



## **Recreation Funding Committee Agenda**

May 11, 2023 at 7:00 p.m.

Location: Bassano Town Office (502 – 2<sup>nd</sup> Avenue)

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**1. CALL TO ORDER**

**2. EXCUSED FROM MEETING**

**3. ADOPTION OF AGENDA**

**4. ADOPTION OF MINUTES**

4.1 September 26, 2022

**5. REPORTS**

5.1 Administration Report – Period Ending April 30, 2023

**6. NEW BUSINESS**

6.1 2023 RFC Application Review

**7. ADJOURNMENT**



**MINUTES OF THE RECREATION FUNDING COMMITTEE (RFC) – COMMITTEE MEETING HELD IN BASSANO COUNCIL CHAMBERS ON SEPTEMBER 26, 2022.**

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**COMMITTEE MEMBERS**

CHAIR                      Arno Doerksen, County of Newell  
VICE CHAIR              Irvin Morey, Town of Bassano  
MEMBERS                Mike Wetzstein, Town of Bassano  
                                Kelly Christman, County of Newell

STAFF                      Sydney Smith – Recreation and Community Services Liaison

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**1. CALL TO ORDER**

The meeting was called to order by **CHAIR DOERKSEN** at 7:03 p.m.

**2. EXCUSED FROM MEETING**

Kelly Christman

**3. ADOPTION OF AGENDA**

**RFC06/2022**      Moved by **MEMBER MOREY** that the September 26, 2022 agenda is approved as presented.

**CARRIED**

**4. ADOPTION OF MINUTES**

**4.1 Adoption of minutes from the regular meeting of May 12, 2022**

**RFC07/2022**      Moved by **MEMBER WETZSTEIN** to approve the regular meeting minutes of May 12, 2022 as presented.

**CARRIED**

**5. REPORTS**

**5.1. Administrative Report – Period Ending September 22, 2022**

**RFC08/2022**      Moved by **MEMBER MOREY** to accept the Administrative Report for the period ending September 22, 2022 as presented and attached to and forming part of these minutes.

**CARRIED**

## 6. NEW BUSINESS

### 6.1 2022 RFC Program Review

Revised RFC policies and procedures were presented and discussed.

**RFC09/2022** Moved by **MEMBER WETZSTEIN** that the Recreation Funding Committee recommend an inflationary increase of 8% to member municipalities whereby the total allocation would increase from \$50,000 to \$54,000 for the 2023 funding cycle.

**CARRIED**

**RFC10/2022** Moved by **MEMBER WETZSTEIN** that the Recreation Funding Committee releases the 2023 application guidelines by November 31, 2022 to help user groups prepare their future years' application.

**CARRIED**

**RFC11/2022** Moved by **MEMBER MOREY** to approve the revised Recreation Funding Committee policies and procedures as presented for implementation in 2023.

**CARRIED**

## 7. OTHER

- None

## 8. ADJOURNMENT

**RFC012/2022** Moved by **CHAIR DOERKSEN** for adjournment at 7:29 p.m.

**CARRIED**

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Chair

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Chief Administrative Officer



# Administrative Report

Meeting: May 11, 2023

Agenda Item: 5.1

## RFC Implementation – 2022

Town administration implemented the recreation grant funding process as outlined by the RFC. Figure 1 outlines the final allocation to each of the applicants in 2022. All follow up forms were completed, and applicants remain in good standings for 2023.

Two applicants were unable to use the funds allocated which totaled \$3,040:

1. Bassano Golf Club – Youth Golf \$2,800
2. Bassano Minor Ball - Shale \$24

Application Number	Applicant	Project Title	Funding Requested	Amount Awarded	Final 50%
RFC/012022	Bassano Arts Council	Small Town Smoke Down Friday Night Concert & Dance	\$ 2,200	\$ 2,000	\$ 1,000
		Summer Concerts in the Park	\$ 2,800	\$ 2,000	\$ 1,000
RFC/022022	Bassano Arena Management Board	Bassano Centennial Arena Operations Expenses	\$ 50,000	\$ 25,000	\$ 12,500
RFC/032022	Bassano Curling Club	Operation Costs	\$ 10,000	\$ 10,000	\$ 5,000
RFC/042022	Bassano Golf Club	Youth Golf	\$ 2,800	\$ 2,800	\$ -
		Utility/Course Maintenance	\$ 20,610	\$ 7,915	\$ 2,557.50
		Accounting, Administration and Insurance	\$ 11,400	\$ -	
RFC/052022	Bassano Minor Ball	Bassano Minor Ball Diamond Maintenance (Shale)	\$ 3,600	\$ 3,600	\$ 1,560
		Bassano Minor Ball Diamond Maintenance (Paint)	\$ 462	\$ -	
RFC/062022	Bassano Memorial Library	Disk Golf	\$ 6,000	\$ -	
			\$ 109,872	\$ 53,315	\$ 23,618
		Difference/Carry Forward	-\$ 56,557	\$ -	\$ 3,040

Prepared by: Amanda Davis, CAO



# OPEN DISCUSSION

Meeting: May 11, 2023

Agenda Item: 6.1

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## SUBJECT: 2023 RFC Application Review

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### **BACKGROUND**

In 2019, the Town and the County approved the Intermunicipal Collaboration Framework (ICF) and subsequent Recreation Agreement which established a 50/50 cost share for recreation services within Bassano and Division 6 of the County.

The Recreation Funding Committee (RFC), comprised of Town and County representatives, was created to oversee the allocation of an annual recreation grant for operations to meet the needs of the local users. The funding process/policies are reviewed annually by the RFC. Each year the RFC has made minor revisions to the program to better align with the needs of the community.

### **PROCESS**

1. Each application must be individually graded used in the Grade Matrix (Schedule F) provided.
2. Members are encouraged to familiarize themselves with the Application Guidelines (Schedule B) prior to marking the applications.
3. Members are encouraged to individually mark each application prior to the meeting and then discuss each application collectively at the meeting.
4. Administration completed a preliminary review of the applications as stated in the Review Process (Schedule E). One application was rejected – it was complete, there was not grant request, budget or financials – all listed as TBD.
5. A total of \$4,033 is carried forward from the 2022 funding year which includes interest. The total funds available for 2022 is \$58,033.

A total of 5 completed applications were received with a combined amount of \$63,368. A preliminary review confirms the eligibility of the applicants. The Bassano Golf Society application was submitted after the grant cut-off on May 5, 2023.

2022 Carry Forward/Int.	\$	4,033		
2023 Allocation	\$	54,000		
<b>Available to Distribute</b>	<b>\$</b>	<b>58,033</b>		
<b>Application Number</b>	<b>Applicant</b>	<b>Project Title</b>	<b>Funding Requested</b>	<b>Amount Awarded</b>
RFC01/2023	Bassano Arts Council	Arts for All	\$ 5,700	
RFC02/2023	Bassano Curling Club	Operational Costs	\$ 12,000	
RFC03/2023	Bassano Elks Lodge #487	Local Elks Lodge Hall Operating Expenses	\$ 5,000	
*RFC04/2023	Bassano Golf Society	Youth Golf	\$ 2,140	
		Utility/Course Maintenance	\$ 23,330	
		Accounting, Administration & Insurance	\$ 12,198	
RFC05/2023	Pioneer Damsiters Drop-in Centre	Recovering a Number of Our Chairs	\$ 1,300	
		Utilities	\$ 1,700	
INCOMPLETE	Bassano Off-leash Dog Park Committee			
			\$ 63,368	\$ -
		Difference/Carry Forward	<b>-\$ 5,335</b>	
<i>*Note - the golf course applications were submitted after the close date on May 5, 2023</i>				

#### Attachments:

1. Schedule B – Application Guidelines
2. Schedule E – Review Process
3. Schedule F – Grade Matrix
4. 2023 Applications
  - i. RFC01/2023 - Bassano Arts Council
  - ii. RFC02/2023 – Bassano Curling Club
  - iii. RFC03/2023 – Bassano Elks Lodge #487
  - iv. RFC04/2023 – Bassano Golf Society
  - v. RFC05/2022 – Pioneer Damsiters Drop-in Centre

**Prepared by:** Amanda Davis, CAO



## Recreation Funding Committee Schedule "B"



# Grant Application Guideline

### Grant Overview

The Intermunicipal Collaboration Framework (ICF) Agreement adopted by the Town of Bassano and the County of Newell has constituted the Recreation Funding Committee (RFC) to oversee the allocation of recreation funding for the area identified as the Town of Bassano and the portion of the County of Newell known as Division 6 effective January 1<sup>st</sup>, 2020. This has led to the creation of the RFC. The RFC is comprised of two elected officials from each the Town and the County. The RFC is responsible to distribute recreation funds to recreation/user groups that operate in the Town and Division 6. Recreation funds are provided equally by the Town and the County.

The intent of the funding program is to help cover costs to operate facilities, improve/build on existing programs, or to start up new projects/programs. This funding program is not meant to enhance recreation/user groups financial status. If your organization/program is financially stable, we strongly encourage your support for less viable programs or to consider enhanced training or skill building programs or events. Recreation grants are never guaranteed and the program is subject to change. Applicants are always encouraged to strive to find sustainable funding sources.

### Grant Process Objective

The RFC's objective is to provide recreational grants that offset the operational expense of recreation activities, programs and events for all ages within the Town. Funding shall be based on the merit of the applications received.

Applicants can apply for more than one project/program/event on a single application. If you are requesting funding for more than one project/program/event, you are required to submit a separate a project description and budget for each. *Refer to Schedule C Application Process for further information.*



## Recreation Funding Committee Schedule "B"



### Priorities for Funding

The funding is for operating expenses only.

Although each application is determined to be successful on a case-by-case basis, applications for programs, events or projects should meet at least one of the following priorities:

- Contribute to ongoing use of recreation facilities within the Town or Division 6.
- Demonstrates future financial feasibility.
- Revitalizes well used programs.
- Enhances skill/team/leadership building.
- Meets a widely held need by providing a new project/program/event or enhancing an existing project/program/event.

