



GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Chemainus Valley Historical Society
Address of Organization	9799 Waterwheel Crescent, Chemainus
Full Mailing Address	BoX 172, Chemainus, B.C. V0R 1K0
Telephone Number & Email	FIPPA s. 22(1) cvhsmuseum@shaw.ca
Contact Person/Title	Ron Waller, President

Primary purpose of organization: To pomote research and knowledge about the history of the Chemainus Valley

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: 8,199

Approximate number of your clients that reside in North Cowichan: 32,000

(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: 14,100

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

We presently receive a line item from North Cowichan of \$8,500 and thank you very much for that. We share Waterwheel Crescent with the Chamber of Commerce and Visitor Centre. They are closed Saturday and Sunday leaving the Museum to act on their behalf with visitors and their enquiries. This calculates to 28% of the time we are acting as the Visitor Centre. As the Chamber /Visitor Centre receive a \$30,000 grant in aid from North Cowichan we feel we are entitled to \$8,400 minus the 4 months we are closed. Thus the additional \$5,600 request can be covered by reducing the Chamber/Visitor Centre Grant in Aid.

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: North Cowichan provided a one time \$1,500 for the July 1, 2025 Canada Day events

Applicant's signature: FIPPA s. 22(1) _____ **Date:** Oct 11, 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

Print Form



Chemainus valley Historical society

A Non-Profit Organization Est. 1963

101 - 9799 Water Wheel Crescent, Box 172 Chemainus, BC V0R 1K0
Phone: 250-246-2445 email: cvhsmuseum@shaw.ca chemainusvalleymuseum.ca

The **Chemainus Valley Historical Society (CVHS)** is a volunteer-based, non-profit organization dedicated to preserving, interpreting, and promoting the rich history of the Chemainus Valley and surrounding area. Throughout the year, our society undertakes a variety of projects and activities that support heritage education, community engagement, and historical preservation.

Annual Activities and Ongoing Work

- **Operation of the Chemainus Valley Museum:**

The Society manages and operates the museum, welcoming thousands of visitors each year. The museum offers exhibits showcasing local Indigenous history, logging and milling heritage, early pioneer life, and the world-famous Chemainus murals.

- **Archival and Collections Management:**

Our volunteers maintain and expand a growing archive of photographs, documents, artifacts, and oral histories. We assist researchers, genealogists, and community members seeking historical information about the region.

- **Educational Programs and Tours:**

The Society provides school tours, guided heritage walks, and community presentations to share the stories of Chemainus with residents, students, and tourists alike.

- **Community Events and Partnerships:**

We participate in and support local events such as Canada Day celebrations, Heritage Week, Fall Festival, and special museum exhibits. The Society also collaborates with the Municipality of North Cowichan, the Chemainus Mural Society, and other cultural organizations to promote heritage awareness and tourism.

- **Fundraising and Volunteer Development:**

The CVHS relies on memberships, donations, grants, and fundraising events to sustain our operations. Volunteers play a vital role in all aspects of our work — from museum hosting and exhibit design to archival preservation and event planning.

- **Special Projects:**

Each year, the Society undertakes new initiatives such as exhibit updates, digitization of historical materials, and restoration of artifacts to ensure our community's heritage remains accessible for future generations.

Through these ongoing efforts, the Chemainus Valley Historical Society continues to preserve the stories that define our community and to share them with visitors from around the world.

Thank you for your interest and support.

Basic Information for Grant Writing

Charitable Registration
128031085 RK0001

Year	Visitors	Days open	Volunteer Hrs	Revenue
2019	17545	Full time Mar-Dec	3526	8460
2020	1578	81	1845	3442
2021	3928	116	2601	9226
2022	6227	156	2604	
2023	8462	158	2862.35	
2024	8199	160	3461.25	

Notes of interest:

Number of Volunteers on Museum Schedule

2024 – 14 Volunteers on schedule

Hours range from 20 to 42 /wk. depending on time of year.

