



CITY OF NANAIMO APPLICATION FOR GRANT OTHER GRANTS

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Office Use

ORGANIZATION: Nanaimo Volunteer & Information Centre Society		DATE: January 26, 2023	
ADDRESS: 3148 Barons Road, Nanaimo. V9T 4B5		PRESIDENT: Richard Allen	
TELEPHONE: 250-758-7121		SENIOR STAFF MEMBER: Rita Innamorati	
FAX: 250 758 7106		POSITION: Executive Director	
EMAIL: vnanaimo@gmail.com		CONTACT: Rita Innamorati	
TELEPHONE: 250-758-7021			
OVERVIEW OF YOUR ORGANIZATION'S PROGRAMS AND SERVICES OFFERED IN THE COMMUNITY: attached			
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Nanaimo district			
NO. OF FULL TIME STAFF: 0		NO. OF PART TIME STAFF: 3	
NO. OF COMMUNITY VOLUNTEERS:		NO. OF VOLUNTEER HOURS PER YEAR:	
NO. OF MEMBERS: 93		MEMBERSHIP FEE: \$0 - \$60	
CLIENTS SERVED, LAST YEAR: attached		CLIENTS SERVED, THIS YEAR (PROJECTED):	
B.C. SOCIETY ACT REG. NO.: S0015055		REVENUE CANADA CHARITABLE REG. NO.: 11905 0862 RR0001	
CURRENT BUDGET: Attached		DO YOU REQUIRE A RENTAL SUBSIDY? IF SO, HOW MUCH? Waiver for use of social centre for term of current Council.	
INCOME			
EXPENSES:		DO YOU REQUIRE A CASH GRANT? IF SO, HOW MUCH?	
NEXT YEAR PROJECTED:			
INCOME:			
EXPENSES:		TOTAL GRANT REQUESTED:	
SIGNATURE:		TITLE/POSITION: Executive Director	DATE: Jan. 26/23

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).

**CITY OF NANAIMO
GRANT QUESTIONNAIRE**

1. What is the main purpose or mandate of your organization in this community?

Attached

Please see the attached document from Volunteer Nanaimo that outlines further details about the organization's activities and the services that are provided.

2. Describe the programs and services provided by your organization in this community.

Attached

3. What other agencies provide similar services?

4. How is your organization different than those organizations providing similar services in question 3 above?

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

6. Describe the role of volunteers in your organization.

7. Describe who your clients are.

Attached

8. Where do your clients live?

Nanaimo district

9. Describe the needs of your clients.

10. What are your organization’s specific priorities for the coming year?

Stay operational and continue to support our community to the best of ou abilities.

11. How does your organization ensure that its services address continuing and emerging community needs?

12. Describe your organization's community support.

13. Describe the role of volunteers in your organization.

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

n/a

15. If you lease or rent out a part of your premises, 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.

n/a

16. What are your organization's problems and how are they being addressed?

Funding

17. Provide details of fees for service in your organization, and how costs and fees are determined.
No fees for service. Any services are offered freely, although we do accept donations.

18. Provide details of any funds that are controlled by your organization that are not part of your operating income. Also, provide details of any capital, special purpose bequests, endowments or reserve funds.

Attached thin financials provided

19. Describe your policy and treatment of year-end surpluses or deficits.

20. Detail current and/or planned revenue-generating activities of your organization.

We host a fund raiser to support our YouthNetwork programme once a year on Father's Day (Touch a Truck).

21. What do you plan to use the City grant for this year?

Waiver for use of Beban Social centre for our Annual Appreciation Luncheon for the term of the Council

22. What will the effect be if you do not receive a Grant from the City of Nanaimo?

We will not host luncheon

23. List all grants received from the City of Nanaimo, Regional District of Nanaimo, and other governments or service clubs.

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

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

Attached

If you have any questions, call Jamie Slater at 250-755-4413.

"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 2021-AUG-25

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Who we are:

Nanaimo Volunteer and Information Centre Society (Volunteer Nanaimo) is a non-profit charity that has operated and delivered services for the benefit of the community since 1979.

We are a collective of compassionate, generous, thoughtful people who have joined together to offer help, support and mentorship to our Community through Volunteering.

We have a ten member Board of Directors and a staff of 26 Volunteers.

What we do:

Volunteer Nanaimo offers the following services to the community:

- We receive donations of used computers from individuals, businesses and the City of Nanaimo.
- ◆ These are refurbished and redistributed to members of the community such as seniors and new Canadians. 30 units were processed in the past year.
- ◆ We also provided 25 training sessions on Smartphones, Tablets and Computers for those challenged by the technology.
- ◆ We repaired 20 devices.
- We offer access to an Autism Library comprising manuals, guide books, games, puzzles, handbooks, videos, and various teaching aids for parents and caregivers and those on the Autism spectrum.
- We host Angel Network. Including Angel Crafters, a community of knitters & crafters. Members make blankets, knit "preemie" hats, quilts, sweaters and various other knitted goods for distribution to those in need. Angel Network extends to Helping Hands, volunteers assisting seniors with "one off" needs, errands, assistance with tasks. Also includes Christmas Angels, through which we were able to assist over 1,600 recipients this past Christmas. However, the Angel Network supplies items all year to our network for those in need.
- We provide access to computers and provide assistance to those who have difficulty in using the Vancouver Island Regional Library system or need online

access to support services or forms.

