

**GRANT APPLICATION**

(PLEASE PRINT)

Name of Organization	House of Grace Pregnancy Centre
Address of Organization	5855 York Rd. Unit #202 Duncan BC V9L 3S3
Full Mailing Address	same as above
Telephone Number & Email	250-737-4337 corina@houseofgrace.ca
Contact Person/Title	Corina Finlay Executive Director

**Primary purpose of organization:** Providing practical support & resources for unexpected pregnancy

**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 within the Municipality last year:** 85 with 170 client visits

**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:** \$5000.00

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

This funding will go towards improvement & accessibility of existing programs and resources & future program development. This will include: An expanded parenting program, Prenatal classes, A Healthy Relationship program, Grief support for pregnancy loss including abortion, Offering free material support including our services, diapers, wipes, infant clothing & baby needs plus maternity wear to low income families. With the increase in clients, there is an increased demand for our services. With this we have an increase in staffing hours needed to oversee the 25+ volunteers serving this organization. We believe in supporting others for a healthy community so its residents can enjoy a greater standard of life. Our goal is to build solid relationships through teaching others how to thrive.

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: \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_ **Date:** October 8, 2025

FIPPA s. 22(1)

**In order to be eligible for consideration for a 2025 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2024.**

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

Print Form



October 14, 2025

Dear Municipality of North Cowichan,

Please find attached the Grant-in-Aid application for the House of Grace Pregnancy Centre & Grace Kidz Thrift as well as a recent financial statement.

The House of Grace Pregnancy Centre is a registered non-profit society within the province of BC. We currently have 1 part-time Executive Director, 1 part-time Admin Support, 1 part-time Thrift Store Manager, plus 25 volunteers including 4 volunteer board members who support the House of Grace. We are financially supported through generous donors in our community as well as Grace Kidz Thrift.

We have been open since July 2022. All services at House of Grace are free, optional, and client-led and are available for both women and men. Our support services include:

- Pregnancy tests
- Pregnancy decision-making support
- Prenatal, childbirth, parenting and life skills classes
- Maternity and infant supplies
- Grief support for pregnancy loss including abortion
- Resource information and referrals for community services

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,

Corina Finlay  
Executive Director, House of Grace Pregnancy Centre



## DRAFT 2026 Annual Budget

Organization/Fund Name	House of Grace Pregnancy Center
Submitted by	Corina Finlay

	Monthly	or	Yearly	Total
<b>INCOME</b>				
Donations			\$ 80,000	\$ 80,000
Non-Received			\$ 20,000	\$ 20,000
Event Registration & Ticket Sales			\$ 10,000	\$ 10,000
Other Charities			\$ 22,000	\$ 22,000
<b>TOTAL INCOME</b>	\$ -		\$ 132,000	\$ 132,000

	Monthly	or	Yearly	Total
<b>EXPENSE</b>				
<b>Expenses</b>				
GCF Administration Fees			\$ 14,000	\$ 14,000
Wages, Benefits & Contracts			\$ 47,600	\$ 47,600
Office supplies & services			\$ 3,000	\$ 3,000
Travel & Vehicle			\$ 3,000	\$ 3,000
Interest & Bank Charges			\$ 800	\$ 800
Professional & Consulting Fees			\$ 2,000	\$ 2,000
Training & Education - staff & volunteers			\$ 2,500	\$ 2,500
Ministry Rent			\$ 38,000	\$ 38,000
Advertising & Promotion			\$ 3,500	\$ 3,500
Equipment & Supplies			\$ 2,500	\$ 2,500
Insurance			\$ 2,000	\$ 2,000
Telephone/Internet/Security			\$ 2,400	\$ 2,400
Client & Ministry Development			\$ 5,000	\$ 5,000
Ministry Building - Maintenance & Repairs			\$ 1,200	\$ 1,200
<b>TOTAL EXPENSE</b>	\$ -		\$ 127,500	\$ 127,500

<b>NET</b>	\$ -		\$ 4,500	\$ 4,500
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Grace Kidz Thrift				
<b>Total INCOME - Projected Sales 2026</b>				\$ 48,000
Rent Expense				\$ 18,000
Misc Store Expenses				\$ 1,200
Store Management Wages				\$ 12,000
Admin Support Wages (HG)				\$ 12,000
<b>Total Expenses</b>				\$ 43,200
<b>NET</b>				\$ 4,800

