

CITY OF NANAIMO



CITY OF NANAIMO

Office Use

APPLICATION FOR GRANT OTHER GRANTS

ORGANIZATION: CatNap – (Cats Needing Aid and Protection) Society	DATE: November 23, 2020
ADDRESS: c/o 6004 WALDBANK ROAD, NANAIMO, BC V9V 1N3	PRESIDENT: Chrystal Kleisinger – Executive Director
	SENIOR STAFF MEMBER: Cathy Brzoza - Treasurer
TELEPHONE: 250-714-4548 (Cathy Brzoza) 250-668-5475 (Chrystal Kleisinger)	POSITION:
FAX:	CONTACT: As above
EMAIL: cmkc@shaw.ca (Treasurer email) General email for public: catnapinfo@shaw.ca	TELEPHONE: 250-714-4548 (Cathy Brzoza) 250-668-5475 (Chrystal Kleisinger)
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY:	
<p>We are a 100% volunteer-based cat rescue since 1998 who responds to public calls for assistance with stray and abandoned semi-feral and feral cats. We trap them humanely, arrange appropriate veterinary care, and spay/neuter to prevent future unwanted litters and potential abandonment.</p> <p>For adoptable cats, we have a network of foster homes who care for and socialize them until they are ready for adoption – CatNap supplies all food, litter, supplies and medications during foster care.</p> <p>For feral cats, they are returned to their original colony location following sterilization (i.e TNR – trap-neuter-release) where there is a caregiver who provides food, water, shelter for them. If a feral cat is unable to be returned to the original trapping location, we seek out relocation opportunity with approved barn/acreage locations if care, food and shelter will be provided by the property owner.</p> <p>We also receive many calls from citizens looking for help or advice e.g. with trapping their lost cat.</p>	
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION:	
Nanaimo city limits and RDN land immediately adjacent to Nanaimo	
NO. OF FULL TIME STAFF: No paid staff but many of our volunteers work several hours per day attending to CatNap operations and business	NO. OF PART TIME STAFF: No paid staff but many of our volunteers work several hours per day attending to CatNap operations and business
NO. OF COMMUNITY VOLUNTEERS: Approximately 90	NO. OF VOLUNTEER HOURS PER YEAR: Recent volunteer poll = approx. 31,000 hrs/ year
NO. OF MEMBERS: Approximately 90	MEMBERSHIP FEE: No Fee
CLIENTS SERVED, LAST YEAR: 250 –i.e. direct requests for assistance from public	CLIENTS SERVED, THIS YEAR (PROJECTED): 325– i.e. direct requests for assistance from public

B.C. SOCIETY ACT REG. NO.:		REVENUE CANADA CHARITABLE REG. NO.:	
Society Incorporation # S0039043		876769225RR0001	
CURRENT BUDGET: Total operating budget estimate: \$290,000		DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH?	
INCOME: Estimate: \$150,000		No, we have no building of our own – only personal residences to manage our operations	
EXPENSES: Estimate: \$140,000		DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH?	
NEXT YEAR PROJECTED: \$285,000		\$15,000	
INCOME: \$140,000		TOTAL GRANT REQUESTED:	
EXPENSES: \$145,000 – vet fees rising; 3% inflation		\$15,000	
SIGNATURE:		TITLE/POSITION: TREASURER	DATE: November 24, 2020
<p>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), AS WELL AS THE MOST RECENT SOCIETY ACT ANNUAL REPORT (FORM 11).</p>			

CITY OF NANAIMO GRANT QUESTIONNAIRE

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

- Our charity mandate and purpose has been for 22 years, to address the needless suffering of cats who have through no fault of their own, been left to fend for themselves in our community.

We rescue unwanted stray and abandoned semi-feral and feral cats, help them receive appropriate veterinary care for spay/neuter, and diagnosis/treatment for infections, parasite burden, and injuries, socialize them in foster care, and adopt them to loving homes whenever possible. Feral cats deemed unadoptable, are returned to their primary trapping location with a caregiver to provide food/water/shelter or relocated through our Barn/acreage home program.

