

## Other Grant Application - Nanaimo Science and Sustainability Society


**OTHER GRANT  
Application**

The City of Nanaimo, in cooperation with the Regional District of Nanaimo, maintains an annual program to award civic grant funding to eligible non-profit organizations operating in the City of Nanaimo. There are four kinds of funding provided: Educational, Emergency, Capital grants on a matching basis (max \$5,000) and In-kind facility rental.

**APPLICANT INFORMATION**

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**PROPERTY INFORMATION**

Civic Address: \_\_\_\_\_ Folio: \_\_\_\_\_  
 Legal Description \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Range: \_\_\_\_\_  
 Section: \_\_\_\_\_ Plan: \_\_\_\_\_ District: \_\_\_\_\_

Registered Owner (if different from applicant): \_\_\_\_\_

**ORGANIZATION INFORMATION**

Please complete a separate form for each property.

Organization Name: \_\_\_\_\_  
 President Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Is the Organization Registered under the BC Societies Act?  Yes Registration No.: \_\_\_\_\_  No  
 Is the Organization a Registered Charity?  Yes Registration No.: \_\_\_\_\_  No  
 No. of Full-Time Staff: \_\_\_\_\_ No. of Part-Time Staff: \_\_\_\_\_  
 No. of Community Volunteers: \_\_\_\_\_ No. of Volunteer Hours per year: \_\_\_\_\_  
 No. of Members: \_\_\_\_\_ Membership Fee: \_\_\_\_\_  
 No. of People Served last year: \_\_\_\_\_ Projected No. of People served this year: \_\_\_\_\_

Please provide a brief description of the goals and objectives of the organization:

What other organizations provide similar programs/services?

**GRANT REQUEST**

Amount of Grant Requested: \$ \_\_\_\_\_ Is this a new program?  Yes  No  
 Kind of Funding Requested:  Educational  Emergency  Capital Grant  In-Kind Facility Rental  
 If in-kind: \_\_\_\_\_  
 Facility Address: \_\_\_\_\_  
 Rental Dates & Time: \_\_\_\_\_  
 Proposed Use of the Grant: \_\_\_\_\_

Describe how your organization is funded. Are there any particular issues related to financial stability that might jeopardize your organization's ability to carry out the program/event you are applying for an Other Grant?

Is there a fee for any of the activities provided by the organization?

Yes No. of Participants: \_\_\_\_\_ Duration within the year: \_\_\_\_\_  No

Please provide details of the fees for service in your organization:

Fee Type	Fee Amount	Description

How are costs and fees determined?

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

Detail how your organization serves a large portion of the community, or the entire community.

Has the organization received assistance (Other Grant, Permissive Tax Exemption, In-Kind...) from the City of Nanaimo in previous years?  Yes (please complete the table below)  No

Year	Amount	Purpose for which assistance was used

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

### SUPPORT FROM OTHER ORGANZATIONS

List other agencies/organizations, and in particular, other local governments, whose financial or in-kind support has been requested for this project.

Agency/Organization Name	Amount Requested	Status of Request

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

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**SUPPORTING DOCUMENTATION**

- Certificate of Good Standing as registered society per BC Registry Services
- Confirmation of charity status per CRA (if applicable)
- Financial Statement for most recent fiscal year
- Current Budget

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**SIGNATURE**

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

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Name

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Position

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Signature

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Date

**Note:** Completing this application does not guarantee approval. Your application will be reviewed, and you will be contacted.