### Expected Revenue:

Received donations  
 Merchandise Sales and other non-donation income  
 Received for events, non-received  
 Received from other charities

### Expenses related to trips, projects and programs:

Fees paid to GCF as per agreed percentage  
 Employee payments (payroll or contract), including health benefits  
 Include postage, telephone, printing, etc.  
 All travel expenses: air fare, meals & accommodation; Ministry vehicle expenses: gas, repairs, insurance, leases, rental  
 Ministry bank account charges and ministry interest  
 Accounting and legal expenses  
 Professional development, education, seminars, courses  
 Ministry office and building rent  
 Advertising & promotion, including costs for fundraisers, donor meals, etc.  
 Equipment, supplies and assets including computers, vehicles, etc.  
 Insurance  
 Telus  
 Program and ministry expenses - this includes all expenses that are not administrative or overhead costs  
 Maintenance costs for ministry-owned buildings, including Utilities, Insurance, Taxes, Repairs

GLAccount	AccountType	Type	# 2024-10	# 2024-11	# 2024-12	# 2025-01	# 2025-02	# 2025-03	# 2025-04
Income		Merchandise (Non-receiptable)	5917.35						
Income		Non-Receiptable	1545						
Income		Other Charity			3615	11000		3104.97	450
Income		Other Charity - CC							
Income		Receiptable	12807.07	10290	9818.5	290	1025	1110	930
Income		Receiptable - CC	1623.07	1129.35	10925.49	1099.35	1099.35	1420.76	899.35
Income		Receiptable - E-Transfer							
Income		Ticket Sales	4700						
Income		Transfer In/(Out)		500	250				
Expense		Admin Fee - Contra Revenue				-1018.63	-197.43	-486.38	-204.83
Expense		Admin Fees	-2167.96	-941.78	-2221.86				
Expense		Advertising/Promo	-153.42	-456.91	-267.17	-1410.1	-94.07		
Expense		Bank Charges							
Expense		Benefits	-430.67	-430.67	-430.67	-430.67	-430.67	-414.02	-414.02
Expense		CPP Expense	-144.83	-122.82	-122.82	-122.82	-145.13	-159.17	-174.67
Expense		EI Expense	-62.06	-53.46	-53.46	-52.8	-64.76	-73.73	-79.71
Expense		Equipment/Supplies		-62.72				-37.45	
Expense		GST expense	-505.59						
Expense		Insurance/Property Taxes					-2040		
Expense		Mileage							
Expense		Ministry Development		-960	-104.91			-1046.98	
Expense		Office Supplies/Services	-62.72		-307.15	-770.11	-55.98	-576.8	-62.72
Expense		Printing			-506.52			-145.6	
Expense		Rent	-3056.93	-3056.93	-3056.93	-3056.93	-3056.93	-3056.93	-3056.93
Expense		Telephone/Internet	-215.24	-215.24	-336.62	-100.8	-67.2	-268.8	-237.16
Expense		Travel & Meals							
Expense		Wages & Salaries	-2670	-2300	-2300	-2300	-2820.8	-3211.4	-3471.8
Expense		WCB Expense			-20.36			-27.5	

GLAccountAccountType	Type	# 2024-10	# 2024-11	# 2024-12	# 2025-01	# 2025-02	# 2025-03	# 2025-04
Summary	Beginning Balance	5820.25	22943.32	26262.14	41142.66	44269.15	37420.53	33551.5
Summary	Total Income	26592.49	11919.35	24608.99	12389.35	2124.35	5635.73	2279.35
Summary	Total Expense	-9469.42	-8600.53	-9728.47	-9262.86	-8972.97	-9504.76	-7701.84
Summary	Net Surplus	17123.07	3318.82	14880.52	3126.49	-6848.62	-3869.03	-5422.49
Summary	Ending Balance	22943.32	26262.14	41142.66	44269.15	37420.53	33551.5	28129.01