Canada Day Event – 525 Visitors; Donations: \$54.15; Sales: \$101.64; Volunteer Hours: 54.75;

Flag Hunt participants: 219; prize was gift shop items valued at \$75 (\$28 cost); We received a \$1000 donation from the Legion to put toward our expenses for Canada Day; Volunteers that helped the BIA with the children’s activities received a \$10 gift certificate to Willow Street Café.

Fall Fest Event – 390 Visitors; \$170 Donations; 90 Volunteer Hours; \$70 prize Value (\$5 cost); Treats handed out were purchased via Country Grocer gift cards (approx. \$200).

Beyond the Murals Fundraiser – March 2024

Income:

Expenses:

Ticket Sales	\$1475	License	\$125.00	Event Income	\$2841.70
Silent Auction	\$960	Tables	\$80.64	Event Expenses	-\$647.96
Wine	\$25	Cups	\$31.62	BIA Grant	\$200.00
50/50	\$126.50	Alcohol	\$168.36	Country Groc Cards	\$242.34
Gift Shop	\$132.20	Food	\$242.34		
Donations	\$123.00				
Total	\$2841.70	Total	647.96	Net Profit	\$2636.08

Expenses not recorded include: wages, paper/printing costs (tickets & posters) Event volunteer hours: at least 160

2022 – 13 Volunteers totalling 37.5 hours/wk.

Summer - Paid Staff Museum Hours 7.5 hrs/wk @ \$20/hr

Student 12.5 hrs/wk @ \$15.80/hr

Off Season – Manager - 10 hrs/wk @ \$20/hr

Curator – 2.5 hrs/wk @ \$20/hr

2022 - Volunteer Time Commitments & Staff

Volunteers hours are no longer sufficient cover the general daily operations & Management of the Museum & Collections so staff has been promoted and new staff hired (Curator). Wages have been adjusted to suit the new positions and the current provincial wage structure .

Blank Income and Expense Statement

PRO FORMA 2026

Income

Source	Amount (\$)
GOODS & SERVICES	10,000
BIOHYDRO REIMBURSEMENT	3,000
FUNDRAISING	3,000
DONATIONS	12,000
GRANTS	14,100
GAMING	15,000
TOTAL	57,100

Expenses

Category	Amount (\$)
PURCHASES	3,000
WAGES	35,000
DEPRECIATION	17,749
PROFESSIONAL FEES	5,000
INSURANCE	3,000
UTILITIES & REPAIRS	10,000
OTHER	3,000
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Total Income	57,100
Total Expenses	76,749
Net Income (Income - Expenses)	(19,649)

Chemainus Valley Historical Society

Comparative Income Statement

Jan - Aug 2025

Jan - Aug 2024

REVENUE

Revenue

Postcards	\$ 272.47	\$ 199.18
Souvenir Pins	88.50	81.00
Donation Box	7,338.82	6,393.85
New Books	1,758.43	1,643.48
Used Books	166.40	178.25
Maps	698.00	386.00
Snacks	55.00	53.50
General Sales	1,810.86	791.45
Photocopier Usage	11.00	-
Crafts Sold	983.95	796.30
In-House Crafts	238.75	363.19
Magnets	586.45	310.10
Raffles	315.00	-
PST Commission	74.10	92.15
Gaming Funds	15,000.00	15,000.00
Receipted Donations	4,500.00	50.00
Other Donations	2,089.38	1,900.00
Membership Dues	1,540.00	1,130.00
Bingo Donation	4,405.12	-
Licencing	30.00	-
Hydro Rebate	2,833.83	1,951.43
Employment Grant	-	4,009.00
Municipal Grants	10,000.00	8,500.00
Other Grants	-	200.00
Bank Interest - New copier	2.28	6.85
Bank Interest - Publishing Fund	4.04	12.17
Bank Interest - Archives Account	10.40	25.21
Bank Interest - Maintenance Account	6.52	13.75
interest - Gift Shop Acct	6.45	10.09
Shares Value	9.23	9.80
Foreign Exchange	56.07	86.54
Sale of Tins	1,215.30	1,350.00
Fundraising	-	2,485.00
Miscellaneous	-	25.00
Tours	120.00	-
TOTAL REVENUE	\$ 56,226.35	\$ 48,053.29

