

Community Grant Application

Personal information on this form is collected under the legal authority of the Municipal Act, as amended. This information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk, at 22413 Hoskins Line, Rodney, ON 519-785-0560 or jnethercott@westelgin.net

**Name of Applicant/Organization/Service
Club/Community Group ***

West Lorne And Community Horticultural Society

Contact Person Name

Jim Hathaway

Position held in organization/group

President

Email Address

hathaway@on.aibn.com

Phone Number

519-636-1441

Mailing Address

24322 Silver Clay Line

Municipality

West Elgin

Postal Code

N0L 2P0

Website

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Specifics of Event/Project/ Program funds or in kind support is requested for:

EVENT - May 21, 2022. Our annual Plant & Bake Sale. This is our major fund raiser for the Society. This event allows the members & the public to donate plants, trees, shrubs, tools and bake goods for the general public to purchase. Most of these items will help to beautify their personal properties.

Total Project Budget

\$550.00

Amount of Funds Requested from Municipality of West Elgin

\$550.00 In - Kind.

In Kind Support Requested from Municipality (please indicated In Kind request and any monetary value associated with this)

In - Kind request for the use of the West Lorne Arena. We would need to set up 2 hours Friday night May 20, 2022 6:00 PM - 8:00 PM.
Day of event May 21, 2022 8:00 AM - 1:00 PM. Could possibly shorten the time a bit.
This were the hours used for our last plant sale 2 years ago.

Have you applied to the Municipality of West Elgin for Community Funding in the past? if so please detail

Yes.

Do you wish to present your request in person to Council?

- ☐ Yes
☒ No
☐ If required

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Are you a non-profit organization?

- ☐ ?
- ☒ Yes
- ☐ No

Please enter your Charitable registration number

N/A

Date of Incorporation

1920

Grant Category

- ☐ Youth/Senior Event
- ☒ Community Beautification
- ☐ Arts, Culture and Heritage Tourism Development
- ☐ Community Special Event
- ☐ Capital Funding for Specific Project
- ☐ Other - one time grant request

Please explain the one time event funds are requested for

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Day of event May 21, 2022 8:00 AM - 1:00 PM. Could possibly shorten the time a bit.
This were the hours used for our last plant sale 2 years ago.

May 21, 2022. Our annual Plant & Bake Sale. This is our major fund raiser for the Society. This event allows the members & the public to donate plants, trees, shrubs, tools and bake goods for the general public to purchase.
Most of these items will help to beautify their personal properties.

Please provide a brief history of your organization.

West Lorne and Community Horticultural Society established in 1920. Our mandate is to beautify the community, and educate the public. We provide a meeting place for the public to meet and hear guest speakers & to take part in work shops.

Is your group able to issue charitable tax receipts on its own?

- ☐ Yes
☒ No

What are the general objectives/services of your organization?

Beautification of the town in which we live. Educate the public.

In what geographical area does your organization operate?

Municipality of West Elgin

Do Volunteers participate in your organization?

- ☒ Yes
☐ No

Number of Volunteers

64 members. About 10 - 12 volunteer.

Please Provide a list of Executive Officers of your organization

Past President - John Bakker, President - Jim Hathaway, Vice President - Vacant, Secretary - Ann Honchell, Treasurer - Samm Okolisan.

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Project Information

Please provide a brief description of the event, program or event. Include goals and timelines.

West Lorne Arena. We would need to set up 2 hours Friday night May 20, 2022 6:00 PM - 8:00 PM.
Day of event May 21, 2022 8:00 AM - 1:00 PM. Could possibly shorten the time a bit.
this were the hours used for our last plant sale 2 years ago.

Our only major fund raiser for the year.

Is this a new project or initiative?

☐ Yes

☒ No

Please describe how the funding will enhance your current program.

The use of this facility would make the event more successful if by some chance the weather did not cooperate.

Describe the specific purpose that the grant funds would be used for.