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

- Cat rescue – receive calls from public to assist, respond/trapping of unowned animals
- Provision of veterinary care for all rescued cats including spay/neuter
- Adoption of rescued animals following medical treatment(s) – direct from CatNap and via community adoption partners
- Return of trapped feral cats to colony following sterilization with assigned caregiver to provide food, water, shelter
- Relocation of healthy, sterilized feral cats to barn homes (if can't be returned to colony)
- Will assist in trapping owned cats if volunteer resources permit
- Will accept unwanted, owned kittens from public if foster space permits and if SPCA is unable to assist due to space limitations

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

- No

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

- Executive Director - oversees CatNap operations; provides leadership, creates growth and improvement for CatNap, liaises with Vet Clinics, SPCA, Nanaimo Animal Control, other cat rescue societies, etc. as required
- Rescue/Trapping Director - direct rescue of cats/trapping work; liaising with public on projects
- Foster Director – prepares new foster home volunteers for their role, orientation, paperwork, provides supplies
- Foster Coordinators – long-term senior foster homes who oversee a number of foster homes under them – provide mentorship, arrange vet care for their foster cats.
- Foster homes – caring for cats until veterinary care complete; socialization of shy/scared/semi-feral cats until adoption-ready
- Adoption Director – plans adoption events and profiling of personality information for each adoptable posting; liaises with adoption partners for placement, posts on social media
- Treasurer – receipt of income, payment of expenses, bookkeeping, tax filings, grant applications, management of online donation platforms, financial reporting, etc.
- Secretary- issues volunteer communication, prepares meeting agendas/minutes

CITY OF NANAIMO GRANT QUESTIONNAIRE

Volunteer roles Cont'd:

- Volunteer Director – interviews/processes paperwork for new volunteers; assigns them to person overseeing their area(s) of interest for volunteering
 - Delivery/pick up of cats for veterinary appointments
 - Feeding/socializing of cats at foster intake location daily until foster home space available; cleaning/disinfection of this holding space daily
 - Collection of food/litter/supply donations
 - Pickup/delivery of food/litter/supplies/medications for foster homes
 - Email and Social media responses to incoming messages from public
 - Maintaining/posting on social media platforms and website management
 - Liaising with other rescues to collaborate on projects
 - Feeding/care of feral cats/colonies
 - Fundraising
 - Processing of adoption applications for pet insurance trial registration; tattoo/microchip transfers
 - Document management – adoption resources for new owners, policy/procedure documents, handbooks, volunteer agreements
5. **Please list all grants received from the City of Nanaimo, Regional District of Nanaimo, and other governments or service clubs.**
- None to date
6. **Please provide details of fees for service in your organization, and how costs and fees are determined.**

We charge no fees for 'service' i.e. trapping assistance or barn cat relocations, but we suggest the caller make a financial donation to CatNap. The main sources of revenue for us are our adoption fees, fundraising and donations made by 'cat-loving' supporters of the rescue work we do.

- **Adoption fees** – fees for adoptable cats are based on the average cost of spay/neuters for all vet provider partners, and the standard pre-adoption treatment costs for tattoo or microchip, primary and booster vaccines, two deworming medications and two defleaing medications.

Cats <1yr of age - \$325

Cats 1-8 yrs of age - \$250

Cats >8 yrs - \$150

These fees do not compensate for the diagnosis/treatment of complex medical needs required for many of our rescued cats including antibiotics, x-rays, bloodwork, emergency care, surgeries, dental care, etc.