Chemainus Valley Historical Society

Comparative Income Statement

Jan - Aug 2025

Jan - Aug 2024

EXPENSE

Cost of Goods Sold

Net Purchases	3,354.45	1,373.50
Freight Expenses	123.54	42.48
Total Cost of Goods Sold	3,477.99	1,415.98

Payroll Expenses

Wages	15,656.69	24,095.55
EI Expenses	359.47	560.04
CPP Expenses	462.40	729.72
WCB Expenses	64.20	85.77
Total Payroll Expenses	16,542.76	25,471.08

General Expenses

Advertising	173.22	480.41
Promotions	2,571.63	1,139.79
Crafts Supplies	-	20.26
Artifacts Supplies	-	35.88
Archival Supplies	312.52	58.01
Dues & Subscriptions	511.25	475.00
Gaming & Raffle Expenditures	10.00	-
Kitchen & Misc. Supplies	168.49	16.37
Janitorial	1,004.54	1,026.56
Insurance	1,672.00	1,867.33
Bank Charges	140.47	145.98
Office & Administration	2,375.39	511.61
Museum Displays	214.22	1,046.00
Security Expenses	860.88	860.88
Repairs & Maintenance	1,227.71	941.91
Telephone	315.38	315.77
Web site	22.54	196.49
Internet Costs	843.22	832.24
Hydro Costs	4,678.07	3,221.41
Grant Funded Purchases	-	300.00
Cash over/short	21.27	(2.44)
Total General Expenses	17,122.80	13,489.46
TOTAL EXPENSE	\$ 37,143.55	\$ 40,376.52

NET INCOME

\$ 19,082.80	\$ 7,676.77
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Chemainus Valley Historical Society

Comparative Balance Sheet

	<u>As at 08/31/2025</u>	<u>As at 08/31/2024</u>
ASSET		
Current Assets		
Credit Union - Main Acct	\$ 26,574.42	\$ 15,978.28
Cash On Hand	(105.10)	(84.15)
Publishing Savings Account	-	1,832.18
Credit Union - Gaming Account	8,322.74	8,332.72
Copier Account	-	1,033.71
Gift Shop Account	1,530.35	1,519.21
Foreign Cash	10.00	10.00
Maintenance Building Account	1,001.94	2,070.63
Archive/Artifact/Displays Account	1,002.02	3,797.18
Cash: Total	<u>\$ 38,336.37</u>	<u>\$ 34,489.76</u>
Accounts Receivable	302.09	302.84
Total Inventory	2,513.71	2,830.73
Prepaid Expenses	2,704.94	2,319.02
GST Input Tax Credits	542.21	194.34
GIC (Cashable) 2..750% Mat. 4/11/25	2,852.26	2,775.89
Credit Union Shares	507.37	498.14
Total Current Assets	<u><u>\$ 47,758.95</u></u>	<u><u>\$ 43,410.72</u></u>
Capital Assets		
Net: Leasehold Improvements	712,102.55	729,851.15
Total Capital Assets	<u>712,102.55</u>	<u>729,851.15</u>
TOTAL ASSET	<u><u>\$ 759,861.50</u></u>	<u><u>\$ 773,261.87</u></u>
LIABILITY		
Accounts Payable	\$ (238.52)	\$ 2,507.31
Accounts payable accrual	2,147.22	-
Collabria Mastercard	(685.18)	146.19
Total Receiver General	291.21	-
WCB Payable	64.20	85.77
PST Payable	131.33	50.36
TOTAL LIABILITY	<u><u>\$ 1,710.26</u></u>	<u><u>\$ 2,789.63</u></u>
EQUITY		
Capital - Museum	284,293.22	284,293.22
Retained Earnings - Previous Year	454,775.22	478,502.25
Current Earnings	19,082.80	7,676.77
TOTAL EQUITY	<u>758,151.24</u>	<u>770,472.24</u>
LIABILITIES AND EQUITY	<u><u>\$ 759,861.50</u></u>	<u><u>\$ 773,261.87</u></u>