This in Kind use of the facility would offset any cost to use the facility. Allow us to hold our major fund raiser in comfort regardless of weather conditions. A much better chance for a larger crowd to participate.
The previous location at the complex as become too small.

Does this application include in kind grant requests?

- ☒ Yes
☐ No

Please provide details of in kind requests (ex. Materials, equipment, staffing resources)

In Kind only for the facility. In the past tables were set up by the recreational employees for our use to display purposes.

Please list all other funding sources for supporting this event/program/project

Who will benefit from the proposed Event/Project/Program?

People of all ages wishing to support the Horticultural Society. The general public wishing to purchase quality plants, trees, shrubs, tools and bake goods. The municipality could benefit if we are able to beautify the town.

Is your grant request for more than \$500.00?

- ☒ Yes
☐ No

Grant request over \$500.00 require submission of Financial Statements. Please submit Financial Statements.

Please upload a project budget ?

Thank You for Submitting your Community Grant Application.

Application deadline is December 31, 2020. Groups will be contacted with information regarding the date of the meeting when the Grant Applications will be discussed.



Balance Sheet

November 1, 2020 - October 31, 2021

Income

AGM - 2019 (Refund)	\$259.06
Banking	\$30.00
Donations/Grants	\$3,971.00
Gift	\$137.24
Membership	\$768.00

Total Income	\$5,165.30
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Expenses

Advertising	\$51.98
Banking Charges	\$42.50
Donation	\$225.00
Financial Audit 2019/20	\$129.95
OHA	\$493.94
Planting	\$1,178.65
Supplies	\$101.25
Virtual Meetings	\$45.20

Total Expenses	\$2,268.47
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Net Income	\$2,896.83
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Balance Sheet Verification

Closing Balance - Oct. 31/21	\$6,279.57
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Opening Balance - Nov. 1/20	\$3,382.74
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Net Income	\$2,896.83
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Lottery Account

Opening Balance - Nov. 1/20	\$132.00
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(Oct. 28/21, transferred to Chequing Acct to cover banking service charge)	-\$30.00
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Closing Balance - Oct. 31/21	\$102.00
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Net Loss	-\$30.00
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Income Statement: Nov. 1/20 - Oct. 31/21

Income

1. AGM - (Refund)		\$259.06
Lottery license -Dutton, Feb. 13/21	\$45.00	
Gloves- AGM, sold to Lambeth - July 19/21	\$214.06	
2. Banking		\$30.00
Transfer from lottery acct (12 mos @ \$2.50 ea month); Oct. 28/21	\$30.00	
3. Donations/Grants (Received)		\$3,971.00
OMAFRA Grant, Nov. 20/20	\$1,000.00	
Member Donation, Dec. 1/20	\$1.00	
OMAFRA Grant, Mar. 10/21	\$1,140.00	
W L Kiwanis Donation, Apr. 16/21	\$500.00	
WE Nature Club Donation, Apr. 19/21	\$300.00	
Member Donation, June 1/21	\$30.00	
OMAFRA Grant, Oct. 18/21	\$1,000.00	
4. Gift		\$137.24
Appreciation Tree from District 10, June 15/21	\$137.24	
5. Membership		\$768.00
64 members @ \$12 each =	\$768.00	
Total Income		<u>\$5,165.30</u>