CITY OF NANAIMO GRANT QUESTIONNAIRE

7. **If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.**
- Not applicable
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.**

- Not applicable

9. **Please describe current or planned approaches to self-generated income.**
- Adoption fees for adoptable cats
 - Donation campaigns held for specific projects/medical cases of specific cats
 - Various Canadian online donation/fundraising platforms (available to charities) that donors may choose from: Canadahelps.org, PayPal Giving Fund (via Facebook), Charitable Impact
 - Fundraising – sale of cat toys created by volunteers, annual online auction, annual microchip implantation fundraiser, donation cans/collections at adoption events and select community businesses
 - Grant applications

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

CatNap Society is very grateful to have been recommended by the City of Nanaimo to be included as a stakeholder in the 2020 animal control bylaws service review with Neilson Strategies/Consultants. We were pleased to see that one of the recommendations Mr. Neilson put forward in his review, is that the City provide an annual 'grant-in-kind' to CatNap in order to support and sustain the charity's rescue work in serving the Nanaimo community and its citizens.

We have not previously sought financial support from the City over the past 22 years, and have estimated to have assisted in the rescue and care of 5,000+ community cats during this time. We would be very appreciative of city funding in order to ensure we can continue our work to control the population of community cats and respond to requests for assistance from the public.

We normally rescue between 400-500 cats each year – for 2020 calendar year to date, we have already rescued 559.

Note: We also received an exceptional personal donation from a member of the public/supporter this year, in the amount of \$10,000. Had we not received that donation, our revenue would be much closer to our expected year end expenses.

CITY OF NANAIMO GRANT QUESTIONNAIRE

11. In what ways would you recognize the City's support, should you receive an Other Grant?

CatNap would be happy to recognize the City for its grant support in the following ways:

- Acknowledgement of the grant and amount on our website www.catnapsociety.com
- Acknowledgement of the grant and amount on our Facebook and Instagram social media **Facebook.com/catnapsociety (6,000 followers)** and **Instagram.com/catnapsociety (1,000 followers)**
- Acknowledgement of the grant and amount in our quarterly newsletter that is distributed to several hundred subscribers (and is also posted to our social media platforms).

"Freedom of Information and Protection of Privacy Act (FOIPPA) Information collected 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."

Revised 2020-SEP-10

G:\ADMINISTRATION\Committees\Grants Advisory Sub-Committee\Grants Application Forms\Applications, Instructions, Info\Other Grant Application.docx

CATNAP (CATS NEEDING AID AND PROTECTION) SOCIETY

B/N REGISTRATION NUMBER:

876769225 RR 0001

FISCAL YEAR ENDING NOVEMBER 30, 2021

FINANCIAL STATEMENTS

Accrual Basis

CATNAP
Balance Sheet
As of 30 November 2021

	<u>30 Nov 21</u>
ASSETS	
Current Assets	
Chequing/Savings	
Bank	71,398.54
Total Chequing/Savings	<u>71,398.54</u>
Other Current Assets	
GST Refund Receivable	2,675.71
Total Other Current Assets	<u>2,675.71</u>
Total Current Assets	<u>74,074.25</u>
TOTAL ASSETS	<u><u>74,074.25</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
GST Payable	95.24
Total Other Current Liabilities	<u>95.24</u>
Total Current Liabilities	<u>95.24</u>
Total Liabilities	95.24
Equity	
Surplus (Operating Statement)	64,517.01
Net Income	9,462.00
Total Equity	<u>73,979.01</u>
TOTAL LIABILITIES & EQUITY	<u><u>74,074.25</u></u>

BN/Registration Number:
876769225 RR 0001




Cathy Brzoza - Treasurer
Jan. 15, 2022

CATNAP
Statement of Cash Flows
December 2020 through November 2021

	<u>Dec '20 - Nov 21</u>
OPERATING ACTIVITIES	
Net Income	9,462.00
Adjustments to reconcile Net Income to net cash provided by operations:	
GST Refund Receivable	-451.35
Accounts Payable	-27,167.79
GST Payable	95.24
Net cash provided by Operating Activities	<u>-18,061.90</u>
Net cash increase for period	-18,061.90
Cash at beginning of period	<u>89,460.44</u>
Cash at end of period	<u><u>71,398.54</u></u>