### Eligibility

To be eligible for the grant, applicants must be one of the following:

- A recreation user group in the Town or Division 6
- A cultural user group in the Town or Division 6

*Applicants that contribute a portion of their own funds to offer the projects/program/events may receive a higher level of priority in the funding process.*

You are ineligible to apply for funding if you are:

- A for profit organization
- A business or entrepreneur (private enterprise)
- A facility owned and/or operated by the Town (e.g. Bassano Pool)
- A museum
- A religious organization
- Bassano Ag Society
- Bassano FCSS





## Recreation Funding Committee Schedule "B"



### Eligibility Criteria

- Applications must be submitted to the Town of Bassano's Administrative Office no later than April 30<sup>st</sup>
- Funds must be accounted for and used within the calendar year in which the funds were awarded (e.g. January 1<sup>st</sup> – December 31<sup>st</sup>).
- Project/programs may begin January 1<sup>st</sup>; however funding may not be granted before the disbursement date of May 15<sup>th</sup> of each funding cycle.
- Funds must be used for the purpose for which they were approved, or recipients must repay the full amount. Failure to repay funds may result in future funding ineligibility.
- Recipients must complete and submit the Grant Follow-Up Form within thirty (30) days of the completion of the project/program and account for all expenses.
- The RFC reserves the right to refuse or amend funding requests within any application.

### Eligible Expenses

- Operational costs (e.g. utilities, equipment maintenance, program instructors, part-time salaries for specific programs or events, advertising, program/event supplies).
- Start-up costs for new programs.



## Recreation Funding Committee Schedule "B"



### Ineligible Expenses

- Retirement of debt.
- Cost of developing a proposal.
- Assessment studies.
- Cash, prizes, gift cards, food hampers, awards/trophies/plaques.
- Promotional items.
- Permanent staff salaries.
- Capital expenses. Capital expense means repair or replacement of an asset that exceeds \$5,000.00.



Recreation Funding Committee  
Schedule "E"



## Grant Review Process

### Preliminary Check (Administration) and Follow-up Forms:

#### Preliminary Check

- Administration shall complete a preliminary check on all recreation grant applications.
- Administration has the authority to check for incomplete applications and notify applicants if the application has been accepted or if additional documentation is required using the letter templates prepared in Schedule "I".
- Communication will be sent to the primary contact indicated on the application.
- Incomplete applications submitted after the deadline will not be collected by administration and letters will not be issued regarding the acceptance or incompleteness of the application after April 30<sup>th</sup> of each funding cycle.
- Administration is required to indicate what action has taken place regarding the application and in what capacity they have communicated with the applicants. This shall be recorded on RFC primary and official grant tracking sheet.
- Administration does not have the authority to reject or deny applications.

#### Follow-up Forms

- Administration is responsible to distribute funds pursuant to completed Follow-up forms. The full distribution of remaining funds may be deferred to the RFC.



## Recreation Funding Committee Schedule "E"



### Official Review (RFC):

The official review will be conducted by the RFC who has final decision-making power over how the funding is to be allocated. RFC will use the RFC Schedule F (Grading Matrix) to aid in the decision-making process.

1. The RFC shall meet no later than May 15<sup>th</sup>.
2. The RFC shall review each application and make notes for each application using the RFC grading matrix.
3. The RFC will grade each application collectively and award funding based on this assessment.
4. The RFC has the authority to amend the funding amount request on each application.

### Annual Application Review Process:

The RFC shall meet annually during the month of November to review the recreation grant funding process and application templates.

1. Any revisions to any part shall be decided using the official decision-making process in accordance with the RFC Terms of Reference.
2. Any feedback received by the RFC regarding the grant process will be discussed.
3. Any revision must be approved by the RFC and amended applications must be available by the next funding cycle.



Recreation Funding Committee  
Schedule “F”



## RFC Grant Grading Matrix

The Recreation Funding Committee (RFC) must use the grant grading matrix to ensure fair and unbiased allocation of recreation grant funding.

Information Location		Review Questions	Criteria	Exceeds Requirements (3)	Meets Requirements (2)	Requirements Not Met (1)	Points Earned	Notes
<b>Application Process</b>								
<b>A</b>	Applicable to the entire application.	Is the application legible?	Applications must be legible. Detailed point form is acceptable.  Applicants are encouraged to complete and submit their application via the online fillable form where possible.	Application is clear, legible, and easy to follow.	Application is legible.	Application is not legible.		
<b>(2.0) Project or Program Overview</b>								
<b>B</b>	2.3 Statement of Need	What priorities of funding are met?	Applications for programs, events or projects should meet at least one of the following funding priorities: <ul style="list-style-type: none"><li>- Contribute to ongoing use of recreation facilities within the Town or Division 6.</li><li>- Demonstrates future financial feasibility</li><li>- Revitalizes well used programs.</li><li>- Enhances skill/team/leadership building.</li><li>- Meets a widely held need by providing a new or enhancing an existing project/program/event.</li></ul>	Meets 2 or more of the priorities of funding.	Meets 1 of the priorities of funding.	Meets none of the priorities of funding.		
<b>C</b>	2.3 Statement of Need	Is the need clearly identified?	Organizations must describe the need they are facing.	Need is clearly identified and defined in detail.	Need is identified.	Need is not identified.		
<b>D</b>	2.3 Statement of Need	Does the proposed solution meet the need?	Organizations must explain their solution (the project/program/event) to the need and why it will help.	Solution meets the need or takes advantage of the opportunity.	Solution does not directly meet the need or take advantage of the opportunity.	Solution does not meet the need or take advantage of the opportunity.		



## Recreation Funding Committee Schedule "F"



<b>E</b>	2.3 Statement of Need	Is the proposed solution required immediately?	Organizations must explain why the need requires immediate attention. E.g. Without assistance with facility utilities, the user group will not be able to operate for the entire season.	The need requires immediate attention.	The need requires attention.	The need does not require attention in this funding cycle.		
<b>F</b>	2.4 User Attraction	Has the applicant included an advertising or communication plan?	Organizations must explain how they will encourage existing and new users to attend their project, program, or facility. E.g. The user group will advertise the facility hours on Facebook and email sports groups inviting them to use the facility.	Detailed plan which includes how and when they will engage with users.	Basic plan explaining how they will communicate with users.	Plan does not explain how they will communicate with users.		
<b>G</b>	2.5 Project Viability	Has the applicant provided a method for collecting feedback or proving the project was successful?	Organization must explain how they will collect feedback or how they will determine if the project/program/facility is successful.  User groups should ensure their project/program/facility is meeting the need or taking advantage of the opportunity they have identified.	Explanation on how they will collect feedback and measure the success of the project, program, or facility.	Explanation on how they will collect feedback or measure the success of the project, program, or facility.	They do not explain how they will collect feedback or measure the success of the project, program, or facility.		
<b>H</b>	2.8 Applicant Contribution	Has the applicant contributed funds to the project or program?	Organizations must show how much money they are contributing (if any) to the project or program.	Organizations have contributed over 50% of funds required for the project or program.	Organizations have contributed less than 50% of the funds for the project or program.	They have not contributed funds to the project/program.		
<b>3.0 Project Budget</b>								
<b>I</b>	3.0 Project Budget	Is the project/program budget balanced?	Organizations must provide a breakdown of all project/program, related income (revenue) and expenses (costs). Project budget must balance.	Balanced with income and expense descriptions.	Balanced	Not balanced.		
<b>J</b>	3.0 Project Budget	Does the funding request fall under one of the eligible expenses?	Eligible expenses are as follows: - Operational costs (e.g. utilities, equipment maintenance, program instructors, part-time salaries for specific programs or events, advertising, program/event supplies). - Start-up costs for new programs.	Falls under 2 or more of the eligible expense.	Falls under 1 of the eligible expense.	Requires additional clarification how it falls under one of the eligible expenses.		



## Recreation Funding Committee Schedule "F"



<b>4.0 Current Financial Statements</b>								
<b>K</b>	4.0 Current Financial Statements	Does the current financials indicate financial need for the project/program?	<p>The intent of the funding program is not to enhance recreation/user groups' financial status but is to help cover:</p> <ul style="list-style-type: none"> <li>- the costs to operate facilities,</li> <li>- improving/building on existing programs,</li> <li>- and start up new projects/programs.</li> </ul>	Financials are explicit and indicate financial need for the project/program.	Financials are available and indicate financial need for the project/program.	Financials do not indicate financial need for the project/program.		
<b>L</b>	4.1 Statement Approval	Have the financial statements been approved by their governing body?	Organizations must agree that the attached financial statements are true, accurate, and have been approved by their executive body.	Financial statements have been approved by their governing body.	-	Financial statements have not been approved by their governing body.		
<b>M</b>	4.2 Statements Included.	Has the organization submitted a complete set of financial statements?	Organizations must provide financial statements that reflect their entire operations for one fiscal year and current financials reflecting 2021-2022 operations if the organization has not completed its operating season before submitting the application. These documents must be current, legible, and complete.	Well formatted, current, legible, and complete financial statements have been provided.	Current, legible, and complete financial statements have been provided.	Financial statements have been provided.		
<b>N</b>	4.2 Statements Included.	Has the organization provided a list of accounts and their intended purpose of their funds?	<p>Organizations must list all savings accounts, capital replacement accounts, and operating accounts.</p> <p>They are required to insert notes explaining the intended purpose of all funds.</p> <p>(E.g. Lump sum in the savings account is earmarked for a capital equipment upgrade)</p>	Organization's accounts have been listed with notes explaining the intended purpose of the funding.	Organization's accounts have been listed but purpose for funding is not clear.	All accounts have not been listed and purpose for the funding is not included.		
<b>O</b>	Carry Forward Assessment	If project/programs/event funded in the past, were the funds fully expended?	<p>Organizations are required to expend the awarded funds on the project or program they allied for. Change request are not permitted at this time.</p> <p>Returning funding does not impact their eligibility.</p>	Funds were fully expended for the intended purpose and provided detailed follow up information.	Funds were fully expended for the intended purpose.	Funds were not used for the intended purpose.		