Chemainus Valley Historical Society
Account Reconciliation with Outstanding Transaction Detail Report 08/31/2025 to 08/31/2025

	Date	JE#	Comment	Amount	Total
Account: 1060 Credit Union - Main Acct					
Reconciled					
Statement End Balance as of 08/31/2025				\$ 26,723.80	
Subtract: Outstanding Withdrawals					(149.38)
Adjusted Bank Balance as of 08/31/2025				<u>\$ 26,574.42</u>	
Book balance as of 08/31/2025				<u>\$ 26,574.42</u>	

Outstanding Withdrawals

12-23-2023	J682	Linda Tucker	(22.99)
07-01-2024	J315	Chemainus Business Improvement Association	(99.00)
08-01-2025	J355	Nolan, Donna	(27.39)

Total Outstanding Withdrawals	(149.38)
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Cherrainus Valley Historical Society

Financial Statements

December 31, 2024

COMPILATION ENGAGEMENT REPORT

To the Directors of Chemainus Valley Historical Society

On the basis of information provided by management, I have compiled the balance sheet of the Chemainus Valley Historical Society as at December 31, 2024, the statement of income and 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.

My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I 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.

Penelope Mears

FIPPA s. 22(1)

Ladysmith, BC

Chemainus Valley Historical Society

Statement of Income and Changes in Fund Balances For the Year Ended December 31, 2024

	2024	2023
Revenue		
Goods and Services	\$ 9,015	\$ 10,906
Interest Income	186	153
BC Hydro Reimbursement	2,887	3,067
Fundraising	2,485	-
Contributions	-	-
Donations	12,495	9,581
Grants	13,989	23,627
Gaming	15,000	15,000
Total Revenue and Contributions	\$ 56,058	\$ 62,334
Cost of Goods Sold		
Purchases/materials	2,625	5,022
Direct wages and benefits	34,879	28,140
Cost of Goods Sold	37,504	33,162
Operating Expenses		
Advertising and promotion	1,748	1,393
Depreciation of property plant and equipment	17,749	17,749
Insurance	2,987	2,899
Interest and bank charges	177	110
Memberships and licences	505	470
Office expenses	603	431
Professional fees	5,020	5,087
Collections, artifacts and displays	1,239	1,789
Repairs and maintenance	4,887	4,217
Supplies	1,093	468
Utilities	6,773	6,701
Total Operating Expenses	\$ 42,780	\$ 41,313
Excess of revenues and Contributions over Expenses	\$ (24,226)	\$ (12,141)
Fund Balances - beginning	\$ 762,795	\$ 774,936
Excess of revenues and Contributions over Expenses	(24,226)	(12,141)
Fund Balances - ending	\$ 738,569	\$ 762,795

the accompanying notes are an integral part of these financial statements

Chemainus Valley Historical Society

Notes to the Financial Statements
For the Year Ended December 31, 2024

4. Collections

The value of collections (artifacts, specimens and documents) is not reported on the Balance Sheet. Donated collections are reported as revenue, estimated at the fair market value of the gift based on appraisal by independent appraisers. The acquisition of both donated and purchased collections are expensed in the year of acquisition.

5. Volunteers

During the year, 21 volunteers contributed 3,405 hours in support of the society. Their activities included a variety of programs that enriched visitor experiences of the 8,199 guests at the museum, and the society's profile in the community. Due to the complexities involved in valuing these services, they have not been reflected in the financial information.