



October 11, 2023

Dear Municipality of North Cowichan,

Please find attached the Grant-in-Aid application for the House of Grace Pregnancy Centre as well as the required recent financial statement and yearly budget.

The House of Grace Pregnancy Centre is a registered non-profit society within the province of BC. We currently have 1 Executive Director as well as a Client services Director on staff and 15 volunteers including 4 board members who support the House of Grace. We are financially supported through generous donors in our community. We also have recently opened Grace Kidz Thrift which serves the families of the Cowichan Valley with gently used children's items, maternity & women's wear which supports the House of Grace.

We have been open since July 2022 and have served to date 16 unique clients with 45 visits in total for the duration that we have been open. We are a pregnancy centre that is transparent about who we are and what we do. Our website and literature states that we are here to offer accurate information and compassionate support to those impacted by an unexpected pregnancy, including emotional and spiritual help, coupled with practical helps and education. The support we offer at House of Grace is not limited to just decision making support. We also provide support for all pregnancy outcomes.

We offer:

- Parenting Support & Resources
- Support After Abortion- pregnancy related grief support
- Adoption Information

Our application for the grant will support our pregnancy related grief support program. To our knowledge there is no other such support in the Cowichan Valley and therefore will prove to be of great value to those in our community whose lives have been impacted by a pregnancy loss.

If you have any questions or concerns or would like to come by and take a tour of the centre, please contact me and I will be happy to arrange a visit for you and to meet our volunteers.

Best Regards,



FIPPA s. 22(1)

Corina Finlay

Executive Director, House of Grace Pregnancy Centre



7030 Trans-Canada Highway
 Duncan, BC V9L 6A1 Canada
www.northcowichan.ca
 T 250.746.3100
 F 250.746.3133

GRANT APPLICATION

(PLEASE PRINT)

| | |
|--------------------------|-------------------------------------|
| Name of Organization | House of Grace Pregnancy Centre |
| Address of Organization | #202 5855 York Rd Dunca, BC V9L 3S3 |
| Full Mailing Address | |
| Telephone Number & Email | 250-737-4337 |
| Contact Person/Title | Corina Finlay Executive Director |

Primary purpose of organization: Parenting Support & resources, Pregnancy Loss Grief Support, Decision Making Support

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:

Total Number of people that used your service last year: 2023 YTD 14 unique clients with 35 appointments

Approximate number of your clients that reside in North Cowichan: All of the above clients

(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: 3500.00

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

This funding will go towards the cost of establishing our Support After Abortion- Pregnancy Related Grief Support Program which will provide unique support to those in the Cowichan Valley. See write up: "Each person experiences the post abortion journey differently. As well, each person has complex elements that are unique to their own personal story. No two women are alike and everyone responds differently. However, some women have expressed a need to seek support following an abortion experience. Some women feel grief, depression, and sadness. Consequently, there is no right or wrong way to grieve. The feelings are real, and you should give yourself permission to have them. If you feel you need help coping with your emotions, our post abortion grief support may be a helpful resource for you."

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:** Oct 10, 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

