Shady Mile Farm, 3452 Single Pt Rd
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)

Program Highlights	Age Groups	Attendance
Pumpkin Cannon (by Nanaimo Science)	Families	350+
Hands-on Science Tent	3-13	50+
Expected attendance	Families	400+

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? 11 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.	2021	Science in the Park	765
2.	2020	Long Bay, Harenwood, Long Lake, Deerhill, Pipers, Elaine Hamilton, Bowen) Science in the Park	927
3.	2020	Science Saturday (Island Connected)	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 (Fall/Winter)

Nanaimo Science and Sustainability Society – The Great Pumpkin Toss 2021

11. Summary of Idea

The Nanaimo Science and Sustainability Society partnered with Alair Homes and the Big Brothers Big Sisters of Canada in November 2019 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.

The 2020 edition of this event was canceled due to COVID. We had applied for and received a grant from the City of Nanaimo for \$1,000 (Community Program Development Grant Fall/Winter) for this event. This event is now making its return in 2021 on November 6th and we are hoping to resume our enhanced programming at 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. Funding would help provide the equipment and supplies needed for these activities. We should note that Nanaimo Science will not be receiving funds from the money raised at this event – the Child Development Centre has been named as a beneficiary in 2021 instead.

Safety measures will be in place at this event; 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. Our large scale displays will allow participants to maintain social distance while viewing our models work, and children will have access to individualized “make & take” kits for pompom catapults, paper stomp rockets, and more.

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.
- Individualized paper stomp rockets for kids to make and launch on site.
- 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. Funds will not be used for 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.

Citizen in Nanaimo have had very few fun activities to look forward to during COVID – and this event, in partnership with Alair Homes as the principal organizers, is one of the few public events planned for the fall of 2021.

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 2021 as this has been assigned to Better Mousetrap, a local marketing company to handle.

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

that participants will help contribute to the Child Development Centre, a worthwhile organization that helps support Nanaimo families.

16. Budget for the Great Pumpkin Toss 2021 (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:

Elaine Parker	Nanaimo Science and Sustainability Society (Executive Director) Science tent & science activity organizer
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Lisa Chew	Better Mousetrap (Owner) Marketing and coordination
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Stu Hopewell	Alair Homes Event founder, Alair trebuchet team lead
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PROGRAM REVENUE BUDGET

Great Pumpkin Toss

Sponsored by: Nanaimo Science and Sustainability Society

YEAR		YEAR
Actual 2019	Revenue Item	Projected 2021
	Earned Revenue	
\$696.50	Concession sales	<i>*TBA - Pending COVID restrictions and permitting approval*</i>
\$696.50	Total Earned Revenue	
	Fundraising Revenue	
\$1,000.00 (in kind)	Pneumatic cannon (NS3 Board members, Steel Container Systems, Inter-Kraft Contracting, Cermaq Canada)	\$250 (maintenance)
	Corporate donations for pumpkin launching machine registration	\$2,000.00
\$1,100.00	Public donations	\$1,500.00
\$100.00 (in kind)	Country Grocer gift card for concessions	TBA
\$250.00 (in kind)	Tent rental	\$500.00
\$2,450.00	Total Fundraising Revenue	\$4,250.00
	Government Revenue	
N/A	Municipal Grants	\$1,000.00
N/A	ECO Canada (Nanaimo Science staff salary funding)	\$ 750.00
	Total Government Revenue	\$1,750.00
\$3,146.50	Total Revenues	\$6,000.00

Additional in-kind support

Source	Value
Location sourcing & planning logistics (Alair Homes)	\$1,000+
Poster & sign design and printing (Jason Clayton)	\$ 500+
Volunteers for donation collection, concession management, marketing etc.	\$1,000+

Program Expenses

YEAR		YEAR
Actual 2019	Expense Item	Projected 2020
	Administration & Communication Costs	
\$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	Total Admin & Communication costs	\$1,070.00
	Project or Program Costs	
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)	\$850.00
\$115.00	FoodSafe certification	N/A
	Donation to Child Development Centre	\$3,500.00
	Total Production & Event Costs	\$4,850.00
\$2,555.00	Total Revenues LINE B	\$5,920.00
\$591.50*	NET (LINE A minus LINE B)	\$ 80.00

*Donation to Nanaimo Science/Big Brothers Big Sisters in 2019.

Nanaimo Science & Sustainability Society
Balance Sheet
December 31, 2020

	2020	2019
Assets		
Cash	104,663	23,689
Accounts receivable	1,050	715
GST receivable	432	142
Current assets	106,146	24,546
Capital assets	7,867	25,148
Total	114,013	49,694
Liabilities		
Accounts payable	139	-
Wages payable	2,375	1,662
Vacation payable	1,526	2,050
Source deductions payable	1,460	3,404
CEBA loan	40,000	-
Total liabilities	45,500	7,116
Deferred revenue	2,020	6,221
Net assets	66,494	36,357
Total	114,013	49,694

Draft - for management purposes only

Nanaimo Science & Sustainability Society
Income statement
December 31, 2020

	2020	2019
Revenues		
Grants	46,687	34,425
Donations	13,616	9,092
Program fees	130,039	137,330
Government assistance	33,203	-
Memberships	230	30
Interest and other	43	219
Total revenue	223,817	181,095
Expenses		
Accounting and legal	2,099	1,946
Advertising	5	470
Vehicle	2,285	4,086
Bank charges and interest	39	452
Contractors	742	-
Brand and marketing	5,126	-
Pandemic related expenses	158	-
Insurance	1,729	1,912
Office	7,662	4,833
Program expenses	4,735	6,362
Rent	5,630	540
Uniforms	97	-
Wages and benefits	142,287	161,171
Travel and meals	652	1,000
Total expenses	173,247	182,771
Operating surplus	50,570	- 1,676
Items related to capital		
Writedown of old equipment	18,861	-
Annual depreciation	1,573	-
Excess (deficiency) of revenues over expenses	30,136	- 1,676
Net assets, beginning of year	36,357	38,033
Net assets, end of year	66,494	36,357

Draft - for management purposes only

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.