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**NOTES**

Application must be submitted using this form. Please complete the form and submit the form, along with applicable supporting documentation, to the Finance Department:

**Mail:** Finance Department – Taxation: 455 Wallace Street, Nanaimo, BC V9R 5J6

**Email:** [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

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**OFFICE USE ONLY**

Application Received Date: \_\_\_\_\_

Application Status:  Approved Grant Amount \$ \_\_\_\_\_

Denied – Reason: \_\_\_\_\_

*Personal information you provide on this form is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to the Records/Information & Privacy Coordinator by email: [foi@nanaimo.ca](mailto:foi@nanaimo.ca) or phone: 250-755-4405.*

**Other Grant application - continued information  
(application form's fields not set up for multiple lines)  
Nanaimo Science and Sustainability Society**

***Describe how your organization is funded. Are there any particular issues related to financial stability that might jeopardize your organization's ability to carry out the program/event you are applying for an Other Grant?***

Nanaimo Science is funded through a combination of grants, sponsorships, and social enterprise programs. Our Science in the Park program in particular has been substantially covered through either Canada Summer Jobs grants, or, through the Canada Parks and Recreation Association Youth Employment Experience, and ECO Canada Co-op positions. Funding can ebb and flow, however, we have been successful in securing continued funding for our core staff team.

Our social enterprises include the activities listed in the "fee for service" section of our application. We almost always "sell out" of program spots, and are fortunate that the demand that families and schools have shown for our programs. These programs bring in revenue that supports costs that are not covered by grants.

While we do not expect our Canada Summer Jobs/ECO Canada/CPRA grants to be unsuccessful, if we are not able to secure funding for our Nature Guides or other staff members, we might not be able to run Science in the Park. However, this is highly unlikely, and we prioritize Science in the Park as it is a flagship community outreach program at Nanaimo Science which we have offered each year since 2012.

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

Nanaimo Science has evolved what we do over the past 13 years our organization has been in operation. We monitor the interest of families and participants with regards to our programs, make changes to the times, locations and activities planned to ensure that our programs are able to reach the largest number of families possible, and, work towards providing equitable access to our core programs, by traveling to different areas of Nanaimo and surrounding areas to reach our community "in their backyard".

Nanaimo Science continually updates our program content, developing new activities and sourcing new equipment and materials to keep up with new discoveries in science. We have expanded the umbrella of areas of science that we cover, adding on meteorology, ornithology, ecology, soil science, earth science and environmental resource management (to name but a few) to the topics we cover in our Science in the Park programs.

We have continued to work with the City of Nanaimo Parks, Recreation & Culture department to develop new partnerships and seek ways to reach citizens of Nanaimo. We have complied with requirements to obtain a business license as a non-profit organization (a change that occurred in January 2022), and have respected the terms of grants for the Community Program Development Grant. We have continued to be able to run Science in the Park with these limitations over the past few years, in fact expanding our reach from approximately 800 contacts during Science in the Park in 2019 (and 2020) to now over 3,000 in 2022, and 4,000 in 2023. We now face a new challenge with regards to the park rental fees, which we want to approach through the proper channels (requesting in-kind park rental fees through this application). We know that hundreds of families in Nanaimo look forward to Science in the Park each summer and we are hopeful that this program can continue with support from this grant.

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## Confirmation of BC Society Annual Report S0056147 NANAIMO SCIENCE AND SUSTAINABILITY SOCIETY

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BCRegistries@gov.bc.ca &lt;BCRegistries@gov.bc.ca&gt;

Fri, Apr 21, 2023 at 8:52 AM

To: elaine.parker@nanaimoscience.org



### Confirmation of Filing 2023 BC Society Annual Report

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NANAIMO SCIENCE AND SUSTAINABILITY SOCIETY  
37020 COUNTRY CLUB PO  
PO BOX 37020  
NANAIMO BC V9T 6N4

This confirmation letter has been sent to the primary and alternate email addresses.  
We welcome your feedback on our service. Take our [survey](#).

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Form Filed:	<b>BC Society Annual Report</b>
Name of Society:	<b>NANAIMO SCIENCE AND SUSTAINABILITY SOCIETY</b>
Incorporation Number:	<b>S0056147</b>
Business Number:	<b>82789 0054 BC0001</b>
Date and Time of Filing:	<b>April 21, 2023 08:50 AM Pacific Time</b>

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Your Society's receipt is available on the Filing History, where it can be viewed and printed at any time.

