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4<sup>th</sup> Floor | 625 Fisgard St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | [www.crd.bc.ca](http://www.crd.bc.ca)

## **GRANT IN AID REQUEST FORM (Vendor 900)**

TO: MANAGER, ACCOUNTING SERVICES  
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 01/04/2019  
(dd/mm/yy)

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:  
Salish Sea Renewable Energy Coop

Amount Approved: \$ 5,000.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF \_\_\_\_\_  
100083 – SSI \_\_\_\_\_  
100085 – SGI \_\_\_\_\_

Requested by:

  
Director's Signature

David Howe

Print Name

FINANCE ONLY

Request received and acted upon by:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Received (dd/mm/yy) \_\_\_\_\_

## CRD GRANT-IN-AID APPLICATION FORM

### ***Application Submitted By***

Name and Address of Applicant: Salish Sea Renewable Energy Cooperative  
Box 13, Galiano BC, V0N1P0

Contact(s): Risa Smith 778-966-7025 \_\_\_\_\_  
(name) (phone) (fax)  
risa@rossia.ca  
Email address

Contact(s): Thomas Mommsen 604-367-7127 \_\_\_\_\_  
(name) (phone) (fax)  
tpmghoti@gmail.com  
Email address

### ***Application Summary***

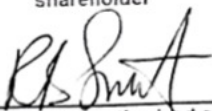
Project or purpose for which you require assistance:

Climate Change and Renewable Energy Outreach in the Southern Gulf Islands and other communities around the Salish Sea

Amount of grant requested \$ 5,000.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

  
(signature of authorized signatory)

\_\_\_\_\_  
Chair of the Board  
(title)

Risa Smith  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

Promotes and supports the purchase and installation of low-carbon renewable energy systems (i.e. bulk purchase of solar photovoltaic systems);  
Advocates for low-carbon renewable energy policy by governments and public agencies;  
Supports training and education related to low-carbon renewable energy systems.

2. Describe the geographic area that receives services or benefits from your organization.

Southern Gulf Islands and other communities around the Salish Sea

3. Is your organization voluntary and non-profit? ☒ NO ☐ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

The 6 Board members are all volunteer. The organization has no paid staff and members do not receive remuneration for their work. However, the organization is not a non-profit. It is a cooperative.

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

We have 118 paid-up members. Our organization was incorporated as a cooperative in February 2018. However, we operated on an adhoc basis starting in 2015.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Outreach)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

We are proposing to develop outreach material on climate change and renewable energy systems, such as powerpoint presentations and hand-out material. We will also be making presentations in all of the southern Gulf Islands and, if possible, other communities around the Salish Sea, using the outreach material developed. We will also make this material available on our web site for the general public (ssrec.org).

3. Please describe how this proposal will benefit the community.

The project will raise awareness about climate change and the renewable energy options available to residents, businesses and community organizations. It will create opportunities for southern Gulf Islanders to participate in the bulk-purchase of renewable energy systems for their homes, their businesses and their community organizations. Participants in these bulk-purchases will be contributing to helping the CRD, BC and Canada address climate change.

Communities will also be inspired to take actions to address climate change in all aspects of their lives.

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☒ NO ☐ YES

*If yes*, complete the following chart. *If no*, please explain \_\_\_\_\_

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☒ NO ☐ YES..... *If yes*, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used

4. Does your organization:

Offer direct financial assistance to individuals or families? ☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency? ☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)? ☐ Yes ☒ No

Or, is your organization:

part of a Provincial or National fund raising campaign? ☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the *Grant-In-Aid - Application Completion Guide* regarding the following:

**1. Acknowledgement**

**2. Reporting**

## Funding

Climate Change and Renewable Energy Outreach in the Southern Gulf Islands and other communities around the Salish Sea

Project budget	Grant-In-Aid Funds	Other
Development of Presentation and Outreach Material	\$3000	\$3000 in-kind from Board members
Travel (2 people to ~ 7 communities)	\$1000	\$1500 in-kind from receiving communities (accommodation, meals) \$2800 – in-kind presenters
Web-Interface	\$1000	
<b>Total</b>	<b>\$5000</b>	<b>\$7300</b>

# SALISH SEA RENEWABLE ENERGY COOPERATIVE

## INCOME STATEMENT

year ended March 30, 2019

Revenue	2018	2019
Revenue		
8000 (members shares)	2305	9500
interest from bank		7.97
<b>total revenue</b>	<b>2305</b>	<b>9507.97</b>

Expenses		
8715 Bank charges		
Office Supplies &		
8810 Sundry	548.98	1000.91
8813 web site		
communication		
9225 (ads, web)		243.34
helioscope (data		
8813 processing?)	63.88	705.02
9200 boat to Saturna		38.98
<b>total expenses</b>	<b>612.86</b>	<b>1988.25</b>