Recreation Funding Committee  
Schedule “F”



TOTAL POINTS EARNED:

Recreation Funding Committee Review	
Official Recommendation:	
Reason for rejecting (if applicable)	
Score:	/45
Assessed by (All that are present):	
Date Assessed:	





Recreation Funding Committee  
Schedule "D"



## Recreation Grant Application Form

Familiarize yourself with Schedule C – Grant Application for application guidance and grading criteria. This will help you prepare a complete application and improve your chance of grant success.

Applicants can apply for one or more projects/programs/events during each funding cycle.

Rather than having applicants prepare multiple applications, applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one Project Insert for each project/program/event you are applying for.

The example below demonstrates a complete application with multiple project inserts listed.

- 1.0 Applicant Information (Page 1)
- **Project Insert** (Page 2) – Utility Support
- **Project Insert** (Page 2) – Junior Badminton Clinic
- **Project Insert** (Page 2) – Advertising for Mixed Badminton Tournament
- 4.0 Current Financial Statements and 5.0 Applicant Agreement (Page 3)

*Applications must be legible. Detailed point form is acceptable and encouraged. Applicants are encouraged to complete and submit their application via the online fillable form where possible.*

TOWN OF BASSANO

APR 19 2023

RECEIVED

### 1.0 Recreation Grant Applicant Information

#### 1.1 Organization Name:

Bassano Arts Council - (BAC)

#### 1.2 Mailing Address:

Box 459, Bassano, AB T0J0B0

#### 1.3 Primary Contact Person Information:

Name: Linda Andres

Position: Chairperson/Programming Coordinator

Phone: 403-641-4280

E-Mail: andres.lindad@gmail.com

#### 1.4 Other Contact Person Information:

Name: Jan Armstrong

Position: Treasurer

Phone: 403-641-2484

E-Mail: jana@eidnet.org

#### 1.5 Describe your organization and its purpose:

Our organization was founded in 1984 and has enhanced the cultural life in Bassano for 39 years! Our Vision: BAC values diverse artists, art and education. All community citizens have access to the arts, can participate in the arts, value the arts and are enriched by the arts. Our Mission: BAC believes in the power of the performing arts to ignite the imagination, stimulate thought, provide enjoyment and enhance our community members' quality of life and well-being. Through our concerts and programs, we strive to integrate the performing arts into the lives of people in Bassano and area.



Recreation Funding Committee  
Schedule "D"



## Project Insert

ONLY include one project/program/event on each insert.  
Repeat as required.

### 2.0 Project/Program Overview

2.1 Project/Program/Event Title:  
Arts for All

2.2 Provide a brief summary of the project/program:  
The project would provide a concert as part of the Smokedown, and five free summer concerts/programs in the park.

2.3 Provide a statement of need for your project/program:  
We receive grants from CAPF & AFA for regular programming. We strive to break even with our season programming. In the past few years, we received COVID grants that allowed for free concerts in the summer. We do not receive that funding anymore, and would love to continue them. We would also like to have as much money as possible from the Smokedown event go to the pool liner replacement.

Target Audience (age): 0-110 years Anticipated # of Users: 600

Location of Program/Project: Smokedown Concert - Community Hall, park beside hall for other concerts

Project Start Date: June 2, 2023 Project End Date: August 23, 2023

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?

Members of our board are involved in a 'marketing' workshop on April 22, 2023 in order to make better use of the internet, social media, etc. We will also use newspapers, posters, town website, etc. We have booked a family theatre presentation for the park for August 19th and hope to attract families from town and Crawling Valley area.

2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?

We will be doing a Survey Monkey survey at the end of our 2023-2024 season and will ask questions specifically about our free summer concerts.

2.6 Amount Requested: 5700

2.7 Has your organization requested additional funding from other sources: Yes ☐ No ☒

2.8 Will your organization be contributing funds to the program/project? If so, how much: \$ 1000

\*Include this amount in your project budget income.

### 3.0 Project Budget (all totals must Balance)

Income:

Expenses: List all expenses for this project/program

Amount Requested (2.6):	\$	Smokedown Band Artist Fee	\$2000
Other Income):	\$	Hotels and Hospitality - band	\$500
Recreation Grant	\$5700	4 summer concerts @800	\$3200
BAC Contribution	\$1200	Wagonstage Theatre - U of C	\$1000
	\$	Ice Cream Cones - Aug 19	\$200
	\$		\$
Total:	\$6900	Total:	\$6900



## Recreation Funding Committee Schedule "D"



### 4.0 Current Financial Statements

4.1 Bassano Arts Council agrees the attached financial statements are true,  
Organization Name accurate and have been approved by your executive body.

4.2 Indicate your financial statements and applicable fundraising information (e.g. casino receipt or fundraising letter) have been attached to this application.

- ☒ Most recent, full year financial statements approved/signed by your executive body (mandatory)  
☒ 2022- 2023 unapproved financial statements ending March 1, 2023 (mandatory)  
☐ Other (if applicable)

List your organizations financial accounts and identify the proposed use for these funds.

Type of Account	Proposed use for funds
Chequing - ATB	Covering costs of 2022-2023 season, 2023-2024 season
Savings - GIC	Sound and Lighting Donations to the Community Hall

### 5.0 Application Agreement

5.1 Bassano Arts Council agrees that the information in this document is true and  
Organization Name accurate.

5.2 Indicate which documents have been attached to this application. Check all boxes that apply:

- ☒ Recreation Grant Applicant Information - Page 1 (mandatory)  
☒ Project Insert - Page 2 (mandatory) \_\_\_\_\_  
☒ Project Insert - Page 2 (if applicable) \_\_\_\_\_  
☐ Project Insert - Page 2 (if applicable) \_\_\_\_\_  
☒ Current Financial Statements - Page 3 (mandatory)  
☐ Quotes attached (if applicable)  
☐ Letters of Support (optional)

5.3 Signature:

Linda D. Andrus, Chairperson  
Signature/Position

April 17/2023  
Date (mm/dd/yyyy)

[Signature] - Treasurer  
Signature/Position

April 17/2023  
Date (mm/dd/yyyy)

\*All sections of the application must be completed, or the application will not move forward.

**Bassano Arts Council**  
**Balance Sheet (Cash basis) As at 31/03/2023**

**ASSET****Assets**

ATB Bassano #00111904424	44,426.65
SpringBoard GIC 3600	5,062.69
Amplify GIC 3800	5,087.50

<b>Total Assets</b>	<b>54,576.84</b>
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<b>TOTAL ASSET</b>	<b>54,576.84</b>
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**LIABILITY****Liabilities**

Outstanding cheques	0.00
Bad Debt	0.00

<b>Total Liabilities</b>	<b>0.00</b>
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<b>TOTAL LIABILITY</b>	<b>0.00</b>
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**EQUITY****Equity**

Current Earnings	2,480.09
Retained Earnings	52,096.75

<b>Total Equity</b>	<b>54,576.84</b>
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<b>TOTAL EQUITY</b>	<b>54,576.84</b>
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<b>LIABILITIES AND EQUITY</b>	<b>54,576.84</b>
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**Bassano Arts Council**  
**Income Statement (Cash basis) 01/07/2022 to 31/03/2023**

**REVENUE**

<b>Revenue</b>	
Seasons Tickets	16,800.00
Door Receipts	1,170.00
Bar -Season	837.00
50/50	775.00
Dinner Theater	1,300.00
Bar- Dinner theater	0.00
Interest Earned	137.48
Grant Income	10,416.60
Culture Days	0.00
Misc Income	0.00
Donations	220.00
Float	0.00
<b>Total Revenue</b>	<u>31,656.08</u>

<b>TOTAL REVENUE</b>	<u>31,656.08</u>
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**EXPENSE**

<b>Expense</b>	
Performers	16,858.16
Rooms & Meals	2,224.92
Hall Rental	0.00
Advertising	1,433.52
Bar- Season	1,252.67
Bar - Dinner Theater	0.00
Intermission Supply Costs	174.65
Dinner Theater	0.00
Audio and Sound	4,275.00
Showcase expense	1,668.56
Culture Days	0.00
Memberships - SOCAN	94.50
Float - Misc Expense	894.01
Donations - expense	300.00
<b>Total Expense</b>	<u>29,175.99</u>

<b>TOTAL EXPENSE</b>	<u>29,175.99</u>
----------------------	------------------

<b>NET INCOME</b>	<u><u>2,480.09</u></u>
-------------------	------------------------



Recreation Funding Committee  
Schedule "D"



## Recreation Grant Application Form

**Familiarize yourself with Schedule C – Grant Application for application guidance and grading criteria. This will help you prepare a complete application and improve your chance of grant success.**

Applicants can apply for one or more projects/programs/events during each funding cycle.

Rather than having applicants prepare multiple applications, applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one Project Insert for each project/program/event you are applying for.

The example below demonstrates a complete application with multiple project inserts listed.

- 1.0 Applicant Information (Page 1)
- **Project Insert** (Page 2) – Utility Support
- **Project Insert** (Page 2) – Junior Badminton Clinic
- **Project Insert** (Page 2) – Advertising for Mixed Badminton Tournament
- 4.0 Current Financial Statements and 5.0 Applicant Agreement (Page 3)

*Applications must be legible. Detailed point form is acceptable and encouraged. Applicants are encouraged to complete and submit their application via the online fillable form where possible.*

### 1.0 Recreation Grant Applicant Information

1.1 Organization Name:  
Bassano Curling Club

1.2 Mailing Address:  
Box 217, Bassano, Alberta

1.3 Primary Contact Person Information:

Name: Kim Douglass

Position: Vice President

Phone: 403 793 7237

E-Mail: kdouglass@xplornet.com

1.4 Other Contact Person Information:

Name: Sandra Mitchell

Position: Treasurer

Phone: 403 734 2868

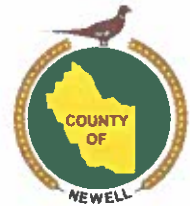
E-Mail: rsmitchell@telus.net

1.5 Describe your organization and its purpose:

The Bassano Curling Club exists to provide opportunities for curling, recreation, socializing and physical activity for youth, adults and seniors from our community and surrounding area.