- We offer assistance to the senior community in understanding and completing forms relating to government programs such as the Guaranteed Income Supplement, SAFER, CPP and any other forms where Seniors need assistance.
- We host tax clinics as part of the Community Volunteer Income Tax Program. A contingent of 8 volunteers filed over 2900 tax returns for low income members of the community.
- We are home to YouthNetwork; a program which encourages young people from 11 to 17 years of age to volunteer in the community and help foster a lifetime of commitment to community service.

When, Where and How:

Our office is located in Central Nanaimo close to a regional shopping centre and major bus routes. We are open from 9:00am to 3:00pm from Monday to Thursday.

Our office is wheelchair accessible and we pride ourselves on providing respectful and supportive service to a multiplex of clients. We afford inclusivity to all. Our volunteer team comprises seniors, persons with physical challenges, and members of various ethnic backgrounds including first nations and the LGBTQ2 community.

Our physical presence is augmented by our website (volunteernanaimo.ca) which received 260K visitors over the past year. Our facebook page has 2400+ followers and “likes” average 2200 per month. In the year ended March 31 2021 we received over 200K contacts via telephone and email. We also maintain a database of 1100 special event Volunteers, as well as over 800 “Angels” who support our Christmas program.

Volunteer Opportunities available in the community are posted weekly on our Website, Facebook and distributed to our network of volunteers via email. We also distribute a monthly newsletter to all our members, volunteers and Angels (approximately 2,000 per month).

**In-Kind Contribution Summary for
Volunteer Nanaimo for Year ended March 31 2022**

L&G File 10992

Office Volunteers:

8 x 3 hours per week + 1 x 32 hours per week
@ \$20. per hour = \$1120.

Computer Tech Support:

7 x 6 hours per week @ \$20 per hour = \$840.

Website and Social Media support:

4 x 3 hours per week @ \$20 per hour = \$240.

Sub Total: = \$2200/week

X 50 = \$110000/annum

Donated Accredited Professional Services:

MNP: Preparation of financial statements \$4000.



2022 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **NANAIMO VOLUNTEER AND INFORMATION CENTRE
SOCIETY**

Incorporation Number:	S0015055
Business Number:	11905 0862 BC0001
Filed Date and Time:	July 4, 2022 12:02 PM Pacific Time
Annual General Meeting (AGM) Date:	June 23, 2022

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

E 3148 BARONS ROAD
NANAIMO BC V9T 4B5

Mailing Address:

E 3148 BARONS ROAD
NANAIMO BC V9T 4B5

DIRECTOR INFORMATION AS OF June 23, 2022

Last Name, First Name Middle Name:

ALLEN, RICHARD

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

BOLDT, CHRIS

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

BUNNAGE, GAIL

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

HIGDON, CINDY

Delivery Address:

[REDACTED]



STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

Last Name, First Name Middle Name:

HILBORN, KATHLEEN

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

MORTON, MELANIE

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

PARK, JIN

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

SCHMIDTKE, GLORIA

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

SORENSEN, SHARI

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

TRUPP HOLMES, CATHY

Delivery Address:

[REDACTED]

Nanaimo Volunteer & Information Centre Society
Complied Financial Information
March 31, 2022

On the basis of information provided by management, we have compiled the statement of financial position of Nanaimo Volunteer & Information Centre Society as at March 31, 2022 and the statements of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Nanaimo, British Columbia

September 28, 2022



Chartered Professional Accountants

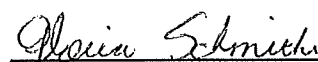
Nanaimo Volunteer & Information Centre Society

Statement of Financial Position

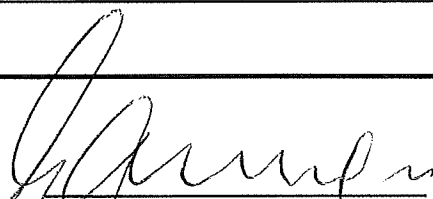
As at March 31, 2022

	2022	2021
Assets		
Current		
Cash	66,004	64,842
Accounts receivable	1,563	1,413
Externally restricted cash - gaming	24,709	28,278
	92,276	94,533
Capital assets	703	999
Internally restricted cash (Note 2)	70,000	15,000
	162,979	110,532
Liabilities		
Current		
Accounts payable and accruals	835	4,299
Deferred contributions (Note 3)	82,909	63,721
	83,744	68,020
Net Assets		
Unrestricted	8,532	26,513
Internally restricted (Note 2)	70,000	15,000
Invested in capital assets	703	999
	79,235	42,512
	162,979	110,532

