



GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Agricultural Society and Farmers' Institute
Address of Organization	5855 Clements St. Duncan
Full Mailing Address	5855 Clements St. Duncan, BC, V9L 3W2
Telephone Number & Email	cowichanagriculturalsociety@gmail.com
Contact Person/Title	Julia Fisher (member)/ Foster Richardson (president)

Primary purpose of organization: to support and enable a thriving farming community

Category under which greatest portion of services fall:

Social Service Sports Cultural Economic Development Other _____

Services available to all members of community: Yes No

If no, please list criteria for receiving your service:

anyone involved in agriculture or interested

Total Number of people that used your service last year: ~40

Approximate number of your clients that reside in North Cowichan: around half

(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: \$5000

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

We are seeking funding to support a part-time agricultural coordinator for our organization. Please see the attached document for more information.

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: _____ **Date:** October 15, 2023

FIPPA s. 22(1)

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

October 16, 2023

For the Municipality of North Cowichan -

Thank you for accepting our application for the Grant-in-aid.

The Cowichan Agricultural Society and Farmers' Institute (CAS) was founded in 1868 and is one of the oldest societies in British Columbia. This non-profit organization has supported farmers in many different ways since its inception. We have recently updated our vision and mission statements.

Vision: The Cowichan Agricultural Society exists to support and enable a thriving farming community in the Cowichan Valley.

Mission: The Cowichan Valley Agriculture Society seeks to provide a wide range of farming educational opportunities, to be a voice for strengthening the farming community in the Cowichan Valley region, and to facilitate social connections and well-being among farmers with seasonal farm tours and events.

We are seeking funding to support a part-time agricultural coordinator for our organization to help actualize these statements. The primary activities would include: recruiting members, organizing farm tours/farm-related workshops/presentations, maintaining and updating the website, creating a monthly newsletter, managing the email and social media account, attending board meetings, supporting building management, managing CAS documents, and investigating funding opportunities for projects and events (possibly with other Farmers' Institutes and Societies). Please see the attached budget document for more information. The 4-H clubs, Cowichan Valley Spirit Drummers, the Cowichan Valley Shrine Club, and the Clements Centre are organizations that the coordinator would continue to work with (they use the CAS Hall or parking lot for a small fee).

We are asking for \$5000 to support this position for one year. The position would be for a contractor, hired at a rate of \$30/hour plus GST. On average, we estimate that the coordinator would need to work twelve hours per month. With GST included, the contract would be for \$4536. The remaining funds would be used for expenses, such as booth fees, office supplies, tour honoraria, and website fees.

CAS has a need for financial support. This organization does not have a large amount of annual income. The services that CAS provides to the farming community generally do not recover the costs, but are focussed on building social capital.

CAS has the potential to grow its membership. The Cowichan Valley is a rural community, and the spotlight is on food security and supporting local agriculture. CAS membership is open to anyone who is involved in agriculture, or anyone who would like to become involved in agriculture.

This position would relieve some of the pressure that is taken on by the dedicated volunteer board members (currently five) and non-board members (number varies). It would allow for growth of our organization, and increased impact in our community.

Thank you for considering our application. Please let us know if you have any questions.

Best regards,

The Cowichan Agricultural Society and Farmers' Institute

Sheet1

Items	Description	Hours per month On average
Recruit members	Attend local agricultural events (e.g. Island Agriculture Show, Cowichan Fall Fair, the Homesteading Fair, Duncan Farmers' Market and Farm Tours) to share information about the organization using booths with sign-up sheets, or Sharing information verbally	1
Organize farm tours	Identify and connect with four farms to host a tour for members; advertise, take photographs at Event, and ensure honorarium is paid	2
Organize workshop /presentations	Survey farmers to determine what presentations are needed in the community; organize these events for the months when there is no farm tour Planned	1
Maintain and Update the website	Update website with photos, agricultural Resources, farm profiles, and events	1
Create monthly Newsletter	Create and send out a newsletter with events, opportunities, and information for the agricultural Community	1.5
Manage email Account	Respond to email inquiries and send emails on Behalf of the board of directors	1.5
Attend board Meetings	Provide updates and receive direction from Board of directors	1.5
Manage social Media account	Share information about agricultural events	0.5
Support building Management	Coordinate building use for community members (e.g. 4H clubs, Cowichan Spirit Drummers) and general management	1
Manage and Digitize documents	With the guidance of the board, manage the organization's files	0.5
Investigate funding Opportunities	Apply for grants to support projects/events that will Benefit the agricultural community and possibly collaborate with other Farmers' Institutes and Societies	0.5