Note: Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

House of Grace pregnancy center

Profit and Loss by Month

January 1 - October 2, 2023

| | JAN. 2023 | FEB. 2023 | MAR. 2023 | APR. 2023 | MAY 2023 | JUN. 2023 |
|---|-------------------|--------------------|--------------------|-------------------|-------------------|-------------------|
| INCOME | | | | | | |
| 4000 Revenue | | | | | | |
| 4200 Donations - Churches | | | | | 120.00 | |
| 4400 Donations - Personal | 1,060.00 | 4,100.00 | 6,125.00 | 2,035.00 | 3,965.44 | 2,264.37 |
| 4420 Donations - Other Charities | | 10,000.00 | | | | |
| 4499 Donations Website Portal | 1,485.00 | 855.00 | 1,230.00 | 845.00 | 300.00 | |
| Total 4000 Revenue | 2,545.00 | 14,955.00 | 7,355.00 | 2,880.00 | 4,385.44 | 2,264.37 |
| 4500 Revenue - Fundraising | | | | | | |
| 4510 Fundraising - Bottles 4 Hope | | | | | 324.53 | 5,093.00 |
| 4550 | 20.00 | | | | | |
| 4550 Fundraising - Special Events | | 40.00 | 10,189.10 | | | |
| Total 4500 Revenue - Fundraising | 20.00 | 40.00 | 10,189.10 | | 324.53 | 5,093.00 |
| 4800 Other Income | | | | | | |
| 4815 Interest & Dividend | 0.22 | | | | | |
| 4880 Grace Kids Thrift Store | | | | | | 788.78 |
| Total 4800 Other Income | 0.22 | | | | | 788.78 |
| Total Income | \$2,565.22 | \$14,995.00 | \$17,544.10 | \$2,880.00 | \$4,709.97 | \$8,146.15 |
| GROSS PROFIT | \$2,565.22 | \$14,995.00 | \$17,544.10 | \$2,880.00 | \$4,709.97 | \$8,146.15 |
| EXPENSES | | | | | | |
| 5200 Administration & Operating Expenses | | | | | | |
| 5205 Advertising | 504.00 | | | | | |
| 5215 Bank Charges & Interest | | 10.40 | | 12.05 | 6.25 | 40.80 |
| 5216 E Transfer Fee | | | | | | |
| Total 5215 Bank Charges & Interest | | 10.40 | | 12.05 | 6.25 | 40.80 |
| 5220 Centre Supplies - Kitchen & Coffee | 69.60 | 35.30 | | 38.02 | 35.35 | 31.95 |
| 5235 Computer - Equipment, Supplies & Software | | | | | 236.11 | 146.30 |
| 5250 Courier & Postage | | 280.68 | 654.62 | 163.51 | | |
| 5252 Event Supplies (promotion, church) | | | 51.96 | | | |
| 5253 Expenses - Board Staff & Volunteers | 100.00 | | | | 57.90 | 62.00 |
| 5255 Dues & Licenses | | 585.00 | | | 15.00 | |
| 5259 Pregnancy Care Canada | | | | | | |
| Total 5255 Dues & Licenses | | 585.00 | | | 15.00 | |
| 5256 Fund Raising Expense | | | 105.26 | | 291.41 | |
| 5257 Professional Development | 201.75 | | | 53.90 | | |
| 5260 Office Supplies & Materials | 38.50 | | 39.87 | -27.36 | 273.33 | 35.00 |
| 5265 Advertising - Google Adwords | | 504.00 | 504.00 | 504.00 | 56.00 | 56.00 |
| 5270 Insurance | 107.96 | 107.96 | 111.41 | 111.34 | 111.34 | 111.34 |
| 5300 Professional Fees - QuickBooks Accounting | | | | | | |
| 5302 QBO monthly fee | 53.48 | 74.14 | 74.14 | 74.14 | 74.14 | 74.14 |
| 5304 QBO Payroll | 25.14 | | | | | |
| Total 5300 Professional Fees - QuickBooks Accounting | 78.62 | 74.14 | 74.14 | 74.14 | 74.14 | 74.14 |
| 5310 Telus Telephone | 78.40 | 78.40 | 78.40 | 78.40 | 78.40 | |
| 5311 Security | 53.89 | 53.89 | 53.89 | 53.89 | 53.89 | 53.89 |
| 5320 Rent/Leasing Costs | 3,056.93 | 3,056.93 | 3,056.93 | 3,056.93 | 3,056.93 | 3,056.93 |

House of Grace pregnancy center

Profit and Loss by Month

January 1 - October 2, 2023

| | JAN. 2023 | FEB. 2023 | MAR. 2023 | APR. 2023 | MAY 2023 | JUN. 2023 |
|---|---------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| 5361 Telus Internet | | | | 705.60 | | 934.10 |
| Total 5200 Administration & Operating Expenses | 4,289.65 | 4,786.70 | 4,730.48 | 4,824.42 | 4,346.05 | 4,602.45 |
| 5212 Square and Wix Fees | 48.36 | 32.49 | 159.46 | 27.81 | 9.60 | 46.78 |
| 5313 Annual email & Web licences | 1,063.50 | 221.67 | 488.18 | 114.63 | 20.27 | |
| 5314 Honorariums, etc | | | 140.85 | | | |
| 5999 Uncategorized Expense | | | | 520.00 | 2,294.96 | 735.43 |
| Payroll Expenses | | | | | | |
| 5012 Wages | 1,560.00 | 1,560.00 | 1,560.00 | 1,560.00 | 2,475.20 | 7,581.60 |
| Taxes | 107.47 | 107.47 | 107.47 | 107.47 | 171.90 | 536.04 |
| Total Payroll Expenses | 1,667.47 | 1,667.47 | 1,667.47 | 1,667.47 | 2,647.10 | 8,117.64 |
| Total Expenses | \$7,068.98 | \$6,708.33 | \$7,186.44 | \$7,154.33 | \$9,317.98 | \$13,502.30 |
| PROFIT | \$ -4,503.76 | \$8,286.67 | \$10,357.66 | \$ -4,274.33 | \$ -4,608.01 | \$ -5,356.15 |

