



**GRANT APPLICATION**

(PLEASE PRINT)

Name of Organization	Cowichan Folk Guild
Address of Organization	1843 Tzouhalem Road, North Cowichan, BC
Full Mailing Address	1843 Tzouhalem Road, North Cowichan, BC, V9L 5L6
Telephone Number & Email	250-748-3975, admin@cowichanfolkguild.ca
Contact Person/Title	Cate Charron, Office Manager

Primary purpose of organization: Music Festival & Concert Producer

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 within the Municipality last year: Approx. 2000 (between festival & concerts)

Approximate number of your clients that reside in North Cowichan: 400

*(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: \$25,000

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

The Cowichan Folk Guild (CFG) is seeking a \$25000 grant to help us continue building on the success of our revitalized Islands Folk Festival and expand opportunities for live music in the Cowichan Valley. As a non-profit, all of our revenue is reinvested into presenting and promoting accessible, high-quality live music experiences. With the support of long-time volunteers and the recent addition of two younger staff members, our 2025 festival saw a remarkable increase in attendance—from 687 in 2024 to over 1,200 paid guests in 2025, with nearly 1,800 people on site over the weekend (including artists, vendors, and volunteers). This surge in community engagement confirmed that local residents deeply value affordable, inclusive, and family-friendly cultural events close to home. However, the increased scope of our operations has also highlighted the strain on our limited budget and personnel. Rising costs for essential components such as sound production (now over \$25,000, up from \$15,000 in 2020) and infrastructure (like renting additional porta-potties for larger crowds) make it increasingly difficult to improve the festival experience without raising ticket prices—something we are committed to avoiding in order to maintain accessibility. The \$25,000 grant would directly support our 2026 festival preparations by offsetting these growing production expenses and helping us sustain fair wages and expanded hours for our two part-time employees. With steadier support, they could increase their involvement in community outreach, event coordination, and year-round programming—creating more opportunities for local artists, volunteers, and audiences to connect through music. This funding would serve as a crucial bridge, allowing us to strengthen our organizational capacity, nurture the next generation of festival producers, and ensure that CFG continues to offer welcoming, well-organized, and affordable music experiences for everyone in the Cowichan Valley for years to come.

*Summary is included in a larger font on a separate page in the application folder, as well as (stapled to this form).*

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: FIPPA s. 22(1) Date: October 15, 2025

**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**



www.islandsfolkfestival.ca  
admin@cowichanfolkguild.ca  
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1843 Tzouhalem Road North Cowichan, BC V9L 5L6

## **COWICHAN FOLK GUILD: GRANT-IN-AID APPLICATION**

15 October 2025

### **Summary:**

The Cowichan Folk Guild (CFG) is seeking a \$25000 grant to help us continue building on the success of our revitalized Islands Folk Festival and expand opportunities for live music in the Cowichan Valley. As a non-profit, all of our revenue is reinvested into presenting and promoting accessible, high-quality live music experiences. With the support of long-time volunteers and the recent addition of two younger staff members, our 2025 festival saw a remarkable increase in attendance—from 687 in 2024 to over 1,200 paid guests in 2025, with nearly 1,700 people on site over the weekend (including artists, vendors, and volunteers).

This surge in community engagement confirmed that local residents deeply value affordable, inclusive, and family-friendly cultural events close to home. However, the increased scope of our operations has also highlighted the strain on our limited budget and personnel. Rising costs for essential components such as sound production (now over \$28,000, up from \$15,000 in 2020) and infrastructure (like renting additional porta-potties for larger crowds) make it increasingly difficult to improve the festival experience without raising ticket prices—something we are committed to avoiding in order to maintain accessibility.

The \$25,000 grant would directly support our 2026 festival preparations by offsetting these growing production expenses and helping us sustain fair wages and expanded hours for our two part-time employees. With steadier support, they could increase their involvement in community outreach, event coordination, and year-round programming—creating more opportunities for local artists, volunteers, and audiences to connect through music. This funding would serve as a crucial bridge, allowing us to strengthen our organizational capacity, nurture the next generation of festival producers, and ensure that CFG continues to offer welcoming, well-organized, and affordable music experiences for everyone in the Cowichan Valley for years to come.

Warmly,

- The Cowichan Folk Guild



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## COWICHAN FOLK GUILD: GRANT-IN-AID APPLICATION

15 October 2025

### Description of the Project:

The **Cowichan Folk Guild (CFG)** proudly presents the **42<sup>nd</sup> annual Islands Folk Festival (IFF)**, taking place on **July 24, 25, and 26, 2026**.