Monthly hours	12
Annual hours	144
@ \$30/hour	4320
5% GST	216
TOTAL	4536
Remaining for expenses (for booth fees, office supplies, tour honoraria, website fees, mileage)	464
Total	5000

FINANCIAL STATEMENT

Of the	Cowichan Agricultural Society	Farmers'/Womens' Institute for the year ending	2022	
RECEIPTS		AMOUNT		
Bank and Cash Balance from previous year		\$23,050.77	Expenses for Directors and regular meetings	
Membership fees		\$380.00	Officers' salaries	
Government grants			web hosting	
Interest from Banks and Investm.		\$0.12	Utilities: Hydro, Heat, Water	
Sales	Feed and supplies		Membership dues to other organizations	
	Seed		Building repairs and maintenance	
	Fertilizer		Property taxes and insurance	
	stale dated cheque		Purchases	Feed and supplies
	reimbursed from soils workshop	\$0.00		Seed
Hall receipts		\$6,750.00		Fertilizer
cash term deposits (term 34)				Fencing, twine, salt, etc.
Total Receipts		\$6,750.00		Soils Workshop
(include balance from previous year)		\$23,050.77	Bank and audit charges	
			Donations and honorariums	
ASSETS			re-invest terms (new terms 34 & 35)	
Cash on hand and in bank (total receipts less total expenditures)		\$2,437.57		
Investments		\$20,887.81	LIABILITIES	
Inventory on hand			Accounts payable	
Properties and buildings value		469,700.00		
Accounts receivable (unpaid rent)		\$0.00		
Total Assets		\$493,025.38	Total Liabilities	
			\$0.00	
Examined and found correct this _____ day of _____				

000000(Complete the Annual Report on the reverse of this form)

Cowichan Agricultural Society - Farmers' and Womens' Institute

Financial Statement/Bank Statement Summary for 2022

\$23,050.77 Bank Statement starting balance (January 1, 2022)

\$6,750.00 Plus receipts for 2022

\$175.04 Plus term deposit interest

\$29,975.81

\$6,122.07 Minus expenditures for 2022

\$23,853.74 Bank Statement Balance on Dec 31, 2022

23847.9 \$5.84 shares in the credit union

ANNUAL REPORT

Of the	Cowichan Agricultural Society	Farmers'/Womens' Institute for the year	2022
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Total Membership of Institute	Date Annual Meeting Held
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LIST OF OFFICERS AND DIRECTORS FOR THE COMING YEAR

Position	Name	Address and Postal Code	Telephone
President	Foster Richardson		
Vice-President	Julia Fisher		
Secretary	Sandy McPherson		
Treasurer	Paul Tataryn	5881 Genoa Bay Rd, Duncan, BC V9L 5Y5	748 1757
Directors	Wayne Haddow		
	DeLisa Lewis		

MEETINGS HELD DURING REPORT PERIOD

Date	No. In Attendance	Remarks (including speakers, etc.)
Feb 15, 2022		AGM by Zoom

Dated at	Duncan	this	day of	February	2023
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Secretary

Complete and return as soon as possible following the Institute's year end to:

Ministry of Agriculture and Lands
 Industry Competitiveness Branch
 PO Box 9120, Stn Prov Govt
 Victoria, BC V8W 9B4

