



GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Chemainus Business Improvement Association
Address of Organization	PO Box 83, Chemainus, BC, V0R 1K0
Full Mailing Address	PO Box 83, Chemainus, BC, V0R 1K0
Telephone Number & Email	250-216-4239, info@chemainusbia.com
Contact Person/Title	Krystal Adams, Executive Director

Primary purpose of organization: Marketing and Beautification

Category under which greatest portion of services fall:

Social Service Sports Cultural Economic Development Other Tourism

Services available to all members of community: Yes No

If no, please list criteria for receiving your service:

Total Number of people that used your service last year: 3000-9000 residents and visitors

Approximate number of your clients that reside in North Cowichan: 3000 residents + many visitors

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: 4,800

Describe how the grant will be used: *(e.g. special projects, operations, maintenance, etc.)*

We would like to use the existing summer baskets which are hung until November 1st and renew them with winter cuttings, bulbs, and ribbons to enhance the decoration of the town. We would also like to tie the ribbons into First Nations colours to enhance the look and feel. These will be used as a beautification initiative for the area to attract visitors and ensure our shops prosper. We have very little winter attraction to our town, and this greenery makes the town feel full and alive.

In order to be considered for a Municipal grant, please ensure that you enclose the following: the most recent financial statement, and the proposed operating budget.

Other Information: Have you obtained a previous grant from the Municipality? Yes No
Or have you applied to another local government for funding? Yes No

If yes, please list:

Applicant's signature: [Redacted] FIPPA s. 22(1) Date: 2023-10-17

In order to be eligible for consideration for a 2024 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2023.

Please submit in person at 7030 Trans Canada Hwy or email to finance@northcowichan.ca

Print Form

GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Chemainus Business Improvement Association
Address of Organization	PO Box 83, Chemainus, BC, V0R 1K0
Full Mailing Address	PO Box 83, Chemainus, BC, V0R 1K0
Telephone Number & Email	250-216-4239, info@chemainusbia.com
Contact Person/Title	Krystal Adams, Executive Director

Primary purpose of organization: Marketing and Beautification

Category under which greatest portion of services fall:

Social Service Sports Cultural Economic Development Other Tourism

Services available to all members of community: Yes No

If no, please list criteria for receiving your service:

Total Number of people that used your service last year: 3000-9000 residents and visitors

Approximate number of your clients that reside in North Cowichan: 3000 residents + many visitors

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: 7500

Describe how the grant will be used: *(e.g. special projects, operations, maintenance, etc.)*

We would like to replace all of of community flags/banners through the town, we would like the art to reflect the seasons/town and to be able to make these last longer, while also replacing the banner holders/install new ones where applicable. This is a huge undertaking and there are many banners that require a fabric banner as opposed to vinyl. We would also love to work with the school, artists or others to see if we can include more emphasis on an artistic reflection that is exciting to tourism. The change in costs simply reflects the number of banners for this program as the need is much greater than it has been in previous years and costs have gone staggeringly high.

In order to be considered for a Municipal grant, please ensure that you enclose the following: the most recent financial statement, and the proposed operating budget.

Other Information: Have you obtained a previous grant from the Municipality? Yes No
 Or have you applied to another local government for funding? Yes No

If yes, please list:

Applicant's signature: [Redacted Signature] FIPPA s. 22(1) **Date:** 2023-10-17

In order to be eligible for consideration for a 2024 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2023.

Please submit in person at 7030 Trans Canada Hwy or email to finance@northcowichan.ca

Print Form



2023 OPERATIONS + MARKETING BUDGET

Income/Expense	GL#	Item	Details	Anticipated Total	
INCOME	Main Source				
	4060	BIA Members Taxation Income	Members Levy	\$ 134,055.11	
	4050	Interest Income	Generated estimated interest over the year	\$ 600.00	
	Grant(s)/ Sponsorship/Event				
	4010	Operational Grants (Heritage Canada, Local Business Grants, Muni Grants, Student Staffing Grants)	Heritage Canada Grant for Canada Day	\$ 2,700.00	
			Coast Capital + Island Savings	\$ 1,500.00	
			Additional Grant Requests	\$ 3,500.00	
			Student Staffing Grant	\$ 6,800.00	
	4010	Beautification Grant	Baskets + Basket maintenance (Muni. North Cowichan)	\$ 25,000.00	
	4070	Events Revenue	Generation of event income	\$ 1,000.00	
	4040	Event Sponsorships/Donations/Grants	Canada Day & other	\$ 1,000.00	
	Income Co Op Generated (from members)				
	4030		Website Advertising	Navigation Display advertising	\$ 100.00
			Billboard Advertising	Split one billboard advertisement area	\$ 5,000.00
			Walking Maps	Chemainus walking maps	\$ 870.00
			Directional Business Posts	Co op and sponsored directional	\$ 3,500.00
			Event Visibility Signs/Brochures, etc.	As required	\$ 650.00
			Social Media	Promoted Posts	\$ 100.00
			Misc co op costs	As items arise such as for shop your town	\$ 250.00
				Income Total	\$ 186,625.11