Recreation Funding Committee  
Schedule "D"



## Project Insert

ONLY include one project/program/event on each insert.  
Repeat as required.

### 2.0 Project/Program Overview

2.1 Project/Program/Event Title:  
Operational Costs

2.2 Provide a brief summary of the project/program:  
We are asking for monetary assistance towards our utilities

2.3 Provide a statement of need for your project/program:  
We are requesting funds to help cover the cost of utilities. By offsetting the cost of utilities with outside funding, we can keep the membership cost lower and by doing so, encourage more people to participate and also have more funds available to proceed with equipment maintenance and upgrades as needed.

Target Audience (age): 10-90 years Anticipated # of Users: 350

Location of Program/Project: Bassano Recreation Complex

Project Start Date: Jan 1, 2023 Project End Date: ~~Jan 1, 2024~~ Dec. 31, 2023

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?

Leagues, events and bonspiels will be advertised in the local papers, mailed out posters to other local clubs, via social media sites, the Town of Bassano's electronic sign and word of mouth

2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?

Verbal feedback as well as feedback on social media sites determines success if positive. Turning a profit at each event also indicates success.

2.6 Amount Requested: \$12,000

2.7 Has your organization requested additional funding from other sources: Yes ☐ No ☒

2.8 Will your organization be contributing funds to the program/project? If so, how much: \$ 5504.03

\*Include this amount in your project budget income.

### 3.0 Project Budget (all totals must Balance)

Income:

Expenses: List all expenses for this project/program

Amount Requested (2.6):	\$ 12,000	Jan 1, 2022 to Dec 31, 2022	\$ 16104.03
Other Income):	\$	actual utility expenses	\$
Casino Funds	\$ 5504.03		\$
	\$	Rant start-up and shut down costs	\$ 1400
	\$		\$
	\$		\$
Total:	\$ 17,504.03	Total:	\$ 17504.035





Recreation Funding Committee  
Schedule "D"



4.0 Current Financial Statements

4.1 Bassano Curling Club agrees the attached financial statements are true,  
Organization Name accurate and have been approved by your executive body.

4.2 Indicate your financial statements and applicable fundraising information (e.g. casino receipt or fundraising letter) have been attached to this application.

- ☒ Most recent, full year financial statements approved/signed by your executive body (mandatory)  
☒ 2022- 2023 unapproved financial statements ending March 1, 2023 (mandatory)  
☐ Other (if applicable)

List your organizations financial accounts and identify the proposed use for these funds.

Type of Account	Proposed use for funds
General Account	Equipment maintenance and repairs, start-up costs, incidentals
Casino Account	wages, utilities, operating costs

5.0 Application Agreement

5.1 Bassano Curling Club agrees that the information in this document is true and  
Organization Name accurate.

5.2 Indicate which documents have been attached to this application. Check all boxes that apply:

- ☒ Recreation Grant Applicant Information - Page 1 (mandatory)  
☒ Project Insert - Page 2 (mandatory) \_\_\_\_\_  
☐ Project Insert - Page 2 (if applicable) \_\_\_\_\_  
☐ Project Insert - Page 2 (if applicable) \_\_\_\_\_  
☒ Current Financial Statements - Page 3 (mandatory)  
☐ Quotes attached (if applicable)  
☐ Letters of Support (optional)

5.3 Signature:

Mitchell

Signature/Position

Kinderglass

Signature/Position

04/19/2023

Date (mm/dd/yyyy)

04/19/2023

Date (mm/dd/yyyy)

\*All sections of the application must be completed, or the application will not move forward.



**BASSANO CURLING CLUB**  
**FINANCIAL STATEMENT – GENERAL ACCOUNT**  
**March 7, 2021 – March 7, 2022**

Assets           \$0.00  
 Liabilities       \$0.00

Opening Balance March 7, 2021	\$111,299.68
Income	\$ 71,122.06
Expenses	<u>\$134,255.80</u>
Closing Balance March 7, 2022	\$ 48,165.94

Income

Advertising	\$ 3997.50
Donations	\$ 150.00
Dues	\$ 8185.00
Bar	\$ 4485.00
Grants	\$ 8787.40
Bonspiels	\$ 4865.00
Calendar	\$ 1585.00
Rentals	\$ 652.50
Misc. Deposit	\$ 494.86
Fundraising (condenser0	<u>\$37919.80</u>
	\$71,122.06

Expenses

Bar	\$ 1548.10
Utilities	\$ 6290.20
Office	\$ 384.66
Bonspiel	\$ 1128.04
Calendar	\$ 693.00
Insurance/Assoc. Fees	\$ 1629.00
Misc. Expenses	\$ 154.80
Condensor	<u>\$122428.00</u>
	\$134255.80

  
 PRESIDENT

 TREASURER

**BASSANO CURLING CLUB**  
**FINANCIAL STATEMENT – CASINO ACCOUNT**  
**March 7, 2021 – March 7, 2022**

Opening Balance March 7, 2021	\$35,953.33
Income	\$ 2,991.00
Expenses	<u>\$10,808.50</u>
Closing Balance March 7, 2022	\$28,135.83

**Income**

Interest	\$ 13.50
Raffle	<u>\$ 2977.50</u>
	\$ 2991.00

**Expenses**

Wages	\$10000.00
Ice Making Expense	<u>\$ 808.50</u>
	\$10808.50

*Kemp Gyp*

President

*Mitchell*

Treasurer

**BASSANO CURLING CLUB**  
**FINANCIAL STATEMENT – GENERAL ACCOUNT**  
**JANUARY 1, 2022- MARCH 1, 2023**

Unaudited

Assets               \$0.00  
 Liabilities           \$0.00

Opening Balance January 1, 2022	\$ 63,607.91
Income	\$105,019.73
Expenses	<u>\$ 83,658.59</u>
Closing Balance March 7, 2022	\$ 84,969.05

<u>Income</u>	
Advertising	\$ 6740.00
Donations	\$ 5700.00
Dues	\$14780.00
Bar	\$19028.95
Grants	\$18604.40
Bonspiels	\$ 9230.00
Calendar	\$ 5168.00
Rentals	\$ 1635.00
Misc. Deposit	\$ 4746.33
Kitchen	\$ 900.00
Fundraising (condenser0	<u>\$18487.05</u>
	\$105019.73

<u>Expenses</u>	
Bar	\$ 9074.40
Utilities	\$19642.37
Office	\$ 1427.34
Bonspiel	\$ 1655.24
Calendar	\$ 706.86
Insurance/Assoc. Fees	\$ 5413.71
Misc. Expenses	\$ 886.82
Wages	\$ 2500.00
Condensor	<u>\$ 42351.85</u>
	\$ 83658.59



Recreation Funding Committee  
Schedule "D"



## Recreation Grant Application Form

**Familiarize yourself with Schedule C – Grant Application for application guidance and grading criteria. This will help you prepare a complete application and improve your chance of grant success.**

TOWN OF BASSANO

APR 28 2023

Applicants can apply for one or more projects/programs/events during each funding cycle

RECEIVED

Rather than having applicants prepare multiple applications, applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one **Project Insert** for each project/program/event you are applying for.

The example below demonstrates a complete application with multiple project inserts listed.

- 1.0 Applicant Information (Page 1)
- **Project Insert** (Page 2) – Utility Support
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- 4.0 Current Financial Statements and 5.0 Applicant Agreement (Page 3)

*Applications must be legible. Detailed point form is acceptable and encouraged. Applicants are encouraged to complete and submit their application via the online fillable form where possible.*

### 1.0 Recreation Grant Applicant Information

#### 1.1 Organization Name:

Bassano Elks Lodge # 487

#### 1.2 Mailing Address:

P.O. Box 510, Bassano, Alberta T0J 0B0

#### 1.3 Primary Contact Person Information:

Name: Brian Biette

Position: President

Phone: 403-362-6249 403-501-4581

E-Mail: bbiette@telus.net

#### 1.4 Other Contact Person Information:

Name: Lawrence (Sonny) Helmle

Position: Treasurer

Phone: 403-793-0820

E-Mail: N/A

#### 1.5 Describe your organization and its purpose:

We are a canadian volunteer organization of men & women serving communities. We assist children with hearing impairments or other problems, provide a place to hold functions, rent the hall for community needs such as meetings, home coming events, car shows, street fairs, craft sales, christmas parties and provide our hall for funerals free of charge.



Recreation Funding Committee  
Schedule "D"



## Project Insert

ONLY include one project/program/event on each insert.  
Repeat as required.

### 2.0 Project/Program Overview

2.1 Project/Program/Event Title:

Local Elks Lodge hall operating expenses

2.2 Provide a brief summary of the project/program:

It would be used to assist us in paying our expenses & bills

2.3 Provide a statement of need for your project/program:

We have severe problems with our building as the roof is leaking and has caused severe damage to the inside of the hall making it unable to be used. We are attempting to raise funds for these costly repairs and assistance with our operating costs would greatly assist us to survive. With the recent Covid problem we have been unable to raise

Target Audience (age): 0 - 90

Anticipated # of Users: 200

Location of Program/Project: Local Elks Lodge hall operating expenses

Project Start Date: January 1, 2023

Project End Date: December 31, 2023

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?

Advertising on Facebook and newspapers and by word of mouth

2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?

We know from previous use that there is a need for our facility to be used. Once our hall is repaired we will be able to start having functions for the people to attend and enjoy themselves.

2.6 Amount Requested: \$5,000.00

2.7 Has your organization requested additional funding from other sources:

Yes ☒ No ☐

THESE GRANTS ARE SOLELY FOR THE REPAIRS TO THE HALL

2.8 Will your organization be contributing funds to the program/project? If so, how much: \$9,690.00

\*Include this amount in your project budget income.