**CFG:** The Cowichan Folk Guild is a non-profit organization dedicated to the preservation and presentation of folk music in the Cowichan Valley. For 41 years, the CFG has produced the Islands Folk Festival, a beloved all-ages event that draws world-class musicians to play alongside the Cowichan Valley's incredible local talent.

In addition to Folk Fest, the Cowichan Folk Guild hosts a monthly Coffeehouse concert, drawing a crowd of music lovers from all around the region. Every Coffeehouse show begins with an hour-long open stage, where we encourage musicians of all levels to showcase a song or two before the night's featured artist takes the stage. Aside from the Coffeehouse concerts and Folk Fest, we host a spattering of concerts, dances, and fundraisers throughout the year at various venues around the Cowichan Valley. Building a strong community around the love of live music is the motivation behind all that we do.

**IFF:** The Islands Folk Festival is three days of vibrant, non-stop music from over 50 local, Canadian, and international performers, offering a culturally rich experience for residents and out-of-towners alike. Since its inception in 1984, the IFF has been held on Providence Farm in North Cowichan, BC, the traditional and unceded territory of the Quw'utsun Mustimuhw. Situated at the foot of Mount Tzouhalem, the beautiful 400-acre property is alive with gardens, orchards, fields, and forests, and operates as a nature-based, therapeutic working farm for individuals with disabilities.

The festival features five stages spread across Providence Farm, each with its own unique atmosphere, as well as a children's stage and a spacious "Wee Folks" area dedicated to kids' activities and entertainment. In addition to live performances, the IFF also offers tent and RV camping, free participatory workshops, song circles, late-night jam sessions, an open stage, a beverage garden, and vendors selling food, crafts, and clothing. To reduce our carbon footprint, the IFF provides free shuttles to the site and practices "Zero Waste" initiatives.

(1)

Proud Producers of the Islands Folk Festival





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After receiving a flood of positive feedback from 2025 festival-goers, our hope is that our 2026 festival can support an even larger gathering of this vibrant community and showcase more great artists. However, our current operating budget restricts our ability to improve the experience and support more attendees; essential infrastructure, such as supplying more porta-potties for a larger crowd, is extremely costly. Another example of the rising cost of doing business is the sound mixing company we have employed for years: their fee has increased by 70% since 2020, rising from \$15,000 to over \$25,000. It is essential that we provide festival patrons with a high-quality sound experience, but it is also important to us that these costs are not passed on to ticket buyers, especially young families, so we can honour our mandate of accessibility through affordability.

We are seeking a \$25,000 grant to help cover the costs of producing a comfortable, safe, and well-organized festival for the residents of North Cowichan. We are deeply committed to paying artists a respectable fee, and would like to increase the our music budget in order to book more acts. This funding would also help us expand our off-season programming and create more opportunities for the community to come together. This expansion would involve offering our two employees more hours than our current budget can sustain. They both work multiple jobs to support themselves, which limits their availability for more community outreach and event coordination. We are seeking a way to provide them with more sustainable hours and wages, so they can, in turn, create more events for the community. We believe that this grant would be a crucial bridge for our team; with its support, we would be able to increase and enhance our programming and services, diversify our revenue streams, and reestablish the Cowichan Folk Guild as a culturally relevant, self-sustaining non-profit organization.

Thank you for considering our application.

Warmly,

- The Cowichan Folk Guild team

(3)

Proud Producers of the Islands Folk Festival



<b>Cowichan Folk Guild</b>	
<b>Budget 2026</b>	
<b>REVENUE</b>	
<b>Earned Revenue</b>	
CFG - Memberships	4,000.00
CFG - Event Admissions	18,000.00
CFG - Concession Sales	1,500.00
CFG - Merchandise	1,200.00
CFG 50/50, Raffles	3,400.00
CFG - Bar	1,600.00
CFG - Fundraising Events	5,000.00
IFF - Ticket/Gate Sales	128,000.00
IFF - Raffle 50.50	750.00
IFF - Beverage Garden	14,000.00
IFF - Camping	14,000.00
IFF - Parking	3,000.00
IFF - Program Sales	1,500.00
IFF - Program Ads	1,000.00
IFF - Merchandise	2,450.00
IFF - Vendor Income	8,500.00
IFF- Merch Commission	1,000.00
Interest Income	1,200.00
Individual Donations	1,500.00
<b>Net Earned Revenue</b>	<b>211,600.00</b>
<b>Private Sector Revenue</b>	
Corporate Sponsors	2,000.00
CUPE Donations	3,000.00
SOCAN Foundation Grant	1,000.00
Duncan Dabbers Grant	4,000.00
<b>Total Private Sector Revenue</b>	<b>10,000.00</b>
<b>Government Grants</b>	
Canadian Heritage Grant	21,250.00
BC Live Grant	5,000.00
CVRD Grant	3,000.00
Muni of North Cowichan	25,000.00
Community Gaming Grant	25,000.00
<b>Total: Government Grants</b>	<b>79,250.00</b>
<b>TOTAL REVENUE</b>	<b>300,850.00</b>