**This package contains:**

Certified copy of the Statement of Directors and Registered Office

**Note:** These documents are also available in your filing history

The *Societies Act* requires all Societies and Extraprovincial Non-Share Corporations to file an annual report each calendar year and to promptly notify the registrar of any changes in its information. For information regarding these filings visit [www.gov.bc.ca/Societies](http://www.gov.bc.ca/Societies).

Review your documents carefully to ensure there are no errors or omissions. If errors or omissions are discovered, please contact the Corporate Registry for instructions.

PLEASE DO NOT REPLY TO THIS EMAIL. It was sent from an unmonitored email address and the Corporate Registry is unable to respond to any replies.



BC Registries  
and Online Services

**Resources**[Online services](#)[Forms and publications](#)[A to Z index](#)[Enquiries](#)

# Nanaimo Science and Sustainability Society – Quick View

[Charity's detail page](#)

Registration no.:	<b>827890054 RR 0001</b>
Status:	<b>Registered</b>
Effective date of status:	<b>2011-05-10</b>
Type of qualified donee:	<b>Charity</b>
Designation:	<b>Charitable organization</b> ⓘ
Website:	

## Reporting period views

Quick View	Full View
<b>2022-12-31</b>	<a href="#">2022-12-31</a>
<a href="#">2021-12-31</a>	<a href="#">2021-12-31</a>
<a href="#">2020-12-31</a>	<a href="#">2020-12-31</a>
<a href="#">2019-12-31</a>	<a href="#">2019-12-31</a>
<a href="#">2018-12-31</a>	<a href="#">2018-12-31</a>

## Reporting period ending: 2022-12-31

### Programs and activities:

Ongoing programs:

SCIENCE-BASED EDUCATIONAL SUMMER CAMPS, AFTER SCHOOL AND IN-SCHOOL PROGRAMS (SCIENCE ON THE MOVE) AND SPECIAL EVENTS ACTIVITIES AND OTHER DROP-IN EVENTS THESE ACTIVITIES WERE DESCRIBED IN A NOV 12/13 LETTER TO CRA

**Nanaimo Science & Sustainability Society**  
**Statement of Financial Position**  
**December 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>Assets</b>		
Cash	<b>219,117</b>	205,804
Gaming account	<b>25,923</b>	19,659
Accounts receivable	<b>8,693</b>	2,595
GST receivable	<b>1,039</b>	1,387
Prepaid expenses and deposits	<b>4,579</b>	6,171
Current assets	<b>259,351</b>	235,617
Capital assets	<b>41,280</b>	18,220
<b>Total</b>	<b>300,631</b>	253,837
<b>Liabilities</b>		
Accounts and wages payable	<b>3,212</b>	2,032
Vacation payable	<b>2,582</b>	715
CEBA loan	-	60,000
<b>Total liabilities</b>	<b>5,793</b>	62,747
<b>Deferred revenue</b>	<b>24,275</b>	25,499
<b>Net assets</b>	<b>270,563</b>	165,591
<b>Total</b>	<b>300,631</b>	253,837

For management purposes only

**Nanaimo Science & Sustainability Society**  
**Statement of Operations**  
**December 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>Revenues</b>		
Grants	175,781	86,879
Donations	10,833	50,968
Program fees	276,654	199,918
Government assistance	20,000	20,026
Memberships	150	130
Interest and other	4,240	1,268
<b>Total revenue</b>	<b>487,658</b>	<b>359,189</b>
<b>Expenses</b>		
Accounting and legal	2,609	2,229
Advertising	377	435
Vehicle	5,382	572
Bank and registration fees	11,202	4,889
Brand and marketing	-	479
Pandemic related expenses	182	122
Insurance	4,847	2,818
Office	5,022	3,903
Program expenses	11,338	26,184
Rent and utilities	45,510	27,194
Wages and benefits	287,740	185,969
Travel and meals	1,865	1,143
<b>Total expenses</b>	<b>376,075</b>	<b>255,937</b>
<b>Operating surplus</b>	<b>111,583</b>	<b>103,252</b>
<b>Items related to capital</b>		
Annual depreciation	6,611	4,155
<b>Excess of revenues over expenses</b>	<b>104,972</b>	<b>99,097</b>
<b>Net assets, beginning of year</b>	<b>165,591</b>	<b>66,494</b>
<b>Net assets, end of year</b>	<b>270,563</b>	<b>165,591</b>

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.