House of Grace pregnancy center

Profit and Loss by Month

January 1 - October 2, 2023

| | JUL. 2023 | AUG. 2023 | SEP. 2023 | OCT. 1-2, 2023 | TOTAL |
|---|-------------------|-------------------|--------------------|----------------|--------------------|
| INCOME | | | | | |
| 4000 Revenue | | | | | \$0.00 |
| 4200 Donations - Churches | 50.00 | 500.00 | 60.00 | | \$730.00 |
| 4400 Donations - Personal | 4,180.00 | 6,381.43 | 2,920.00 | | \$33,031.24 |
| 4420 Donations - Other Charities | | | 10,000.00 | | \$20,000.00 |
| 4499 Donations Website Portal | | | | | \$4,715.00 |
| Total 4000 Revenue | 4,230.00 | 6,881.43 | 12,980.00 | | \$58,476.24 |
| 4500 Revenue - Fundraising | | | | | \$0.00 |
| 4510 Fundraising - Bottles 4 Hope | 801.70 | | | | \$6,219.23 |
| 4550 | | | | | \$20.00 |
| 4550 Fundraising - Special Events | | | | | \$10,229.10 |
| Total 4500 Revenue - Fundraising | 801.70 | | | | \$16,468.33 |
| 4800 Other Income | | | | | \$0.00 |
| 4815 Interest & Dividend | | | | | \$0.22 |
| 4880 Grace Kids Thrift Store | 1,344.77 | 1,613.97 | 2,401.42 | | \$6,148.94 |
| Total 4800 Other Income | 1,344.77 | 1,613.97 | 2,401.42 | | \$6,149.16 |
| Total Income | \$6,376.47 | \$8,495.40 | \$15,381.42 | \$0.00 | \$81,093.73 |
| GROSS PROFIT | \$6,376.47 | \$8,495.40 | \$15,381.42 | \$0.00 | \$81,093.73 |
| EXPENSES | | | | | |
| 5200 Administration & Operating Expenses | | | | | \$0.00 |
| 5205 Advertising | | | 220.50 | | \$724.50 |
| 5215 Bank Charges & Interest | 12.90 | 11.65 | 11.65 | | \$105.70 |
| 5216 E Transfer Fee | 1.25 | | | | \$1.25 |
| Total 5215 Bank Charges & Interest | 14.15 | 11.65 | 11.65 | | \$106.95 |
| 5220 Centre Supplies - Kitchen & Coffee | | 53.90 | 11.20 | | \$275.32 |
| 5235 Computer - Equipment, Supplies & Software | 75.00 | | | | \$457.41 |
| 5250 Courier & Postage | | 140.85 | | | \$1,239.66 |
| 5252 Event Supplies (promotion, church) | | | | | \$51.96 |
| 5253 Expenses - Board Staff & Volunteers | | 20.00 | | | \$239.90 |
| 5255 Dues & Licenses | | | | | \$600.00 |
| 5259 Pregnancy Care Canada | | | 225.00 | | \$225.00 |
| Total 5255 Dues & Licenses | | | 225.00 | | \$825.00 |
| 5256 Fund Raising Expense | | 185.92 | | | \$582.59 |
| 5257 Professional Development | 697.00 | 46.39 | | | \$999.04 |
| 5260 Office Supplies & Materials | | 11.07 | | | \$370.41 |
| 5265 Advertising - Google Adwords | 56.00 | 56.00 | 56.00 | | \$1,792.00 |
| 5270 Insurance | 174.98 | 175.04 | 175.04 | 175.04 | \$1,361.45 |
| 5300 Professional Fees - QuickBooks Accounting | | | | | \$0.00 |
| 5302 QBO monthly fee | 157.47 | 78.85 | 83.33 | 83.33 | \$827.16 |
| 5304 QBO Payroll | | | | | \$25.14 |
| Total 5300 Professional Fees - QuickBooks Accounting | 157.47 | 78.85 | 83.33 | 83.33 | \$852.30 |
| 5310 Telus Telephone | 448.00 | 78.40 | -858.64 | | \$59.76 |
| 5311 Security | 53.89 | 53.89 | 53.89 | | \$485.01 |
| 5320 Rent/Leasing Costs | 3,056.93 | 3,056.93 | 3,056.93 | 3,056.93 | \$30,569.30 |