Approved on behalf of the Board


 Director

Gloria Schmitke


 Director
 Richard Allen

Nanaimo Volunteer & Information Centre Society

Statement of Operations

For the year ended March 31, 2022

	2022	2021
Revenue		
Youth Canada 2020 grants	58,320	61,904
Christmas Angels program	48,883	42,072
Bingo and casino events	34,309	22,500
Donations	33,576	9,384
Canada Emergency Wage subsidy	17,801	22,016
Membership fees and other	6,989	3,475
New Horizons grant	4,424	3,661
Volunteer luncheon	3,380	50
Events income	-	2,263
	207,682	167,325
Expenses		
Advertising	1,814	398
Amortization	295	469
Christmas Angels expenses	51,281	38,476
Consulting	5,290	800
Event expenses	4,853	11,593
Board and meeting expenses	83	-
Insurance	3,724	3,433
Office	20,149	10,846
Professional fees	1,470	1,892
Rent	14,569	13,327
Salaries and benefits	60,781	72,074
Utilities	3,943	3,537
Volunteer appreciation	2,707	448
	170,959	157,293
Excess of revenue over expenses	36,723	10,032

Nanaimo Volunteer & Information Centre Society

Statement of Changes in Net Assets

For the year ended March 31, 2022

	<i>Unrestricted</i>	<i>Internally restricted</i>	<i>Invested in capital assets</i>	2022	2021
Net assets, beginning of year	26,513	15,000	999	42,512	32,480
Excess(deficiency) of revenue over expenses	37,019	-	(296)	36,723	10,032
Transfer to internally restricted	(55,000)	55,000	-	-	-
Net assets, end of year	8,532	70,000	703	79,235	42,512

Nanaimo Volunteer & Information Centre Society

Notes to the Complied Financial Information

For the year ended March 31, 2022

1. Basis of accounting

The basis of accounting applied in the preparation of the financial information of Nanaimo Volunteer & Information Centre Society as at March 31, 2022 is on the historical cost basis, reflecting cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
- deferred contributions recognized as revenue in the period which they apply
- accounts payable and accrued liabilities

2. Internally Restricted cash

During a prior year, the Directors transferred \$15,000 of unrestricted funds to internally restricted funds for future leasehold improvements. During the year, an additional \$30,000 was transferred from the unrestricted fund for the cost of the future upgrading of computer hardware and \$25,000 for the future purchase of a vehicle.

3. Deferred contributions

Deferred contributions are comprised of the following:

	2022	2021
Gaming grant	24,709	28,500
Horizons	28,085	15,513
Christmas Angels Program	30,115	17,508
Luncheon Funds	-	2,200
	82,909	63,721

Nanaimo Volunteer & Information Centre Society

Schedule 1 - Revenue and Expenses by Program

For the year ended March 31, 2022

(Unaudited)

	Volunteer Nanaimo	New Horizons	Youth Canada 2020	Angels Programs	Total	2021
	2022					
Revenues						
Grants	-	4,424	54,680		59,104	65,565
Community Volunteer Income Tax Program grant	4,000				4,000	-
Nanaimo Youth Services	3,640				3,640	-
Canadian Emergency Wage Subsidy	17,801	-	-		17,801	22,016
Christmas Angels program	-	-	-	48,883	48,883	42,072
Gaming grant and events	34,309	-	-		34,309	22,500
Special payment	26,593				26,593	-
Events	-	-	-		-	2,263
Membership fees and other	2,989	-	-		2,989	3,475
Volunteer luncheon	-	-	-	3,380	3,380	50
Donations	6,983	-	-		6,983	9,384
	96,315	4,424	54,680	52,263	207,682	167,325
Expenses						
Advertising	766	-	1,048		1,814	398
AGM expense	83				83	
Amortization	295	-	-		295	468
Christmas Angels expenses	-	-	-	51,281	51,281	38,477
Consulting	5,290	-			5,290	800
Event expenses	1,572		3,281		4,853	11,593
Fundraising	-	-	-		-	-
Insurance	3,724	-	-		3,724	3,433
Office	15,726	4,424	-		20,150	10,846
Professional fees	1,470	-	-		1,470	1,892
Rent	14,569	-	-		14,569	13,327
Salaries and benefits	10,776	-	50,005		60,781	72,074
Utilities	3,942	-	-		3,942	3,537
Volunteer appreciation	2,707	-	-		2,707	448
	60,920	4,424	54,334	51,281	170,959	157,293
Excess of revenues over expenses	35,395	-	346	982	36,723	10,032

VOILUNTEER NANAIMO

Additional Notes to Financial Statements and Budget 2022/2023

1. In May 2021 we received a special payment of \$26,593, resulting from the liquidation of "Harbour City Bingo Society" when their operations ceased. These funds (\$25,000) have been designated restricted in anticipation of the purchase of a vehicle.

2. The Budget records donations of \$13,000. Which includes a one time donation of \$10,000 received from "100+ women who care".