Artistic Director	22,600.00
Accounting & Legal	2,000.00
Bank Charges	195.00
Amortization Expense	835.00
Moneris POS Fees	5,800.00
Rent - Office	5,100.00
Office Supplies	1,400.00
Insurance	3,100.00
Honorariums	1,500.00
Printing & Copying	1,400.00
Student Bursary	500.00
Telephone & Internet Expense	1,550.00
Web Hosting, Domains	175.00
Licenses & Dues	325.00
<b>Total General &amp; Admin. Expense</b>	<b>46,480.00</b>
<b>TOTAL EXPENSE</b>	<b>300,850.00</b>
<b>NET INCOME (Loss)</b>	<b>0.00</b>

**COWICHAN FOLK GUILD (A SOCIETY)**

**FINANCIAL INFORMATION**  
(Unaudited)

**DECEMBER 31, 2024**

## COMPILATION ENGAGEMENT REPORT

To the Management of Cowichan Folk Guild (A Society)

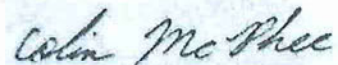
On the basis of information provided by management, we have compiled the Statement of Financial Position of Cowichan Folk Guild (A Society) as at December 31, 2024 the statement of Operations and Changes in Fund Balances for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled 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.



Duncan, British Columbia

June 19, 2025.

MCPHEE TAX & ACCOUNTING INC.

Chartered Professional Accountant

# COWICHAN FOLK GUILD (A SOCIETY)

## STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCES (Unaudited)

FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	%	2023	%
<b>REVENUE</b>				
Gaming	\$ 18,800	4.66	\$ 25,000	6.57
Island Folk Fest	114,340	28.33	104,962	27.60
Donations	7,928	1.96	4,411	1.16
In-kind Sponsorships	187,006	46.34	170,205	44.76
Grants	44,550	11.04	50,900	13.38
All other sources	30,918	7.66	24,801	6.52
<b>Total</b>	<b>403,542</b>	<b>100.00</b>	<b>380,277</b>	<b>100.00</b>
<b>EXPENSES</b>				
Advertising	17,735	4.08	13,429	3.31
Amortization	860	0.20	930	0.23
Donations, bursary and honorariums	1,060	0.24	600	0.15
In-kind Expenses	187,006	994.71	170,205	680.82
Insurance	6,170	1.42	6,009	1.48
Interest and bank charges	4,538	1.04	4,209	1.04
Licenses & fees	3,522	0.81	3,341	0.82
Office	6,689	1.54	6,114	1.51
Production costs	171,170	39.38	153,240	37.82
Professional fees	1,800	0.41	1,500	0.37
Repairs and maintenance	521	0.12	-	-
Wages & Subcontracts	33,631	7.74	45,571	11.25
	434,702	107.72	405,148	106.54
<b>LOSS FROM OPERATIONS</b>	<b>(31,160)</b>		<b>(24,871)</b>	
<b>OTHER INCOME</b>	<b>-</b>		<b>-</b>	
<b>NET LOSS</b>	<b>(31,160)</b>		<b>(24,871)</b>	
<b>NET ASSETS, beginning of year</b>	<b>126,622</b>		<b>151,489</b>	
<b>NET ASSETS, end of year</b>	<b>\$ 95,462</b>		<b>\$ 126,618</b>	

Unaudited - See Compilation Report

# COWICHAN FOLK GUILD (A SOCIETY)

## 1. SUMMARY OF THE BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the addition of:

- prepaid expenses accrued at fiscal year end
- property, plant and equipment amortized over their useful life
- accounts payable, accounts receivable and accrued liabilities
- current sales taxes (payable) receivable as at the reporting date
- Unearned revenues include pre-purchased tickets and annual memberships for the following year. It does not include Gaming Grant funds.