### 3.0 Project Budget (all totals must Balance)

Income:

Expenses: List all expenses for this project/program

Amount Requested (2.6):

\$ 5,000.00

Utilities

\$ 8,500.00

Other Income):

\$

Hall Maintenance

\$ 1,200.00

Membership Dues

\$ 1,150.00

Insurance

\$ 6,640.00

Donations

\$ 1,000.00

Miscellaneous Expenses

\$ 500.00

Lodge contributing funds

\$ 9,690.00

\$

\$

\$

\$

Total:

\$ 16,840.00

Total:

\$ 16,840.00



Recreation Funding Committee  
Schedule "D"



4.0 Current Financial Statements

4.1 Bassano Elks Lodge # 487 \_\_\_\_\_ agrees the attached financial statements are true,  
Organization Name accurate and have been approved by your executive body.

4.2 Indicate your financial statements and applicable fundraising information (e.g. casino receipt or fundraising letter) have been attached to this application.

- ☒ Most recent, full year financial statements approved/signed by your executive body (mandatory)  
☒ 2022- 2023 unapproved financial statements ending March 1, 2023 (mandatory)  
☒ Other (if applicable)  
Letters of support from the Town of Bassano and extra information for your perusal \_\_\_\_\_

List your organizations financial accounts and identify the proposed use for these funds.

Type of Account	Proposed use for funds
General Account	General operating Expenses
Casino Account	To Make donations from and to assist in certain expenses
Building Account	These funds are to used solely for the building repairs

5.0 Application Agreement

5.1 Bassano Elks Lodge # 487 \_\_\_\_\_ agrees that the information in this document is true and  
Organization Name accurate.

5.2 Indicate which documents have been attached to this application. Check all boxes that apply:

- ☐ Recreation Grant Applicant Information - Page 1 (mandatory)  
☐ Project Insert - Page 2 (mandatory) \_\_\_\_\_  
☐ Project Insert - Page 2 (if applicable) \_\_\_\_\_  
☐ Project Insert - Page 2 (if applicable) \_\_\_\_\_  
☐ Current Financial Statements - Page 3 (mandatory)  
☐ Quotes attached (if applicable)  
☐ Letters of Support (optional)

5.3 Signature:

[Signature] - PRESIDENT  
Signature/Position

04/28/2023  
Date (mm/dd/yyyy)

[Signature] TREASURER  
Signature/Position

04/28/2023  
Date (mm/dd/yyyy)

\*All sections of the application must be completed, or the application will not move forward.



**Office of the Mayor**  
502 - 2<sup>nd</sup> Avenue | P.O. Box 299  
Bassano, Alberta T0J 0B0  
403-641-3788  
[cao@bassano.ca](mailto:cao@bassano.ca)

---

January 9, 2023

Bassano Elks Lodge  
Box 510  
Bassano, AB T0J 0B0

Brian Biette, Exalted Ruler:

Re: Elks Lodge Repairs

Please accept this letter of support for the Bassano Elks Lodge No. 487 for repairs to the roof and damage to the interior of the building.

The Bassano Elks has been operating in Bassano for 58 years and is one of the few remaining active service groups in our community. It plays an important role in providing a meeting place, and a gathering spot for celebrations.

The Elks Hall provides people with the opportunity to work and organise together for the benefit of their local communities, including social and cultural activities. The hall constitutes a meeting place for voluntary organisations or other groups in the community which need accommodation.

As such the Town of Bassano fully supports this grant application and commends the Elks Lodge No. 487 for their efforts.

Sincerely,

Irv Morey  
Mayor

Nikki Peltzer  
Box 60  
Rosemary, AB  
T0J 2W0

(403) 378-2360

Jan 15, 2023

I have examined the financial records, as presented, of the Bassano Elks #487 for the years ended December 31, 2021 & December 31, 2022.

I have found the records to be complete, up to date & accurate. This review does not represent an official audit.

Thank you for the opportunity to help out your organization.

A handwritten signature in black ink, appearing to read 'N. Peltzer', with a stylized flourish at the end.

Nicola Peltzer  
Reviewer



BASSANO ELKS # 487  
FINANCIAL REPORT  
JAN 1 2011 TO DEC 31 2011

General Op. Acc.

STATEMENT OF RECEIPTS

DUES	1150.00
HALL RENT	6950.00
DONATIONS	2408.00
ENTERTAINMENT	2198.25
VAN TICKETS	
BAR	
MISC	.03
<b>TOTAL</b>	<b>12,706.28</b>

STATEMENT OF EXPENSES

HALL MAINTENANCE	4011.22
POSTAGE & ADS	170.80
OFFICE SUPPLIES	33.26
VAN TICKETS	
ENTERTAINMENT	636.80
TOWN OF BASSANO	816.10
BAR	
TELUS	1205.27
MISC	3893.25
EPCOR	2581.08
JANITOR	
DIRECT ENERGY	3581.58
<b>TOTAL</b>	<b>\$ 16,989.36</b>

BANK BALANCE JANUARY 1 2011	\$ 10,200.35
RECEIPTS FOR 2011	\$ 12,706.28
<b>TOTAL</b>	<b>\$ 22,906.63</b>
EXPENSES FOR 2011	\$ 16,989.36
<b>TOTAL</b>	<b>\$ 5,917.27</b>
OUT STANDING CHEQUE	-
BANK BALANCE DEC 31 2011	\$ 5,917.27

DATE BOOK AUDITED Jan 14/13

BOOKS AUDITED BY Neltzer

STATEMENT PREPARED BY James Kneale Kevin Huth

**BASSANO ELKS LODGE # 487**

**GENERAL ACCOUNT**

**STATEMENT OF DEPOSITS & CHEQUES WRITTEN:**

**INCOME:**

January 20/23	Deposit	\$950.00	Elks Dues
February 15	Deposit	\$300.00	Elks Dues
February 17	Deposit	\$ 4000.00	Transfer from Consolidated Acct.
February 17	Deposit	\$ 300.00	Hall Rental

**EXPENDITURES:**

January 5, 2023	\$ 1,038.95	Direct Energy	Gas Bill
January 20	\$ 121.55	Telus	Phone Bill
January 20	\$ 114.14	Town of Bassano	Water & Sewer
January 23	\$ 310.95	EPCOR	Power Bill
February 6	\$ 27.00	Direct Payment	
February 2	\$ 1,236.40	Direct Energy	Gas Bill
February 2	\$ 2,656.00	Peace Hills Ins.	½ Insurance Bill
February 17	\$ 125.59	Telus	Phone Bill
February 17	\$ 168.53	Bassano Publishers	Ads

Operating Accounts			Available balance	Current balance
Canadian Dollars (6)			\$38,948.76	\$38,948.76
Account name	Account number	Type	Available balance	Current balance
Community Spirit Account	752-00111055124	Chequing <i>BINGO</i>	\$0.00	\$0.00
Community Spirit Account	752-00111055126	Chequing <i>NEVADA</i>	\$0.00	\$0.00
General	752-00111614224	Chequing <i>GENERAL</i>	\$31,520.96	\$31,520.96
Casino	752-00116552624	Chequing <i>CASINO</i>	\$7,427.80	\$7,427.80 ✓
Building	752-00111614225	Chequing <i>BLDG</i>	\$0.00	\$0.00
Community Spirit Account	752-00111055125	Chequing <i>CONSOLIDATED</i>	\$0.00	\$0.00

\$30,000 is being moved from the general operating account to the building account. This funding is ear marked for the roof repairs. Roof repairs are estimated to be over \$80,000.00.

**Additional information for Grant Application – Bassano Elks Lodge # 487**

April 26, 2023.

- The money that is in the Building Account is money raised and donations made to date and this money is set aside to only pay for repairs to the building.
- 
- Also just a note: We have received our Insurance bill for 2023
- And the total owed is \$6,690.00
- 
- Insurance for 2022 was paid as follows:
- General Account   \$ 2,989.50
- Building Account   \$ 2,999.50

We still owe \$ 3,984.00 for 2023.

RFC04/2023



Recreation Funding Committee  
Schedule "D"



## Recreation Grant Application Form

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RECEIVED

Applicants can apply for one or more projects/programs/events during each funding cycle.

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*Applications must be legible. Detailed point form is acceptable and encouraged. Applicants are encouraged to complete and submit their application via the online fillable form where possible.*

### 1.0 Recreation Grant Applicant Information

1.1 Organization Name:

Bassano Golf Society

1.2 Mailing Address:

PO BOX 568, Bassano AB. T0J0B0

1.3 Primary Contact Person Information:

Name: Mark Havens

Position: Vice President

Phone: 4035019006

E-Mail: markhavens1@outlook.com

1.4 Other Contact Person Information:

Name: Rick Doherty

Position: President

Phone: 403-633-0297

E-Mail: bassanogolf@telus.net

1.5 Describe your organization and its purpose:

The Bassano Golf Society is an organization set up for the purpose of recreation and exercise for the citizens of the Town of Bassano, the County of Newell and the surrounding area. This town entity also attracts people from outside our area to use the services/facilities with the town.



Recreation Funding Committee  
Schedule "D"



Project Insert

ONLY include one project/program/event on each insert.  
Repeat as required.

2.0 Project/Program Overview

2.1 Project/Program/Event Title:

Youth Golf

2.2 Provide a brief summary of the project/program:

To set up a program to entice the younger generation to take up the game of golf

2.3 Provide a statement of need for your project/program:

To provide youth some professional instructions so that they may properly learn the skills and etiquette of the game and so that we have people upcoming and continuing to use the facility

Target Audience (age): 12-17 years

Anticipated # of Users: 12-30

Location of Program/Project: Bassano Golf Course

Project Start Date: May 1 2023

Project End Date: August 31 2023

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?

We hope to be able to advertise the program through the school, notices posted at the golf course and using social media

2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?

we will ask students for response

2.6 Amount Requested: ~~\$2621.00~~ 2,140.00

2.7 Has your organization requested additional funding from other sources: Yes ☐ No ☒

2.8 Will your organization be contributing funds to the program/project? If so, how much: \$ 481.00  
\*Include this amount in your project budget income.

3.0 Project Budget (all totals must Balance)

Income:

Expenses: List all expenses for this project/program

Amount Requested (2.6):

\$ 2,140.00

Golf Pro Instructor

\$ 2140.00

Other Income):

\$

Give aways- Balls/Tees

\$ 481.00

Golf Club

\$ 481.00

\$

\$

\$

\$

\$

\$

Total:

\$ 2621.00

Total:

\$ 2621.00



Recreation Funding Committee  
Schedule "D"



## Project Insert

ONLY include one project/program/event on each insert.  
Repeat as required.