#	2025-05	#	2025-06	#	2025-07	#	2025-08	#	2025-09	#	TotalAmount	GLAccountCode	GLAccountDescription	GLAccountCategory
											5917.35	4017	Merchandise (Non-receiptable)	All Revenue
											1545	4015	Non-Receiptable	All Revenue
	100				2450.6						20720.57	4020	Other Charity	All Revenue
	51.28										51.28	4023	Other Charity - CC	All Revenue
	2105	6885			9244.35		1290		1280		57074.92	4010	Receiptable	All Revenue
	3633.19	1254.47			1376.91		4185.89		1975.63		30622.81	4009	Receiptable - CC	All Revenue
									1590		1590	4008	Receiptable - E-Transfer	All Revenue
											4700	4025	Ticket Sales	All Revenue
											750	4900	Transfer In/(Out)	All Revenue
	-563.27	-682.52			-1080.17		-542.71		-468.84		-5244.78	4651	Admin Fee - Contra Revenue	
											-5331.6	5400	Admin Fees	
											-2381.67	5443	Advertising/Promo	
	-19.47				-27.9		-1.03				-48.4	5420	Bank Charges	
	-414.02	-414.02			-414.02		-414.02		-414.77		-5052.24	5460	Benefits	
	-174.67	-166.92			-151.43		-122.3		-122.3		-1729.88	5305	CPP Expense	
	-79.71	-76.72			-70.74		-52.8		-52.8		-772.75	5310	EI Expense	
					-595.14						-695.31	5444	Equipment/Supplies	
											-505.59	5421	GST expense	
											-2040	5450	Insurance/Property Taxes	
					-172.8						-172.8	5425	Mileage	
	-180.5	-30.6					-41.34		-75.94		-2440.27	5740	Ministry Development	
	-62.72	-29.98			-131.14		-121.72		-85.07		-2266.11	5430	Office Supplies/Services	
	-676.48								-204.85		-1533.45	5442	Printing	
	-3056.93	-3056.93			-3056.93		-3056.93		-3056.93		-36683.16	5475	Rent	
	-337	-65.24			-168		-168		-217.13		-2396.43	5445	Telephone/Internet	
					-176		-12.25				-188.25	5480	Travel & Meals	
	-3471.8	-3341.6			-3081.2		-2300		-2300		-33568.6	5315	Wages & Salaries	
					-33.94				-25.35		-107.15	5320	WCB Expense	

#	2025-05	#	2025-06	#	2025-07	#	2025-08	#	2025-09	#	TotalAmount	GLAccountCode	GLAccountDescription	GLAccountCategory
	28129.01		24981.91		24312.91		29157.05		27812.09		5820.25	Summary_000_BegBal	Summary_000_BegBal	
	5889.47		8139.47		13071.86		5475.89		4845.63		122971.93	Summary_001_Income	Summary_001_Income	
	-9036.57		-8808.47		-8227.72		-6820.85		-7023.98		-103158.44	Summary_002_Expense	Summary_002_Expense	
	-3147.1		-669		4844.14		-1344.96		-2178.35		19813.49	Summary_003_NetInc	Summary_003_NetInc	
	24981.91		24312.91		29157.05		27812.09		25633.74		25633.74	Summary_004_EndBal	Summary_004_EndBal	

# MONEY MATTERS in September (2025) - HOUSE OF GRACE

- Highlights**
- ✓ Cash Assets are mostly held in the Island Savings Bank Account
  - ✓ HOG Payroll incudes CPP/ EI, WCB and Benefits for Exec Director and Admin.
  - ✓ Grace Kidz Thrift Payroll includes Store Manager
  - ✓ \$1,365.63 of donations are regular, recurring donations
  - ✓ \$150 of donations was from churches

**YTD 2025 Income – House of Grace**

**Revenue:**

Donations: \$3,645.63

High Tea Fundraiser: \$5,818.75

**Total Revenue: \$9,464.38**

**Expenses:**

Payroll House of Grace (wages plus CPP/EI, WCB and Benefits): \$3,815.22

ALL Administrative and Office Expenses, Supplies, Fees, Client Supplies: \$919.89

Ministry Development/ Travel: \$75.94

Honorariums: \$

Rent: \$3,056.93

**Total Expenses: \$7,867.98**

**TOTAL PROFIT: \$1596.40**

**YTD 2025 Income-  
Grace Kids Thrift**

**Revenue:**

Sales: \$2,429.80

**Expenses:**

Rent: \$1,500.00

Supplies: \$80.46

Fees: \$213.94

Payroll: \$900.00

**TOTAL PROFIT: \$-(26.46)**



**Year to Date 2025 Balance Sheet**

**Assets Owned by House of Grace:**

ISCU Account/ Petty Cash: \$6,842.09

Great Commission Foundation Account Balance: \$24,557.24

Total Cash on Hand: \$31,399.33