

## GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Community Circles Restorative Justice Society
Address of Organization	433 French Street, Ladysmith, BC V9G1A5
Full Mailing Address	Box 644, Ladysmith, BC V9G1A5
Telephone Number & Email	250-893-9529 admin@ccrjs.ca
Contact Person/Title	Deanna Wrate, Project Director and VP/Treasurer of the Board

**Primary purpose of organization:** Restorative Justice and Alternative Dispute Resolution and Mediation

**Category under which greatest portion of services fall:**

Social Service  Sports  Cultural  Economic Development  Other Public Safety

**Services available to all members of community:**  Yes  No

If *no*, please list criteria for receiving your service: YES

**Total Number of people that used your service within the Municipality last year:** Please see attached

**Approximate number of your clients that reside in North Cowichan:** Please see attached

*(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:** \$18,150.00

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

We will use this funding to pay wages for a Project Administrator 7.5 hours/week at \$35.00/hour for the 52 weeks, a total of \$13,650.00. Rent for the time and space we are using at the Cowichan Neighborhood House \$250.00/month for 12, a total of \$3,000.00. \$1500.00 for miscellaneous expenses (snacks for forums, training, office supplies).

This funding will provide the ability to pay one part-time staff member, to manage the day to day operational requirements of running a Society. As well as, supplement the cost to research, create, and deliver Restorative Justice Cafe, one of CCRJS' signature programs.

We participate in as many community building activities that we are able to, some of which require a fee (Aging Well Expo, Duncan, Better Together Volunteer Fair, Ladysmith, and Ladysmith Days Expo). We have made presentations to VIU, WorkBC, CVRD, Stz'uminus and Penelakut Council.

We will apply for other grants to cover our advertising costs, including print, media and promotional material.

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

**Other Information:** Have you obtained a previous grant from the Municipality?  Yes  No

Have you applied to another local government for funding?  Yes  No

If yes, please list: BC Community Gaming Grant 2025

**Applicant's signature:** Deanna Wrate **Date:** 10.13.25

**In order to be eligible for consideration for a 2026 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2025.**

**Please submit in person at 7030 Trans Canada Hwy or email to [finance@northcowichan.ca](mailto:finance@northcowichan.ca)**

Print Form

**Please specify the purpose of your organization.**

Community Circles Restorative Justice Society (CCRJS), is a community based, volunteered powered, non-profit service provider. The Board currently consists of 5 Members (VP/Treasurer, Secretary/Acting President, Program Coordinator and 3 Members at Large). We are actively recruiting a President and an additional Member at Large. The society has a membership of 28, with trained volunteer compliment of 21. Our Fiscal year runs April 1-March 31/YR.

The purpose of CCRJS is **to educate, engage, and involve residents in activities and processes that seek solutions in addressing harm and conflict in their communities.** To support this mission, we train volunteers on restorative practices and philosophy. We ensure there is annual capacity building training opportunities.

CCRJS provides trained volunteer facilitators to bring together those who have been harmed and those who have caused the harm to seek agreement on how reparations can be made and to meet the needs that have been created as the result of the harm. This extends to conflict, which we all experience at various times in our life. The ultimate goal is that of community building.

We provide trained volunteer mediators to support community members with processes to find solutions when disputes/conflict arise within their communities. We accept referrals from RCMP, Crown Counsel, Stz'uminus First Nation, Health Authorities and a wide variety of other agencies and organizations. With a key motivation to support community, we also accept referrals from individuals. Our services are provided at no charge to the community.

CCRJS has had a regional focus (between South Nanaimo and Mill Bay) until recently when the Board approved taking a specific focus on the community within the Municipality of North Cowichan. This is a direct outcome of our being invited by the Cowichan Neighborhood House to establish a presence beginning in July 2025. This partnership has been important for us to demonstrate a presence in the community and for the Neighborhood House to demonstrate it is for all community members.

**Total Number of people that used the service within the Municipality last year**

CCRJS was established in Feb 2020, just as Covid hit. We are currently 100% grant funded. Our fiscal year is April 1-March 31/YR. We are hoping to establish stable/core financial support to continue the good work we provide.

We provide Volunteer training and capacity building to our members once a year. We also invite regional Restorative Justice providers to our volunteer training activities. We participate in community events (Aging Well Expo, Duncan, Ladysmith Days Expo, etc),

with an information table. CCRJS delivers a our signature program called “Restorative Justice Café”. The Café’s are held monthly, excluding Jul/Aug/Dec. They are delivered online on the fourth Tuesday of each month, excluding Dec/Jul/Aug. We have delivered one Café that was a hybrid, 35 people attended in person at the Neighborhood House and 17 joined online. We had guest speakers; Elders James and Tony Charlie, share their personal experience of attending residential schools.

With the space at the neighborhood house, we are able demonstrate we are planted and present to speak with people directly. We sit in the space Weds between 10:30-2:30. We have done this weekly since July 8, 2025.

#### Restorative Justice Café Stats:

We have delivered RJ Cafe since November 2021, with 32 different topics. We advertise on Facebook to the region and have participants zoom in from across Canada and the US, and beyond.

2025 we have had 7 Cafes’ 172 people registered to attend online, 53 people attended. We advertised exclusively on FB, we had a reach of est.29,917 (the number of people who saw content from our Page or about our Page. We had 74098 times people engaged any content from our Page or about our page. We had 805 people engage with our page.

2024 we had 9 Cafes’ 264 people registered to attend online, 134 people attended. We advertised exclusively on FB, we had a reach of est.28,342 (the number of people who saw content from our Page or about our Page. We had 32,040 times people engaged any content from our Page or about our page. We had 699 people engage with our page.