### 2.0 Project/Program Overview

2.1 Project/Program/Event Title:

Utility/Course Maintenance

2.2 Provide a brief summary of the project/program:

Offset Costs for Pumping and Spraying of Golf Course

2.3 Provide a statement of need for your project/program:

As our pumping costs and the cost of spraying weeds is increasing. We would like some financial support for these costs

Target Audience (age): all ages

Anticipated # of Users: Members/Green fee/ 475

Location of Program/Project: Bassano Golf Course

Project Start Date: Jan 1 2023

Project End Date: Dec 31 2023

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?

to upkeep the appearance of the golf course greens and lush. Adhering to Town of Bassano Beautification program. A safe way to keep weeds under control (County of Newell)

2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?

Responses back from members and green fee users

2.6 Amount Requested: \$23,329.97

2.7 Has your organization requested additional funding from other sources:

Yes ☐ No ☒

2.8 Will your organization be contributing funds to the program/project? If so, how much: \$ 0

\*Include this amount in your project budget income.

### 3.0 Project Budget (all totals must Balance)

Income:

Expenses: List all expenses for this project/program

Amount Requested (2.6):

\$ 23,329.97

Utilities

\$ 17,772.70

Other Income):

\$

Spraying of Weeds

\$ 4557.27

\$

\$

\$

\$

\$

\$

\$

\$

Total:

\$ 23,329.97

Total:

\$ 23,329.97



Recreation Funding Committee  
Schedule "D"



Project Insert

ONLY include one project/program/event on each insert.  
Repeat as required.

2.0 Project/Program Overview

2.1 Project/Program/Event Title:

Accounting, Administration and Insurance

2.2 Provide a brief summary of the project/program:

We will use the grant to help offset the cost of the accounting, book keeping and insurance

2.3 Provide a statement of need for your project/program:

To keep accurate accounting and book keeping regardless of who is on the board. Insurance to keep up with building, equipment, and liability.

Target Audience (age): all ages

Anticipated # of Users: Members/Green fee/ 475

Location of Program/Project: Bassano Golf Course

Project Start Date: Jan 1 2023

Project End Date: Dec 31 2023

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?

To Provide a stable platform for the operations of the golf course

2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?

Responses back from members and green fee users

2.6 Amount Requested: 12,198

2.7 Has your organization requested additional funding from other sources:

Yes ☐ No ☒

2.8 Will your organization be contributing funds to the program/project? If so, how much: \$ 0

\*Include this amount in your project budget income.

3.0 Project Budget (all totals must Balance)

Income:

Expenses: List all expenses for this project/program

Amount Requested (2.6):

\$ 12,198.00

Other Income:

\$

Accounting

\$ 4,280

Administration

\$ 2,568

Insurance

\$ 5,350

\$

\$

\$

\$

\$

\$

Total:

\$ 12,198

Total:

\$ 12,198





Recreation Funding Committee  
Schedule "D"



4.0 Current Financial Statements

4.1 Bassano Golf Society agrees the attached financial statements are true,  
Organization Name accurate and have been approved by your executive body.

4.2 Indicate your financial statements and applicable fundraising information (e.g. casino receipt or fundraising letter) have been attached to this application.

- ☒ Most recent, full year financial statements approved/signed by your executive body (mandatory)  
☒ 2022- 2023 unapproved financial statements ending March 1, 2023 (mandatory)  
☐ Other (if applicable)

List your organizations financial accounts and identify the proposed use for these funds.

Type of Account	Proposed use for funds
Cash Account	Start up Costs and Day to Day operations
Elite Savings	Used for emergency replacement of equipment funds to use if required until Dec 2023
Term Deposit(2)	Money to repay CEBA Loans and Emergency funds to use if required Until December 2023
Casino Account	Money Eartagged for Casino Start up

5.0 Application Agreement

5.1 Bassano Golf Society agrees that the information in this document is true and  
Organization Name accurate.

5.2 Indicate which documents have been attached to this application. Check all boxes that apply:

- ☒ Recreation Grant Applicant Information - Page 1 (mandatory)  
☒ Project Insert - Page 2 (mandatory)  
☒ Project Insert - Page 2 (if applicable)  
☒ Project Insert - Page 2 (if applicable)  
☒ Current Financial Statements - Page 3 (mandatory)  
☐ Quotes attached (if applicable)  
☐ Letters of Support (optional)

5.3 Signature:

[Signature] 04/24/2023  
Signature/Position Date (mm/dd/yyyy)  
[Signature] Pres. 04/28/23  
Signature/Position Date (mm/dd/yyyy)

\*All sections of the application must be completed, or the application will not move forward.

## Recreation Grant Application Form

- 1.1 BASSANO GOLF COURSE SOCIETY
- 1.2 BOX 568, BASSANO AB. T0J0B0
- 1.3 MARK HAVENS/BERNARD GIBEAU
- 1.4 RICK DOHERTY
- 1.5

THE BASSANO GOLF COURSE SOCIETY IS AN ORGANSATION SET UP FOR THE PURPOSE OF RECEATION AND EXERSISE FOR THE CITIZENS OF THE TOWN OF BASSANO, THE COUNTY OF NEWELL AND THE SURROUNDING AREAS AS WELL AS TO ENTICE PEOPLE TO THE TOWN OFBASSANO TO SHOP AND USE THE FACILITIES OFFERED WITH THE TOWN

1.6

INSERT 1---2.2 WE ARE ENDEVERING TO SET UP A PROGRAM TO ENTICE THE YOUNGER GENERATION TO TAKE UP THE GAME OF GOLF AND TO PROVIDE PROFESSIONAL INSTRUCTION SO THAT THEY MAY PROPERLY LEARN THE NEW SKILLS AND ETTIQUETTE OF THE GAME AND SO THAT THEY MAY HOPEFFULY CONTINE TO USE AND SUPPORT THE GOLF FACILITY

INSERT 1---2.4 WE HOPE TO BE ABLE TO ADVETISE THE PROGRAM THROUGH THE SCHOOL, NOTICE POSTED AT THE GOLF COURSE AND ON SOCIAL MEDIA

INSERT 1---2.5 WE WIL ASK STUDENTS FOR RESPONSE

Insert 2 ---2.2 WE WILL USE THE GRANT TO HELP OFFSET THE RISING COST SOF THE ACCOUNTING, BOOKEEPING AND INSURCES FOR THE COURSE

INSERT 3- 2.2 AS OUR PUMPING COSTS AND THE COST OF SPRAYING FOR WEEKS IS RATHER LARGE, WE COULD GREATLY USE SOME FINICIANL SUPPORT TO OFF THESE COSTS

INSERT 2 & 3---2.8 WITH REGARD TO 2.8, A CONTRIBUTION TO YOUGH GOLF HAS BEEN SHOWN. THE OTHER TWO 2.8 SHOW \$0.00. WITH THE UNEXPECTED EXPENSE AT THE CANAL PUMP IN THE AMOUNT OF \$10,000.00 FOR A NEW VFD CONTROL PANEL WHICH WAS FRIED FROM A SNOW STORM/FORTIS, WE ARE HANGING ON TO ANY CASH WE HAVE. HENCE THAT IS WHY \$0.00 CONTRIBUTION FOR THE OTHER TWO REQUESTS

# **Bassano Golf Club Society** **Comparative Income Statement**

	Actual 12/01/2021 to 11/30/2022	Actual 12/01/2020 to 11/30/2021	Percent
<b>REVENUE</b>			
<b>FEE REVENUE</b>			
Sales	324.26	978.63	-66.87
Golf Curl Bowl - Cart Rental	914.29	0.00	0.00
Golf Curl Bowl - Food	738.48	0.00	0.00
Golf Curl Bowl - Supplies	2,709.49	0.00	0.00
Two For One	2,627.08	2,615.46	0.44
Beer Cart	11,076.46	11,647.55	-4.90
Advertising - Score Cards	1,202.38	1,037.29	15.92
Memberships	61,542.47	65,004.60	-5.33
Green Fees	91,508.56	108,510.48	-15.67
Rentals - Golf Cart	34,767.81	44,561.21	-21.98
Cart Storage & Path Use	9,329.19	9,341.13	-0.13
Tournaments	0.00	0.00	0.00
<b>TOTAL FEE REVENUE</b>	<b>216,740.47</b>	<b>243,696.35</b>	<b>-11.06</b>
<b>CLUBHOUSE REVENUE</b>			
Bar Revenue	35,122.40	38,183.62	-8.02
Pop Machine	0.00	73.20	-100.00
Kitchen Revenue	60,912.67	57,185.04	6.52
Rental Income	600.00	600.00	0.00
Pro Shop & Used Balls	2,236.90	1,155.60	93.57
<b>TOTAL CLUBHOUSE REVENUE</b>	<b>98,871.97</b>	<b>97,197.46</b>	<b>1.72</b>
<b>GENERAL REVENUE</b>			
Rebates	0.00	161.27	-100.00
STEP Program	0.00	0.00	0.00
Grants	20,493.00	23,950.00	-14.43
Patronage Income	472.58	1,316.00	-64.09
Interest - General, Casino & Term	240.92	268.97	-10.43
Interest - Elite Account	194.59	364.77	-46.65
Donations	650.00	14,192.84	-95.42
Don Sawatsky Memorial	0.00	0.00	0.00
Rental - Sign	0.00	0.00	0.00
Gift Certificates	1,090.70	213.00	412.07
Casino Revenue	0.00	0.00	0.00
Reconciliation difference	0.00	0.00	0.00
<b>TOTAL GENERAL REVENUE</b>	<b>23,141.79</b>	<b>40,466.85</b>	<b>-42.81</b>
<b>TOTAL REVENUE</b>	<b>338,754.23</b>	<b>381,360.66</b>	<b>-11.17</b>
<b>EXPENSE</b>			
<b>COMPENSATION</b>			
Golf Course Wages	90,940.33	96,214.25	-5.48
Kitchen Wages	54,422.41	51,378.23	5.93
EI Expense	3,215.69	3,263.93	-1.48
CPP Expense	5,476.74	5,547.64	-1.28
WCB Expense	1,324.95	1,130.57	17.19
Reimbursed Expenses	0.00	0.00	0.00
<b>TOTAL COMPENSATION</b>	<b>155,380.12</b>	<b>157,534.62</b>	<b>-1.37</b>
<b>CLUBHOUSE EXPENSES</b>			
Kitchen Food Supplies	26,521.70	25,962.10	2.16
Kitchen cleaning/sundries/repairs	1,476.29	3,718.92	-60.30
Bar Supplies	20,633.01	21,599.94	-4.48
Liquor License	200.00	200.00	0.00
Pro Shop Supplies	998.10	0.00	0.00
Utilities - Clubhouse	8,008.44	5,143.99	55.69
Telephone - Complex	267.10	480.62	-44.43