Net Income		
	1692.14	7519.72



SALISH SEA RENEWABLE ENERGY COOPERATIVE

BALANCE SHEETS

ASSETS

	March 30	
	2018	2019
Current Assets		
1001 Cash	2295	11794.85
Credit Union Share	5	5.15
<b><i>TOTAL ASSETS</i></b>	<b><i>2300</i></b>	<b><i>11800</i></b>


LIABILITIES AND SHAREHOLDER'S EQUITY

Due to shareholders	2300	11800
<b><i>TOTAL LIABILITIES &amp; SHAREHOLDER'S EQUITY</i></b>	<b><i>2300</i></b>	<b><i>11800</i></b>




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## GRANT-IN-AID APPROVAL FORM

APPLICATION INFORMATION	
APPLICANT:	Salish Sea Inter Island Transportation Society
ELECTORAL AREA:	Juan de Fuca Salt Spring Island Southern Gulf Island
GRANT AMOUNT REQUESTED:	\$4,000
RECOMMENDED FOR APPROVAL: (by Electoral Area Director)	 \$4,000
DATE APPLICATION RECEIVED:	April 15, 2019

FINANCIAL CODING			
TAX	P/O	G/L	COST CENTRE
PO	1001	544000	100082 – JDF 100083 – SSI 100085 – SGI

ELECTORAL AREA DIRECTOR APPROVAL	
Director Name: Gary Holman	
Director Signature: 	Date: Apr. 15/19

FOR COMPLETION BY FINANCE – ACCOUNTS PAYABLE	
Request received and acted on by:	Date:
Name _____ Signature _____	_____

## CRD GRANT-IN-AID APPLICATION FORM

Grants-in-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands.

### Application Submitted By

Name and Address of Applicant: Salish Sea Inter Island Transportation Society  
PO Box 95  
Pender Island VON 2M0

Contact(s): Curt Firestone 250-537-1935  
(name) (phone) (fax)  
curtfirestone@gmail.com  
Email address

Contact(s): ~~Malcolm Pender~~ Paul Brent 250-~~537-1935~~ 539-5454  
(name) (phone) (fax)  
~~SSIITS@shev.ca~~ pbrent@mac.com  
Email address

### Application Summary

Project or purpose for which you require assistance:

To support the 2019 Tour de Iles Festival.

Amount of grant requested \$ 4,000.00

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- **NOT** being made on behalf of an industrial, commercial, or business undertaking
- **NOT** available for the personal benefit of any individual, proprietor, member or shareholder

  
(signature of authorized signatory)

SSIITS Past President  
(title)

Curt Firestone  
(print name)

## Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

The SSIITS is the host of the Tour des Iles Festival. This festival affords residents and visitors to the Salt Spring Island the opportunity to easily visit the other Gulf Islands. In turn, Salt Spring has visitors arriving from the other Southern Gulf Islands. The festival highlights local music, art, sustainable enterprises and nature. This festival is unique as it involves the largest five of the Southern Gulf Islands. This year, the festival is partnering with the Salt Spring Island Photo Festival. Each annual festival always brings island new and returning patrons to Salt Spring Island businesses. Other than the BC Ferry system, it is the only transportation system which connects the Southern Gulf Islands. It is crucial to a multi-year strategy in the creation of Gulf Island integrated tourism destination.

2. Describe the geographic area that receives services or benefits from your organization.

The Southern Gulf Islands: Salt Spring, North Pender, Mayne, Galiano, Saturna and South Pender.

3. Is your organization voluntary and non-profit? ☐ NO ☒ YES

Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

None

Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

SSIITS has been registered as a BC society since April, 2016. The society has 30 members and over 100 volunteers.

## Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (The Tour des Iles Festival)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

The proposed festival will take place for 3 days (June 21-23th) and will involve multiple artistic, musical and cultural events on each of the islands with lots of inter-island exchange of visitors. Land transportation will be available at all of the ports of call to transport participants to events.

Salt Spring Island will offer visitors: a multi-venue island wide photography festival, the weekly Saturday market, island tours, art galleries, Ganges shops and eating establishments.

The Grant in Aid acts as seed money allowing SSIITS to attract personal and business financial and in-kind sponsorships. Fare box funds also are critical to breaking even. Please see the attached budget.

3. Please describe how this proposal will benefit the community.

This project will benefit the community by connecting islanders, enabling a deeper and more meaningful exchange of community experience and contacts through artistic, cultural and related interactions. In addition to providing the transportation infrastructure the funding will enable the organizers to maintain and promote a calendar of associated events and activities. For our purposes, events are things happening at specific venues at a specific time. Activities will also include unscheduled trail walking, biking, golf or disc golf play etc. This ongoing project also serves as an ongoing pilot project to gauge the desire for a more extensive passenger only inter-island transportation system. Feedback from participants and the knowledge gained by the organizers will aid in the ultimate development of a larger pilot project connecting the islands and potentially the Saanich Peninsula

## Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
  - o project budget,
  - o grants / funding from other sources,
  - o funding contributed by applicant through fund raising activities or other sources of revenue and,
  - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ☐ NO ☒ YES