EXPENSE - ADMIN		Administration	
TBC	Society Registration	As required, plus director update	\$ 150.00
5015	Insurance Liability, D&O	Liability D&O Directors and general liability	\$ 1,800.00
	Special Events Insurance	Liability to 5M + Names insured x 3	\$ 2,200.00
5025	Office Supplies, Phone, Ink, and Organizational essentials	Office supplies, stationary, business essentials, etc.	\$ 1,700.00
5023	Meeting Expenses and Annual AGM	Expenses	\$ 650.00
5010	Bank Service Charges	Expenses	\$ 100.00
5027	Postage	For Communication/Brochures/Invoices/Cheques	\$ 200.00
5073	Office Design Programs	Design program Illustrator/Photoshop/Suite etc.	\$ 1,000.00
TBC	Stakeholder Stickers + Program Stickers	Window Cling Stickers + QR	\$ 500.00
5021	Accounting Professional Fees	MNP Accounting Notice to Reader	\$ 3,000.00
		Bookkeeping	\$ 2,600.00
Personnel			
5077	Personnel x 2 Executive Director + Coordinator	Contract FT for ED, and Student Coordinator PT	\$ 57,125.00
5075	Discretionary Expense Budget	Items needed for job	\$ 500.00
5022	Administration/Event (occasional, if required)	Occasional help as needed	\$ 3,000.00
Beautification			
5033	Summer Basket Materials	Baskets from Superiour	\$ 20,000.00
5035	Watering and Maintenance	Maintenance from Cryan	\$ 5,500.00
		Extra Fertilizing	\$ 2,000.00
5031	Christmas Basket Materials	Costs taken from fiscal ending numbers	\$ 3,500.00
Website, Domain Hosting & Email			
5081	Website Hosting, URL's, Email & Domain Costs	Domains at Cost + WIX	\$ 2,000.00
	Web Coding Support	Over and above capabilities	\$ 200.00
	Email Program	Upgrades/coding support if required	\$ 50.00
Online Promotion/Engagement/Social Assets (Photo/Video)			
5152	Social Media	Brand Campaign Tourism	\$ 1,000.00
	Google Ad Words	Brand Campaign Tourism	\$ 500.00
	Digital / Marketing General Ads in market 3rd party website	Brand Campaign Tourism + CBIA Campaign	\$ 3,000.00
	Digital Assets (Photography and Video)	Brand Campaign Tourism + CBIA Campaign	\$ 2,800.00