Expenses

1. Advertising		\$51.98
Post Media (2019 ad.), Mar 31/21...chq# 555	\$51.98	
2. Bank Charges		\$42.50
Checking Acct. (6 mos @ \$2.50 ea month)	\$15.00	
Lottery Acct. (11 mos @ \$2.50 ea. month)	\$27.50	
3. Donations (Made)		\$225.00
Cancer research, memory of J. Bakker Sr, Jan. 26/21...chq# 552	\$25.00	
Wess Bursary, Nov 23/21...chq# 551	\$200.00	
4. Financial Audit 2019/20		\$129.95
Mel's Accounting, Oct/20...chq# 554	\$129.95	
5. OHA		\$493.94
Trillium Newsletter, Jan. 8/21...chq# 553	\$15.00	
OHA Affiliation & Insurance, June 16/21...chq# 559	\$420.09	
District 10 Society Fees, Oct. 18/21...chq# 564	\$58.85	
6. Planting/Gardening		\$1,178.65
Moss, North & South beds, June 14/21...chq# 561	\$24.41	
Tree - Centennial Gardens, June 3/21...chq# 560	\$137.24	
Bench - Centennial Gardens, July 9/21...chq# 563	\$1,017.00	
7. Supplies		\$101.25
Printer cartridge - S. Okolisan, Mar. 25/21...chq# 556	\$67.80	
Board Mtg Treats - J. Hathaway, Oct. 26/21...chq# 567	\$33.45	
8. Virtual Meetings		\$45.20
April - Zoom Mtg - J. Hathaway, May 1/21...chq# 558	\$22.60	
May - Zoom Mtg - J. Hathaway, June 3/21...chq# 560	\$22.60	
Total Expenses		<u>\$2,268.47</u>



SOCIETY FINANCIAL REVIEW CERTIFICATE

(TO BE USED IF NO AUDIT REPORT IS SUPPLIED BY OUTSIDE AUDITORS)

Society/Club financial records must be independently reviewed for the protection of both the Treasurer and the Society/Club.

Submit this signed form unless you have had a professional firm (CPA) conduct an audit and an audit report is provided by the auditor and included with your financial information.

If this form is being used, please note the following:

- Volunteer reviewers must **NOT currently be on the Executive or Board; or related to one another; or related to the Treasurer.**
- Financial Reviewers review and check off the items on the Review checklist attached.
- Financial Reviewers will verify that the totals shown on the financial statements are correct and will sign the statements.

Checklist for Financial Reviewers

	Yes/No	Description	Comments
1	Y Y	Cheque/Payment issued in accordance with invoice	
2	Y Y	All Cheques are accounted for – during fiscal year	
3	Y Y	If required, two authorized signatories have signed each cheque	
4	Y Y	Bank Reconciliation is complete for the year and match the amount on the financial statement	
5	Y Y	Paid invoices have been properly approved for payment	
6	Y Y	Deposits are supported with detail	
7	Y	Cash deposits are supported by cash count records	
8	Y	Cash receipts are supported by numbered tickets etc.	
9	Y	Cash over/short is explained satisfactorily	
10	Y	Petty Cash has been counted	
11	Y Y	Etransfers have been properly recorded	
12	Y Y	All Bank Entries are legitimate and have been properly recorded	
13	Y Y	Accounts Payable are supported by documentation and date of payment in the new year is noted	
14	Y Y	Accounts Receivable are supported by documentation and date received in the new year is noted	
15	Y Y	Inventory counts are provided	
16	Y Y	Assets and Liabilities have been reviewed	
17	Y Y	All investments and assets which were reported do exist	
18	Y Y	Revenues are properly presented in the income statement	
19	Y Y	Expenses are properly presented in the income statement	
20	Y Y	Balance sheet balances and is mathematically correct	
21	Y Y	Income statement mathematically correct.	
22		Other _____	



SOCIETY FINANCIAL REVIEW CERTIFICATE

We certify that the statements of income and expenses and assets & liabilities of West Lorne & Community Hort. Society for the fiscal year ended October 31, 2021, are correct, and that our examination of the books and records of the Society/Club included tests to ensure the accuracy of transactions noted on the checklist:

Date November 3, 2021
Financial Reviewer CIDALIA COELHO
Signature Cidalia Coelho
Phone 519-719-0271

Date November 4, 2021
Financial Reviewer Janet Given
Signature Janet Given
Phone 517-768-2698

NOTE: Financial Review and Review Certificate/Report must be completed BEFORE AGM.