<b>Revenue</b>		<b>2024 Budget</b>
<b>District-Wide Programs</b>		
	Environmental Protection (Gr 6)	\$14,000.00
	<b>SUBTOTAL SD68</b>	<b>\$14,000.00</b>
<b>Science on the Move - In &amp; After School Programs</b>		
	In-School Activities	\$4,000.00
	Science Shows	\$4,800.00
	Preschool	\$2,000.00
	Sponsored programs (NatureTech/TD)	\$8,000.00
	After-School Programs	\$1,000.00
	<b>SUBTOTAL IN &amp; AFTER SCHOOL PROGRAMS</b>	<b>\$19,800.00</b>
<b>Science on the Move - Community Events</b>		
	Public events	\$2,500.00
	Summer events	\$2,750.00
	Community Group bookings	\$1,000.00
	<b>SUBTOTAL COMMUNITY EVENTS</b>	<b>\$6,250.00</b>
<b>Camp Revenue</b>		
	March Break	\$9,240.00
	Summer Break	\$144,200.00
	Winter Break	\$6,364.00
	Pro-D Camps	\$6,160.00
	<b>SUBTOTAL CAMPS</b>	<b>\$165,964.00</b>
<b>Workshop &amp; Weekends</b>		
	Birthday Parties	\$9,000.00
	After School Clubs	\$5,000.00
	Other Workshops	\$500.00
	Saturday Morning Science	\$1,200.00
	Weekend Workshops	\$1,000.00
	<b>SUBTOTAL WORKSHOPS &amp; WEEKENDS</b>	<b>\$16,700.00</b>
<b>Homeschool Programs</b>		
	Spring Term	\$4,000.00
	Fall Term	\$4,000.00
	Winter Term	\$4,000.00
	Other homeschool bookings	\$2,500.00
	<b>SUBTOTAL HOMESCHOOL</b>	<b>\$14,500.00</b>
<b>Science in the Park</b>		
	Fall, Winter & Spring Science in the Park	\$1,200.00

<b>Revenue</b>		<b>2024 Budget</b>
	Public donations	\$250.00
	<b>SUBTOTAL Science In the Park</b>	<b>\$1,450.00</b>
<b>Special Events</b>		
	Science Sunday Expo	\$8,000.00
	Other Special Events	\$1,000.00
	<b>SUBTOTAL SPECIAL EVENTS</b>	<b>\$9,000.00</b>
<b>Sponsorships</b>		
	Van Insurance	\$1,600.00
	Gas Cards	\$2,500.00
	<b>SUBTOTAL SPONSORSHIPS</b>	<b>\$4,100.00</b>
<b>General Grants</b>		
	BC Gaming	\$25,500.00
	Canada Summer Jobs	\$20,000.00
	Local Business Sponsorship	\$10,000.00
	ECO Canada Employee	\$22,000.00
	<b>SUBTOTAL GENERAL GRANTS</b>	<b>\$77,500.00</b>
<b>Other Revenue</b>		
	Interest	\$1,200.00
	Donations - General	\$100.00
	Membership	\$400.00
	<b>SUBTOTAL OTHER REVENUE</b>	<b>\$1,700.00</b>
	<b>TOTAL REVENUE</b>	<b>\$330,964.00</b>
<b>EXPENSES</b>		
<b>Staffing</b>		
	Executive Director	\$54,300.00
	Senior Outreach Coordinator	\$39,130.00
	Outdoor Science Educator	\$24,682.00
	Outreach Educator	\$37,310.00
	Transition training	\$10,080.00
	Summer camp counsellor (1)	\$8,578.50
	Summer camp educator (2)	\$8,578.50
	Summer camp educator (3)	\$8,578.50
	Summer camp educator (4)	\$8,578.50
	Summer camp educator (5)	\$8,578.50