EXPENSE - TOURISM / TRANSIENT MARKETING		Chemainus Visitor Brochure & Posters	
5123	Chemainus Walking Maps (VISIT CHEMAINUS)	Co op related	\$ 2,800.00
	Visitor Centre Racking and Poster (VISIT CHEMAINUS)	Display poster and one racking area	\$ 700.00
Tourist Visitors Guides/Magazines Print Advertising			
5119	Tourism Vancouver Island Guide Display Ad	Tourism Advertising	\$ 1,800.00
	Take 5: Duncan, Ladysmith, Chemianus	Cover position	\$ 2,800.00
	Black Press: Official Chemainus VG Display Ad	Produced by black press	\$ 1,000.00
	Black Press: Duncan Guide VG Display Ad	Produced by black press	\$ 1,200.00
	Black Press: Ladysmith VG Display Ad	Produced by black press	\$ 950.00
	Ultimate Guide Display Ad	Local advertising, design required	\$ 1,250.00
	Tourism Vancouver Island Online Ad	Online banner	\$ 680.00
	Misc. Guide Enhancements/New Guide Contingency	As required	\$ 2,800.00
Public Relations/Media Tours			
5154	FAM, Media tours, PR visits, etc.	Expenses as required	\$ 500.00
Outdoor Advertising			
5156	Billboards CBIA Area	Front face/ co op	\$ 4,500.00
	Billboards Co op Prints	Logo Application for Multi board + Single logo board	\$ 1,500.00
	Podium + Wall Maps + Window Display + Map	Reprints as required	\$ 700.00
	Banner at Henry	Updates to two large posters and a map	\$ 300.00
	Street Banners TCH Highway	Production and Install along HWY	\$ 1,800.00
	Street Banners + Posts Town wide	Production and install Downtown + Old Town	\$ 2,000.00
	Directional Business Wayfinding	Location based and co op related posts + blades	\$ 3,000.00
EXPENSE - LOCAL / RESIDENTIAL MARKETING		Donations and Grant in aids (CBIA)	
5043	Chemainus Art Council Event Grant CVCAS	Overall grant	\$ 2,200.00
	Chemainus Theatre Grant	General Support	\$ 500.00
	Chemainus Murals Grant	General promotion support for unknown events	\$ 500.00
Campaigns + Strategic Outreach			
5041	Spring Campaign (Neighbourhood Good, etc)		\$ 2,200.00
	Fall Campaign (Found in Chemainus)		\$ 2,800.00
	Coastal Cowichan		\$ 2,500.00
	Chemainus Card		\$ 3,000.00
	Misc Campaigns/Strategic Outreach		\$ 2,000.00
Events			
5155	Moonlight Madness CBIA		\$ 3,500.00
	Fun Run/Fall Fest/Halloween Community		\$ 3,500.00
	Family Day		\$ 2,000.00
5212	Canada Day Event Community		\$ 3,800.00
5046	Craft Beer and Food Festival		\$
5155	Local Shared Events Car Show, local participation, etc.		\$ 1,200.00
	Misc Event Opportunity		\$ 1,800.00
Regional General Advertising (Outside of Campaigns)			
	Valley Voice Chemainus Feature	Regional Magazine Campaign	\$ 3,000.00
	Island Traveller	Feature quarterly	\$ 2,000.00
	Boulevard	Features	\$ 3,500.00
	Chemainus Theatre	Ticket Sponsor + Giveaway	\$ 800.00
	Arts Guide	Regional advertising	\$ 600.00
Expense Total			\$ 186,605.00

Chemainus B.C. Business Improvement Association
Compiled Financial Information
August 31, 2022

To the Board of Directors of Chemainus B.C. Business Improvement Association:

On the basis of information provided by management, we have compiled the statement of financial position as at August 31, 2022, and the statements of operations, changes in net assets, remeasurement gains and losses for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

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

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

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

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

Nanaimo, British Columbia

June 14, 2023



Chartered Professional Accountants

Chemainus B.C. Business Improvement Association

Statement of Financial Position

As at August 31, 2022

	2022	2021
Assets		
Current		
Cash	169,282	199,220
Accounts receivable	79,423	9,928
	248,705	209,148
Capital assets	496	1,102
	249,201	210,250
Liabilities		
Current		
Accounts payable and accruals	25,577	17,985
Deferred revenue	44,685	37,853
	70,262	55,838
Net Assets		
Unrestricted	178,939	154,412
	249,201	210,250

Chemainus B.C. Business Improvement Association Statement of Operations and Changes in Net Assets

For the year ended August 31, 2022

	2022	2021
Revenue		
Taxation income	127,223	114,547
Special events	90,415	-
Grants	58,853	25,589
Co-op Generated	988	1,952
Interest	216	81
	277,695	142,169
Expenses		
Amortization	606	418
Bad debts	305	-
Beautification	21,852	22,456
Bookkeeping and accounting fees	7,211	5,653
Campaign initiatives, collateral, and advertising	24,212	26,340
Contributions/grant in aid	5,500	2,711
Operating costs - office, administrative, and personnel	82,153	67,013
Outdoor advertising	1,084	12,185
Regional advertising	14,883	15,385
Special events	94,478	-
Website, online, and social marketing	884	2,131
	253,168	154,292
Excess (deficiency) of revenue over expenses	24,527	(12,123)
Net assets, beginning of year	154,412	166,535
	178,939	154,412

Chemainus B.C. Business Improvement Association

Notes to the Compiled Financial Information

For the year ended August 31, 2022

1. Basis of accounting

The basis of accounting applied in the preparation of the financial information of Chemainus B.C. Business Improvement Association as at August 31, 2022 is on the historical cost basis, reflecting cash transactions with the addition of:

- Accounts receivable less an allowance for doubtful accounts
- Property and equipment amortized over their useful life
- Accounts payable and accrued liabilities
- Unearned revenue
- Grants and assistance recognized as revenue in the period it relates

2. Incorporation

The Association was incorporated under the Society Act on January 14, 2009. The purpose of the Association is to conduct a business promotion scheme for downtown Chemainus through advertisement and promotion, beautification, special events and administration.

3. Deferred contributions

Deferred revenue comprises the portion of the municipal tax grant received which will cover expenses incurred subsequent to year end.

4. Funding

The Association has been approved for taxation funding for three years, which will cease on May 1, 2024.