House of Grace pregnancy center

Profit and Loss by Month

January 1 - October 2, 2023

| | JUL. 2023 | AUG. 2023 | SEP. 2023 | OCT. 1-2, 2023 | TOTAL |
|---|---------------------|---------------------|--------------------|---------------------|---------------------|
| 5361 Telus Internet | | | | | \$1,639.70 |
| Total 5200 Administration & Operating Expenses | 4,733.42 | 3,968.89 | 3,034.90 | 3,315.30 | \$42,632.26 |
| 5212 Square and Wix Fees | 46.52 | 56.90 | 51.16 | | \$479.08 |
| 5313 Annual email & Web licences | 40.90 | | | | \$1,949.15 |
| 5314 Honorariums, etc | | 350.00 | | | \$490.85 |
| 5999 Uncategorized Expense | 205.73 | 473.34 | | 33.94 | \$4,263.40 |
| Payroll Expenses | | | | | \$0.00 |
| 5012 Wages | 5,266.40 | 5,886.40 | 6,510.40 | | \$33,960.00 |
| Taxes | 428.15 | 409.86 | 467.26 | | \$2,443.09 |
| Total Payroll Expenses | 5,694.55 | 6,296.26 | 6,977.66 | | \$36,403.09 |
| Total Expenses | \$10,721.12 | \$11,145.39 | \$10,063.72 | \$3,349.24 | \$86,217.83 |
| PROFIT | \$ -4,344.65 | \$ -2,649.99 | \$5,317.70 | \$ -3,349.24 | \$ -5,124.10 |

| | Proposed Board Budget 2023 Jan 23, 2023 | Budget | Budget | Proposed | Actuals |
|--------------|--|--------------------|--------------------|---------------------|-----------------|
| Acct# | INCOME | 2022 | 2022 | 2023 | 31/12/22 |
| 4000 | 4000 Revenue Donations | 12 Months | 11 Months | 12 Months | |
| 4100 | Donations - Business' | \$18,700.00 | \$18,700.00 | \$2,500.00 | |
| 4200 | Donations - Churches | \$4,000.00 | \$3,000.00 | \$5,000.00 | 2,949.50 |
| 4400 | Donations - Personal | \$12,000.00 | \$8,000.00 | \$35,000.00 | 31,749.70 |
| 4410 | Donations - Grants | \$10,000.00 | \$10,000.00 | \$3,000.00 | |
| 4420 | Donations - Other Registered Charities | \$0.00 | \$0.00 | | |
| 4470 | Donations - Community Organizations | \$0.00 | \$0.00 | \$5,500.00 | |
| 4480 | Donation | | | | |
| 4490 | Donations - website portal | \$5,000.00 | \$3,500.00 | \$3,000.00 | 3,031.00 |
| | 4000 TOTAL REVENUE - DONATIONS | | | | |
| 4500 | 4500 Revenue - Fundraisers | \$0.00 | \$0.00 | | |
| 4510 | Fundraising - Bottles 4 Hope - | \$8,350.00 | \$8,000.00 | \$20,000.00 | 14,500.00 |
| 4560 | Fundraising - Year End mailout | \$9,000.00 | \$7,000.00 | \$18,000.00 | 15,000.00 |
| 4550 | Fundraising - special event(s) | \$0.00 | \$0.00 | \$8,000.00 | |
| 4570 | Gifts in Kind | \$0.00 | \$0.00 | | |
| | 4500 TOTAL REVENUE- FUNDRAISERS | | | | |
| 4880 | Child Birth Class Income | \$0.00 | \$0.00 | | |
| 4890 | GST refund | \$250.00 | \$250.00 | | |
| | 4800 REVENUE (OTHER) | \$500.00 | \$0.00 | | |
| | TOTAL INCOME: | \$67,800.00 | \$58,450.00 | \$100,000.00 | 67,230.20 |
| | EXPENSES: | | | | |
| | | | | | |
| 5000 | 5000 PAYROLL EXPENSES | | | | |
| 5012 | Wages - Executive Director | \$20,000.00 | \$14,200.00 | \$19,500.00 | 14,170.00 |
| 5013 | Wages - Client Support Worker - 8 mo- staff/vol mgmt | \$0.00 | \$0.00 | \$10,400.00 | |
| 5011 | Administration costs (wages, honorarium) | \$0.00 | \$0.00 | | |
| 5015 | Community Education - Pre-natal care - | \$0.00 | \$0.00 | | |
| 5027 | EI Expense. (6.7%) | \$400.00 | \$350.00 | \$2,050.00 | 470.00 |
| 5030 | CPP Expense (7.3%) | \$500.00 | \$450.00 | \$1,850.00 | 410.00 |
| 5040 | WCB Expense | \$200.00 | \$175.00 | \$305.00 | |
| 5035 | GST Expenses | \$250.00 | \$225.00 | \$100.00 | 51.63 |
| | 5000 TOTAL PAYROLL EXPENSES | \$21,350.00 | \$15,400.00 | \$34,205.00 | 15,101.63 |
| | | | | | |
| | 5200 ADMINISTRATION EXPENSES | | | | |
| 5270 | Insurance | \$1,300.00 | \$1,300.00 | \$1,200.00 | 1,079.71 |
| 5320 | Rent (includes special common area levy) | \$37,300.00 | \$34,200.00 | \$38,000.00 | 14,556.80 |
| 5331 | Automobile expenses- Parking/Mileage | \$0.00 | \$0.00 | \$250.00 | |
| 5264 | Miscellaneous centre expenses | \$300.00 | \$200.00 | \$2,000.00 | |
| 5265 | Advertising- Google Adwords | \$650.00 | \$650.00 | \$6,000.00 | 3,334.53 |
| 5205 | Advertising (newspaper, web) | | | | |