#### **Please add any other comments you feel will assist the Board in coming to a decision.**

While we have put effort into serving the community regionally between south Nanaimo and Mill Bay. The Board has agreed to focus our efforts on the Municipality of North Cowichan going forward. Over the next few months, we will be going to the businesses within the municipality to introduce ourselves and talk about how CCRJS can support their businesses.

We would like to provide an example of a recent referral. CCRJS was approached by a local resident who walks their horse on the trail that goes to the Bush Creek Fish Hatchery. Over the years, they had experienced numerous dangerous confrontations with young dirt bike riders, who were driving far too fast on a trail that is used by dog walkers, tourists going to Christie Falls, bicyclists, horse walkers and the volunteers who operate the salmon

hatchery. Although this road is part of the CVRD trail system, the CVRD was reluctant to take any action. The horse walker asked CCRJS for assistance. We suggested bringing representatives of all the user groups together to look for a way that all residents could share the trail in a safe manner. This offer was accepted. We made a presentation to the CVRD Board to let them know what we were planning. They were supportive and the Area H Director asked to attend the meetings. We interviewed many trail users and created a problem-solving circle with representatives from all the user groups. The circle had 5 meetings and, in the end, agreed on the design and wording for signage. This was passed on to the CVRD, who have expressed their appreciation.

**How will a contribution by the Board be acknowledged or recognized by your organization.**

We would ensure acknowledgement of the support and display your logo on all advertising and on our website. We would take pictures of the venue and other CCRJS public education events and provide them to Board.

**We look forward to continuing to support the residents of North Cowichan.**

FIPPA s. 22(1)

Deanna Wrate, Project Director

# Profit and Loss

## Community Circles Restorative Justice Society

Date Range: Apr 01, 2024 to Mar 31, 2025

Report Type: Accrual (Paid & Unpaid)

**Apr 01, 2024  
to Mar 31, 2025**

### ACCOUNTS

Income	
1005 LCU Membership Equity Shares	\$2.19
4000 Dues	\$575.00
4100 Donations-Fundraising	\$542.03
4101 Misc. Revenue - Sponsorship	\$1,594.85
4105 Training Registration	\$425.00
4200 Grant-Corporate Donations	\$6,100.00
4201 BC Civil Forfeiture	\$27,410.00
4206 Red Cross - Community Services Recovery FUnd	\$25,186.38
<b>Total Income</b>	<b>\$61,835.45</b>

<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>
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<b>Gross Profit</b>	<b>\$61,835.45</b>
As a percentage of Total Income	100.00%

Operating Expenses	
5002 Community Outreach	\$1,016.86
5003 - Administration	\$227.77
5005 Advertising	\$331.27
5009 LDCU Bank Fee	\$71.40
5010 Member Expense Reimbursement	\$119.68

**Operating Expenses**

5015 Insurance	\$1,152.00
5020 Web Site-Domain Name	\$571.60
5021 Software/Equipment	\$1,206.87
5025 Office supplies	\$1,730.65
5030 Room/Facility Rental	\$357.50
5040 Forum Conf. Snacks	\$79.81
5041 Forum Conf. Accommodation	\$428.21
5042 Forum Conf. Transportation	\$184.42
5043 Forum Conf. Travel Meals	\$194.05
5090 Membership Costs/Fees	\$275.00
5091 BC Societies	\$55.00
5099 - Misc. Contrator Fees	\$1,575.00
5099-1 CRSF- Manual Development - Contractor Invoice	\$1,512.51
5099-2 CFO-Cultivating Pathways	\$4,610.00
5099-3 CSRF-Circle Keeping	\$10,000.00
5099-4 CRSF - Victim Offender Mediation	\$3,000.00
5207 - Mediation training	\$48.00
5230 - Honorariums-Stipends	\$2,050.00
5300 - Training Events	\$526.87
5301 Training Facility Ins	\$22.50
5302 Training Snacks/Lunch	\$144.97
5303 Training Material Printing	\$461.72
6000 Payroll Employer Taxes	\$7,025.88
6100 Payroll	\$24,349.32
6200 WorkSafe BC	\$952.18

**Operating Expenses**

**Total Operating Expenses**

**\$64,281.04**

**Net Profit**

**As a percentage of Total Income**

**-\$2,445.59**

**-3.95%**

# Profit and Loss

## Community Circles Restorative Justice Society

Date Range: Apr 01, 2025 to Oct 14, 2025

Report Type: Accrual (Paid & Unpaid)

**Apr 01, 2025  
to Oct 14, 2025**

### ACCOUNTS

<b>Income</b>	
1005 LCU Membership Equity Shares	\$2.26
4000 Dues	\$50.00
4101 Misc. Revenue - Sponsorship	\$21.70
4200 Grant-Corporate Donations	\$4,405.14
<b>Total Income</b>	<b>\$4,479.10</b>

<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>
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<b>Gross Profit</b>	<b>\$4,479.10</b>
As a percentage of Total Income	100.00%

<b>Operating Expenses</b>	
5001 Team Events	\$166.53
5002 Community Outreach	\$139.93
5005 Advertising	\$1,211.37
5009 LDCU Bank Fee	\$35.70
5020 Web Site-Domain Name	\$477.82
5021 Software/Equipment	\$467.55
5025 Office supplies	\$563.85
5091 BC Societies	\$40.00
5300 - Training Events	\$95.89

<b>Operating Expenses</b>	
6000 Payroll Employer Taxes	\$1,332.64
6100 Payroll	\$5,549.24
<b>Total Operating Expenses</b>	<b>\$10,080.52</b>

<b>Net Profit</b>	<b>-\$5,601.42</b>
As a percentage of Total Income	-125.06%