BN/Registration Number:
876769225RR0001


Cathy Brzoza - Treasurer
Jan. 15, 2022

**CATNAP
Profit & Loss**

December 2020 through November 2021

Accrual Basis

	<u>Dec '20 - Nov 21</u>
Income	
Adoptions	125,420.00
Bank Interest	2.78
Direct Public Grants	
Corporate and Business Grants	250.00
Total Direct Public Grants	<u>250.00</u>
Direct Public Support	
Corporate Donations	1,000.00
Donation - another Reg. Charity	34,995.72
Individ, Business Donations	20,532.17
Total Direct Public Support	<u>56,527.89</u>
Special Events Income	
Special Events Sales (Nongift)	16,091.00
Special Events Income - Other	7,785.55
Total Special Events Income	<u>23,876.55</u>
Total Income	<u>206,077.22</u>
Expense	
Administration Expense	92.10
Adoption Refunds	2,095.00
Fosterhome expense	18,812.09
Fundraising Expense	8,181.52
Miscellaneous Supplies	10,311.05
Non-Refundable GST	4,635.78
Office Supplies & Expenses	173.00
Service charges	174.00
Veterinary fees	152,140.68
Total Expense	<u>196,615.22</u>
Net Income	<u><u>9,462.00</u></u>

BN Registration Number
876769225 RR0001

C. Brzosa

Cathy Brzosa - Treasure

Jan. 15, 2022

CATNAP
Balance Sheet
As of 31 July 2022

Accrual Basis

	<u>31 Jul 22</u>
ASSETS	
Current Assets	
Chequing/Savings	
Bank	56,165.78
Total Chequing/Savings	<u>56,165.78</u>
Total Current Assets	<u>56,165.78</u>
TOTAL ASSETS	<u>56,165.78</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-3,407.83
Total Accounts Payable	<u>-3,407.83</u>
Other Current Liabilities	
GST Payable	-5,638.69
Total Other Current Liabilities	<u>-5,638.69</u>
Total Current Liabilities	<u>-9,046.52</u>
Total Liabilities	-9,046.52
Equity	
Surplus (Operating Statement)	73,979.01
Net Income	-8,766.71
Total Equity	<u>65,212.30</u>
TOTAL LIABILITIES & EQUITY	<u>56,165.78</u>

CATNAP
Statement of Cash Flows
December 2021 through July 2022

	<u>Dec '21 - Jul 22</u>
OPERATING ACTIVITIES	
Net Income	-8,766.71
Adjustments to reconcile Net Income to net cash provided by operations:	
GST Refund Receivable	2,675.71
Accounts Payable	-3,407.83
GST Payable	-5,733.93
Net cash provided by Operating Activities	<u>-15,232.76</u>
Net cash increase for period	-15,232.76
Cash at beginning of period	<u>71,398.54</u>
Cash at end of period	<u><u>56,165.78</u></u>

**CATNAP
Profit & Loss**

December 2021 through July 2022

Accrual Basis

	<u>Dec '21 - Jul 22</u>
Income	
Adoptions	54,575.00
Direct Public Support	
Donation - another Reg. Charity	26,315.39
Individ, Business Donations	12,473.64
Total Direct Public Support	<u>38,789.03</u>
Special Events Income	
Special Events Sales (Nongift)	15,168.35
Special Events Income - Other	4,925.00
Total Special Events Income	<u>20,093.35</u>
Total Income	113,457.38
Expense	
Administration Expense	242.00
Adoption Refunds	1,426.25
Charitable contributions	300.00
Fosterhome expense	11,737.53
Fundraising Expense	5,435.23
Miscellaneous Supplies	6,933.97
Office Supplies & Expenses	156.21
Service charges	99.50
Travel Expense	177.24
Veterinary fees	95,716.16
Total Expense	<u>122,224.09</u>
Net Income	<u><u>-8,766.71</u></u>