<b>Revenue</b>		<b>2024 Budget</b>
	Nature Guide (1)	\$10,008.25
	Nature Guide (2)	\$10,008.25
	Casual	\$11,137.00
	Vacation Pay -4%	\$9,581.92
	EI expense 2.5%	\$5,389.83
	CPP expense 5%	\$11,977.40
	WCB expense	\$400.00
	Employee Wellness Benefit	\$6,000.00
	<b>SUBTOTAL STAFFING</b>	<b>\$272,897.15</b>
<b>Science on the Move Van</b>		
	Mobile - vehicle costs ( insurance)	\$3,000.00
	Mobile - Vehicle fuel +parking	\$2,500.00
	Van Maintenance	\$2,000.00
	<b>SUBTOTAL SOM VAN</b>	<b>\$7,500.00</b>
<b>Additional Space Rent</b>		
	Camps - Summer Break	\$8,000.00
	Camps - Pro-D	\$800.00
	<b>SUBTOTAL RENT</b>	<b>\$8,800.00</b>
<b>Science Studio Expenses</b>		
	Studio - rent	\$31,500.00
	Studio - custodial	\$1,000.00
	<b>SUBTOTAL STUDIO</b>	<b>\$32,500.00</b>
<b>Program Supplies</b>		
	District-Wide Programs	\$200.00
	Science on the Move - In & After School Programs	\$500.00
	Science on the Move - Community Events	\$500.00
	Camps - Spring Break	\$200.00
	Camps - Summer Break	\$2,000.00
	Camps - Winter Break	\$200.00
	Camps - Pro-D	\$500.00
	Workshops	\$500.00
	Weekend Programs	\$500.00
	Homeschool - Spring	\$200.00
	Homeschool - Fall	\$200.00
	Homeschool - Winter	\$200.00
	Science in the Park	\$1,000.00
	Special events	\$2,500.00
	Studio - Club supplies	\$500.00

<b>Revenue</b>		<b>2024 Budget</b>
	Studio - Birthday supplies	\$1,000.00
	<b>SUBTOTAL PROGRAM SUPPLIES</b>	<b>\$10,700.00</b>
<b>Administrative &amp; Other Expenses</b>		
	Accounting/Bookkeeping/Legal	\$3,000.00
	Payroll Service	\$1,200.00
	Advertising	\$250.00
	Amazon Prime subscription	\$200.00
	Bank fees	\$50.00
	Registration Fees (Amilia)	\$9,000.00
	First Aid	\$350.00
	Hydro	\$1,800.00
	PO Box Rental	\$275.00
	Web, internet, telephone	\$2,500.00
	Insurance – liability/Board	\$2,500.00
	Office supplies & Computer	\$1,000.00
	Office sundries	\$300.00
	Printing - General	\$500.00
	Staff appreciation (meals)	\$1,000.00
	Staff training/ProD	\$500.00
	Storage	\$1,080.00
	Uniforms	\$400.00
	Miscellaneous	\$500.00
	Cash Short/Over	
	<b>SUBTOTAL ADMINISTRATIVE &amp; OTHER</b>	<b>\$26,405.00</b>
	<b>TOTAL COSTS</b>	<b>\$358,802.15</b>
	<b>Surplus/Deficit</b>	<b>-\$27,838.15</b>
	<i>Carry-forward from 2022 &amp; 2023 surplus to cover this deficit. Grants values under-estimated/to-be-determined. Reduction in school district programs on a year-to-year basis (impacts for 2024 accounted).</i>	