| | | | | | |
|------|--|--------------------|--------------------|--------------------|------------------|
| 5212 | Bank charges(accounting AFT, E-Transfer, Square (5213,5214,5215,5216) | \$100.00 | \$100.00 | \$250.00 | 150.00 |
| 5220 | Centre supplies (kitchen,cleaning, coffee etc) | \$500.00 | \$500.00 | \$500.00 | |
| 5229 | client - Program expenses (books,tests 5232 etc) | \$200.00 | \$200.00 | \$1,250.00 | |
| 5230 | Client - Practical helps - supplies, gift cards:food/gas etc) | \$500.00 | \$500.00 | \$200.00 | |
| 5250 | Mailings - (postage, envelopes, printing etc) incl 5252 | \$700.00 | \$700.00 | \$1,700.00 | 300.00 |
| 5253 | Board, Staff, Volunteers - meetings, meals, travel | \$250.00 | \$200.00 | \$700.00 | |
| 5255 | Dues & Licences (Annual fees, BC Societies, PCC, property taxes)inc 5259 | \$600.00 | \$600.00 | \$750.00 | 1,500.00 |
| 5256 | Fundraising Expenses (software, suplies, printing)incl 5252, | \$100.00 | \$100.00 | \$1,000.00 | |
| 5257 | Prof. Dev. (ED training, conferences, training materials) | \$250.00 | \$250.00 | \$1,000.00 | 625.00 |
| 5260 | Office Supplies & materials (cartridges, stationary,etc) | \$500.00 | \$500.00 | \$500.00 | 1,000.00 |
| 5235 | Office Equip(repairs, maint, upgrade comp.) incl 5261 | \$2,000.00 | \$2,000.00 | \$750.00 | |
| 5302 | Accounting Fees - QBO fee, QBO payroll) incl 5304 | | | \$780.00 | |
| 5313 | annual email & web licences (incl 5362,5364) | \$200.00 | \$175.00 | \$450.00 | 150.00 |
| 5314 | Honoraria to Guest Speakers, Board trainers | \$0.00 | \$0.00 | \$300.00 | |
| 5315 | Repairs and Maintenance Victoria | \$700.00 | \$575.00 | \$750.00 | |
| 5310 | Telus telephone | | | \$900.00 | |
| 5311 | Telus Security Expenses | | | \$900.00 | |
| 5215 | | \$300.00 | \$300.00 | | 780.00 |
| | 5200 TOTAL ADMIN. & OPERATING EXPENSES | \$46,450.00 | \$43,050.00 | \$60,130.00 | 23,476.04 |
| | | | | | |
| | TOTAL EXPENSES | \$67,800.00 | \$58,450.00 | \$94,335.00 | 38,577.67 |
| | | | | | |
| | NET | \$0.00 | \$0.00 | \$5,665.00 | 28,652.53 |
| | | | | | |