Printed On: 02/06/2023

# **Bassano Golf Club Society** **Comparative Income Statement**

	Actual 12/01/2021 to 11/30/2022	Actual 12/01/2020 to 11/30/2021	Percent
Capital Clubhouse Expense	0.00	2,698.00	-100.00
<b>TOTAL CLUBHOUSE</b>	<b>58,104.64</b>	<b>59,803.57</b>	<b>-2.84</b>
<b>COURSE EXPENSES</b>			
Depreciation	17,767.05	15,539.96	14.33
Supplies & Maintenance - Course	17,335.88	9,510.98	82.27
Fuel	11,157.54	8,344.66	33.71
Fuel -Golf Carts	1,443.55	1,319.16	9.43
Repairs & Maintenance	15,888.41	22,295.68	-28.74
Utilities - Shop	4,928.46	3,286.89	49.94
Utilities - Power - Irrigation	6,390.89	5,486.21	16.49
Water User fee	1,218.00	1,120.00	8.75
Telephone - shop & cells	0.00	0.00	0.00
Capital Course Expenses	0.00	0.00	0.00
<b>TOTAL COURSE</b>	<b>76,129.58</b>	<b>66,903.54</b>	<b>13.79</b>
<b>GENERAL EXPENSES</b>			
Advertising	903.25	859.25	5.12
Interest and Bank Charges	3,472.45	3,319.91	4.59
Debit Machine Service Charges	0.00	0.00	0.00
Insurance	5,080.00	5,071.00	0.18
Interest Non Deductible	160.81	121.75	32.08
Rental - Equipment	2,463.71	260.00	847.58
Accounting	6,100.00	8,800.00	-30.68
Office Supplies	89.87	787.51	-88.59
Licenses & Registration	73.00	0.00	0.00
Courier & Postage	0.00	42.86	-100.00
Freight	0.00	270.00	-100.00
Misc.	0.00	0.00	0.00
Casino Expenses	0.00	0.00	0.00
<b>TOTAL GENERAL EXPENSES</b>	<b>18,343.09</b>	<b>19,532.28</b>	<b>-6.09</b>
<b>TOTAL EXPENSE</b>	<b>307,957.43</b>	<b>303,774.01</b>	<b>1.38</b>
<b>NET INCOME</b>	<b>30,796.80</b>	<b>77,586.65</b>	<b>-60.31</b>



**BASSANO GOLF CLUB SOCIETY**  
**Financial Information**  
**Year Ended November 30, 2022**

# BEVAN AND PARTNERS

## CHARTERED PROFESSIONAL ACCOUNTANTS

### PARTNERS

J.T. (Jack) Gerrard CPA, CA\*  
Carrie J. Gronemeyer CPA, CA\*  
Ed G. Chapman CPA, CA\*

Box 460  
Brooks, Alberta T1R 1B5  
Tel: (403) 362-3472  
Toll Free: 1 (844) 462-3472  
Fax: (403) 362-7448  
office@bevanandpartners.ca

### PROFESSIONAL STAFF

Thomas A. (Andy) Rice CPA, CGA  
Vanda L. Marcy CPA, CGA

\*denotes professional corporation

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## COMPILATION ENGAGEMENT REPORT

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To the Shareholders of Bassano Golf Club Society

On the basis of information provided by management, we have compiled the balance sheet of Bassano Golf Club Society as at November 30, 2022, and the statement of income and retained earnings 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 have not performed 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.

Brooks, Alberta  
January 11, 2023

CHARTERED PROFESSIONAL ACCOUNTANTS

**BASSANO GOLF CLUB SOCIETY**  
**Balance Sheet**  
**November 30, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 264,890	\$ 229,335
Term deposits	<u>43,484</u>	<u>43,228</u>
	308,374	272,563
<b>PROPERTY, PLANT AND EQUIPMENT (Note 2)</b>	75,668	79,234
<b>LONG TERM INVESTMENTS</b>	<u>1,857</u>	<u>1,620</u>
	<u>\$ 385,899</u>	<u>\$ 353,417</u>
<b>LIABILITIES AND SHAREHOLDERS' EQUITY</b>		
<b>CURRENT</b>		
Accounts payable	\$ -	\$ 48
Goods and services tax payable	10,227	8,953
Deferred income	<u>24,889</u>	<u>24,430</u>
	35,116	33,431
<b>LONG TERM DEBT</b>	<u>60,000</u>	<u>60,000</u>
	95,116	93,431
<b>RETAINED EARNINGS</b>	<u>290,783</u>	<u>259,986</u>
	<u>\$ 385,899</u>	<u>\$ 353,417</u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See notes to financial information

**BASSANO GOLF CLUB SOCIETY**  
**Statement of Income and Retained Earnings**  
**Year Ended November 30, 2022**

	2022	2021
<b>REVENUES</b>		
Green Fees	\$ 94,136	\$ 111,126
Kitchen Revenue	61,975	58,164
Memberships	61,542	65,005
Bar & Beer Cart Revenue - Bottle Return	48,908	49,904
Rentals - Golf Cart	35,368	45,161
Grants	20,493	23,950
Cart Storage & Path Use	10,243	9,341
Pro Shop & Used Balls	2,237	1,156
Advertising - Score Cards	1,202	1,037
	<u>336,104</u>	<u>364,844</u>
<b>EXPENSES</b>		
Golf Course Wages	90,940	96,214
Kitchen Wages	54,422	51,378
Repairs and maintenance	33,224	31,807
Kitchen Food Supplies	27,998	29,681
Bar Supplies - Liquor License	20,833	21,800
Utilities	20,546	15,037
Fuel and oil	12,601	9,664
Government Remittance	10,017	9,942
Accounting fees	6,100	8,800
Insurance	5,080	5,071
Interest and bank charges	3,634	3,441
Equipment rentals	2,464	260
Pro Shop Supplies	998	-
Advertising and promotion	903	859
Telephone	267	481
Office	90	788
Business taxes, licenses and memberships	73	-
Club House Expenses	-	2,698
Delivery, freight and express	-	313
Amortization	17,767	15,540
	<u>307,957</u>	<u>303,774</u>
<b>INCOME FROM OPERATIONS</b>	<u>28,147</u>	<u>61,070</u>
<b>OTHER INCOME</b>		
Other	1,741	14,406
Patronage dividends	473	1,316
Interest from other sources	436	634
Miscellaneous	-	161
	<u>2,650</u>	<u>16,517</u>
<b>NET INCOME</b>	30,797	77,587
<b>RETAINED EARNINGS - BEGINNING OF YEAR</b>	<u>259,986</u>	<u>182,399</u>
<b>RETAINED EARNINGS - END OF YEAR</b>	<u>\$ 290,783</u>	<u>\$ 259,986</u>

See notes to financial information



**BASSANO GOLF CLUB SOCIETY**  
**Notes to Financial Information**  
**Year Ended November 30, 2022**  
*(Unaudited - See Notice To Reader)*

**1. BASIS OF ACCOUNTING**

The basis of accounting applied in the preparation of the balance sheet of Bassano Golf Club Society as at November 30, 2022, and the statement of income and retained earnings for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
- property, plant and equipment amortized over their useful lives
- accounts payable and accrued liabilities

**2. PROPERTY, PLANT AND EQUIPMENT**

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Buildings	\$ 18,184	\$ 3,455	\$ 14,729	\$ 16,366
Equipment	65,180	26,300	38,880	48,600
Automotive	31,255	9,197	22,058	14,268
	<u>\$ 114,619</u>	<u>\$ 38,952</u>	<u>\$ 75,667</u>	<u>\$ 79,234</u>



Recreation Funding Committee  
Schedule "D"

RFC05/2023



## Recreation Grant Application Form

Familiarize yourself with Schedule C – Grant Application for application guidance and grading criteria. This will help you prepare a complete application and improve your chance of grant success.

TOWN OF BASSANO

APR 05 2023

RECEIVED

Applicants can apply for one or more projects/programs/events during each funding cycle.

Rather than having applicants prepare multiple applications, applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one **Project Insert** for each project/program/event you are applying for.

The example below demonstrates a complete application with multiple project inserts listed.

- 1.0 Applicant Information (Page 1)
- **Project Insert** (Page 2) – Utility Support
- **Project Insert** (Page 2) – Junior Badminton Clinic
- **Project Insert** (Page 2) – Advertising for Mixed Badminton Tournament
- 4.0 Current Financial Statements and 5.0 Applicant Agreement (Page 3)

*Applications must be legible. Detailed point form is acceptable and encouraged. Applicants are encouraged to complete and submit their application via the online fillable form where possible.*

### 1.1 Recreation Grant Applicant Information

1.1 Organization Name:

Pioneer Damsiters Drop-In Centre

1.2 Mailing Address:

317 2 Ave Box 268 Bassano AB T0S 0R0

1.3 Primary Contact Person Information:

Name: Harold Prentice Position: Vice President

Phone: 403 362-5839/362-9202 E-Mail: hmpren@hotmail.com

1.4 Other Contact Person Information:

Name: Lyn Brant Position: Secretary

Phone: 780 245 1933 E-Mail: elslercarolyn@gmail.com

1.5 Describe your organization and its purpose:

Non-profit organization dedicated to meeting

the recreational needs of the senior citizens of

Bassano and area.