**If yes**, complete the following chart. **If no**, please explain The Heritage Grant

shown below is for all Gulf Islands

Name of Grant or Funding Agency	\$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
SGI Electoral District	\$ 5,000.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Canadian Heritage	\$ 8,000.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

☐ NO ☒ YES..... **If yes**, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2016	\$ 5,000.00	Tour des Iles
2017	\$ 5,000.00	Tour des Iles
2018	\$ 5,000.00	Tour des Iles

4. Does your organization:

Offer direct financial assistance to individuals or families? ☐ Yes ☒ No

Provide services that fall within the mandate of either  
a senior government or a local service agency? ☐ Yes ☒ No

Provide an opportunity for individuals to make direct  
Contributions to the project (e.g., fundraising for the project)? ☒ Yes ☐ No

Or, is your organization:

part of a Provincial or National fund raising campaign? ☐ Yes ☒ No

The information provided in Section 4 is for data collection purposes.

**Followup:**

Please refer to Page 6 of the ***Grant-In-Aid - Application Completion Guide*** regarding the following:

**1. Acknowledgement**

**2. Reporting**

# Salish Sea Inter Island Transportation Society

## Profit & Loss

January through December 2018

Jan - Dec 18

Ordinary Income/Expense	
Income	
Investments	
Interest-Savings, Short-term CD	18.11
Total Investments	18.11
Online Tickets Sales	
TDI Walk On Sales	820.00
TDI Online Travel Sales	11,252.37
TDI Pay Pal Expense	-422.37
Total Online Tickets Sales	11,650.00
Other Types of Income	
Miscellaneous Revenue	1,410.00
Total Other Types of Income	1,410.00
TDI Income	
CRD - Grant In Aid	12,500.00
Individ, Business Contributions	21,864.50
Total TDI Income	34,364.50
TDI Cloth Bag	
Cloth Bag Cost Recovery	118.90
Cloth Bag Costs	-860.16
TDI Cloth Bag - Other	75.00
Total TDI Cloth Bag	-675.16
Total Income	46,789.45
Gross Profit	46,789.45
Expense	
Advertising	2,539.00
Bank Charges	22.00
Business Expenses	
Business Registration Fees	40.00
Total Business Expenses	40.00
Contract Services	
Accounting and Admin Fees	6,842.50
Outside Contract Services	
Entertainment	2,850.15
Outside Contract Services - Other	2,750.00
Total Outside Contract Services	5,600.15
Water Taxi Service Fees	20,354.44
Total Contract Services	32,597.09
Land Transport Expenses	1,227.68
Operations	
Books, Subscriptions, Reference	100.00
Postage, Mailing Service	12.32
Printing and Copying	132.08
Supplies	63.64
Telephone, Telecommunications	182.79
Total Operations	520.81
Other Types of Expenses	
Event Liability Insurance	428.00
Insurance - Liability, D and O	300.00
Total Other Types of Expenses	728.00
Society Fees	15.00
TDI Expenses	375.00
Volunteer Appreciation	350.05
Total Expense	38,411.73
Net Ordinary Income	8,368.72
Net Income	8,368.72



**Salish Sea Inter Island Transportation Society**  
**Balance Sheet**

As of 31 December 2018

	<u>31 Dec 18</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
ISCU	1,364.03
Premium Savings	10,010.31
Total Chequing/Savings	<u>11,374.34</u>
Total Current Assets	<u>11,374.34</u>
<b>TOTAL ASSETS</b>	<u><u>11,374.34</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	3,017.62
Net Income	8,356.72
Total Equity	<u>11,374.34</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>11,374.34</u></u>

Salish Sea Inter Island Transportation Society

Proposed Budget 2019 for 3 day TDIF-5 and TDIF-SS (Shoulder Season)

Revenue	2019 Forecast Budget
Interest	\$10.00
CRD	\$10,000.00
Grants and on-island Contributions	\$23,000.00
TDI Travel Fees walk on (TDIF-5)	\$1,000.00
TDI Travel Fees online (TDIF-5)	\$11,000.00
TDIF-SS Travel Fees	\$1,000.00
	\$46,000.00
<b>Expenditure:</b>	
Advertising, Marketing & Promo (TDIF-5)	\$2,500.00
Advertising, Marketing & Promo (TDIF-5)	\$500.00
Printing & Copying	\$300.00
Postage/Video conference fee	\$200.00
Bank fees	\$100.00
Business/Society Fees	\$75.00
Contract Fees (TDIF-5):	
Acctg & Admin	\$6,500.00
Outside Contracts	\$6,100.00
Water Taxi fees	\$21,000.00
Land Transport	\$1,500.00
Contract Fees (TDIF-SS):	
Acctg & Admin	\$250.00
Outside Contracts	\$500.00
Water Taxi fees	\$4,500.00
Land Transport	\$250.00
Insurance	\$725.00
Pay Pal	\$500.00
Misc (Volunteer App/other expenses)	\$500.00
	\$46,000.00
Total excess/deficit	\$0.00