Recreation Funding Committee  
Schedule "D"



## Project Insert

ONLY include one project/program/event on each insert.  
Repeat as required.

### 2.0 Project/Program Overview

2.1 Project/Program/Event Title:

Recovering a number of our chairs

2.2 Provide a brief summary of the project/program:

chair repairs

2.3 Provide a statement of need for your project/program:

our chairs wer purchased 10 yrs ago and  
although the frames are in excellent condition  
the upholstery is worn and ripped on some

Target Audience (age): 65+

Anticipated # of Users: 100+

Location of Program/Project: 317 2 Ave Bassano HB

Project Start Date: June 1 2023

Project End Date: December 2023

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?

Encourage people to particate in events without  
fear of damage to clothing

2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?

Our facebook page and word of mouth

2.6 Amount Requested: \$ 1300.~

2.7 Has your organization requested additional funding from other sources:

Yes

No

2.8 Will your organization be contributing funds to the program/project? If so, how much: \$ 500.-

\*Include this amount in your project budget income.

### 3.0 Project Budget (all totals must Balance)

Income:

Expenses: List all expenses for this project/program

Amount Requested (2.6):

\$ 1300.~

Other Income):

\$

\$

\$

\$

\$

\$

Drop-in contribution

\$ 500~

\$

Total:

\$ 1800.~

repairs

seats - 100.-

backs - 75.-

\$

\$

\$

\$

Total:

\$ 1300.~

\$

\$

\$

\$

\$ 500.-

\$

\$ 1800.~



Recreation Funding Committee  
Schedule "D"



## Project Insert

ONLY include one project/program/event on each insert.  
Repeat as required.

### 2.0 Project/Program Overview

2.1 Project/Program/Event Title:

Utilities

2.2 Provide a brief summary of the project/program:

Assistance with utility bill

2.3 Provide a statement of need for your project/program:

Lost revenue due to covid and increase in cost of utilities.

Target Audience (age): 65+

Anticipated # of Users: 100 +

Location of Program/Project:

317 2 Ave Bassano AB

Project Start Date:

June 1 2023

Project End Date:

December 2023

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?

Bring in RCMP, fraud, wills and after death care. Coffee 3 mornings a week, bingo crafts, pool once a week, potluck supper and BBQ open to everyone, seap and sandwich lunch once a month for 6 winter months, open anytime for those with a key (\$10.00 deposit)

2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?

Face book page, word of mouth and posters for information sessions

2.6 Amount Requested:

\$1700.00

2.7 Has your organization requested additional funding from other sources:

Yes

No

2.8 Will your organization be contributing funds to the program/project? If so, how much: \$ 3300.00

\*Include this amount in your project budget income.

### 3.0 Project Budget (all totals must Balance)

Income:

Expenses: List all expenses for this project/program

Amount Requested (2.6):

\$ 1700.00

cost of utilities

\$ 1700.00

Other Income):

\$

\$

Pioneer Damsiters

\$

\$

Drop-in Center

\$ 3300.00

\$ 3300.00

contribution

\$

\$

Total:

\$ 5000.00

Total:

\$ 5000.00





Recreation Funding Committee  
Schedule "D"



4.0 Current Financial Statements

4.1 Pioneer Damblers Drop-in Center agrees the attached financial statements are true,  
Organization Name accurate and have been approved by your executive body.

4.2 Indicate your financial statements and applicable fundraising information (e.g. casino receipt or fundraising letter) have been attached to this application.

- ☒ Most recent, full year financial statements approved/signed by your executive body (mandatory)  
☒ 2022- 2023 unapproved financial statements ending March 1, 2023 (mandatory)  
☐ Other (if applicable)

List your organizations financial accounts and identify the proposed use for these funds.

Type of Account	Proposed use for funds
General Account	General day to day expenses
Casino Account	Senior events and activities

5.0 Application Agreement

5.1 Pioneer Damblers Drop-in Center agrees that the information in this document is true and  
Organization Name accurate.

5.2 Indicate which documents have been attached to this application. Check all boxes that apply:

- ☒ Recreation Grant Applicant Information - Page 1 (mandatory)  
☒ Project Insert - Page 2 (mandatory) chair repairs  
☒ Project Insert - Page 2 (if applicable) utility assistance  
☐ Project Insert - Page 2 (if applicable)  
☒ Current Financial Statements - Page 3 (mandatory)  
☒ Quotes attached (if applicable)  
☐ Letters of Support (optional)

5.3 Signature:

David Burtner Vice President 04/24/2023  
Signature/Position Date (mm/dd/yyyy)  
Carolyn Eister Secretary 04/24/2023  
Signature/Position Date (mm/dd/yyyy)

\*All sections of the application must be completed, or the application will not move forward.



# Pioneer Damsiters Drop-in Centre

## Income Statement 01/01/2023 to 04/11/2023

### REVENUE

<b>Sales</b>	
<b>Net Sales</b>	<u>0.00</u>
<b>Income</b>	
Bingo	170.00
Soup & Sandwich Lunches	194.00
Function Fee	1,218.25
50/50's	262.00
Membership Dues	1,060.00
Donations	10.00
Pot Luck Suppers	70.00
Interest	0.84
<b>Total Income</b>	<u>2,985.09</u>
<b>TOTAL REVENUE</b>	<u>2,985.09</u>

### EXPENSE

<b>Cost of Goods Sold</b>	
<b>Total Cost of Goods Sold</b>	<u>0.00</u>
<b>Payroll Expenses</b>	
<b>Total Payroll Expense</b>	<u>0.00</u>
<b>General &amp; Administrative Expe...</b>	
Kitchen Supplies	662.44
Cleaning	900.00
Freight/Mileage	9.95
Soup & Sandwich Lunches	3.29
GST Paid	54.45
Environmental Handling Expense	0.00
Insurance	0.00
Interest & Bank Charges	7.56
Office Supplies & Postage	50.08
Pop Expenses	29.03
Snow Removal	62.50
Gifts	30.00
Operations	424.91
Repair & Maintenance	86.60
Telephone & Internet	727.69
Utilities	56.55
<b>Total General &amp; Admin. Expen...</b>	<u>3,105.05</u>
<b>TOTAL EXPENSE</b>	<u>3,105.05</u>
<b>NET INCOME</b>	<u>-119.96</u>

# Pioneer Damsiters Drop-in Centre

## Balance Sheet As at 04/11/2023

### ASSET

#### Current Assets

Treasury Branch-General Account	8,061.09	
Treasury Branch-Casino Account	19,610.35	
Total Cash		27,671.44
<b>Total Current Assets</b>		<b>27,671.44</b>

#### Capital Assets

Furniture & Equipment	56,187.04	
Net - Furniture & Equipment		56,187.04
<b>Total Capital Assets</b>		<b>56,187.04</b>

<b>TOTAL ASSET</b>		<b>83,858.48</b>
--------------------	--	------------------

### EQUITY

#### Owners Equity

Retained Earnings - Previous Year	83,978.44	
Current Earnings	-119.96	
<b>Total Owners Equity</b>		<b>83,858.48</b>

<b>TOTAL EQUITY</b>		<b>83,858.48</b>
---------------------	--	------------------

<b>LIABILITIES AND EQUITY</b>		<b>83,858.48</b>
-------------------------------	--	------------------



# Pioneer Damsiters Drop-in Centre

## Income Statement 01/01/2022 to 12/31/2022

### REVENUE

Sales	
Net Sales	0.00
Income	
Bingo	517.00
Soup & Sandwich Lunches	854.00
Recreation Grant (County & Town)	750.00
Pop Cans	19.10
Function Fee	3,291.03
50/50's	641.00
Key Deposit	50.00
Rent	2,200.00
Membership Dues	1,040.00
Donations	200.00
Pot Luck Suppers	280.00
Interest	9.15
Art Show	17.16
Total Income	9,868.44
TOTAL REVENUE	9,868.44

### EXPENSE

Cost of Goods Sold	
Total Cost of Goods Sold	0.00
Payroll Expenses	
Total Payroll Expense	0.00
General & Administrative Expe...	
Kitchen Supplies	1,854.64
Cleaning	3,600.00
Freight/Mileage	5.95
Advertising	13.50
Landscaping & Yard Maintenance	72.27
Soup & Sandwich Lunches	161.40
GST Paid	325.14
Environmental Handling Expense	0.00
Insurance	2,617.00
Legion Flag	50.00
Interest & Bank Charges	0.65
Office Supplies & Postage	56.24
Pot Luck Suppers	59.00
Pop Expenses	36.29
Snow Removal	615.62
Gifts	105.67
Christmas Party	417.21
Operations	690.98
Repair & Maintenance	600.20
Rodeo Parade	197.76
Telephone & Internet	1,432.27
Utilities	4,036.07
Computer Error	28.78
Total General & Admin. Expen...	16,976.64
TOTAL EXPENSE	16,976.64
NET INCOME	-7,108.20

Reviewed.  
Feb 13, 2023  
Barb Hearn  
Honey Hearn

# Pioneer Damsiters Drop-in Centre

## Balance Sheet As at 12/31/2022

### ASSET

<b>Current Assets</b>			
Treasury Branch-General Account	7,721.89		
Treasury Branch-Casino Account	20,069.51		
Treasury Branch - Bingo Account	0.00		
Total Cash		27,791.40	
Total Current Assets		27,791.40	
<b>Capital Assets</b>			
Furniture & Equipment	56,187.04		
Net - Furniture & Equipment		56,187.04	
Total Capital Assets		56,187.04	
<b>TOTAL ASSET</b>		<b>83,978.44</b>	

### EQUITY

<b>Owners Equity</b>			
Retained Earnings - Previous Year		91,086.64	
Current Earnings		-7,108.20	
Total Owners Equity		83,978.44	
<b>TOTAL EQUITY</b>		<b>83,978.44</b>	
<b>LIABILITIES AND EQUITY</b>		<b>83,978.44</b>	

Reviewed  
Feb 13, 2023  
Barb  
Hazel Dumit