

Gananoque Community Grants Program

Gananoque to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Committee and Council.

C. ORGANIZATION FINANCIAL INFORMATION

C1. Please include in your application submission –

- a) Copies of your organization's financial statements for the past 2 years. Statements must include a Balance Sheet (all assets & liabilities including cash reserves) and an Income Statement. – **see attached**
- b) An operating budget for the current year. If you have included activities that are part of this grant request, please also note requested financial support from the Town of Gananoque as a potential revenue source. – **see attached.**
- c) List of current board members.

Don Matthews
Brenda Miller
Alison Dunn
Deirdre Crichton
Bruce Davis

C2. Has your organization received financial support from the Town of Gananoque in the past?

If so, please indicate amounts and purposes.

2016

Gananoque Literary Festival - \$6,000

2015

Gananoque Literary Festival - \$2,000

Harvest Festival - \$10,000

Tin Boat Race - \$2,000

Gananoque Community Grants Program

- C3.** In addition to items noted in C1, please outline below your organization's sources of operating revenue. This will assist in our financial review of your organization.

Revenue Sources (be specific)	Amount Received (previous financial yr.)	Current Budget (projected)
Membership Fees		
Program Fees / Fees for Service	\$5,244.09	\$5,000
Other (non-Town) Government Funding		
Other Grants	\$11,500	\$11,000
Fundraising		\$1,000
Sponsorship		\$2,000
Donations	\$1,100	\$1,000
Gifts In Kind		\$4,000
Other (please specify) – book publisher, bank interest	\$503.90	
Total Revenues: Without Gifts in Kind	\$18,327.99	\$20,000

C4. TOWN OF GANANOQUE COMMUNITY GRANTS

DATE: February 15, 2017

APPLICATION FOR: (Select One) **GROUP PROJECT:** X **INDIVIDUAL:** **TRAVEL:**

ORGANIZATION'S NAME: Thousand Islands Festivals & Events

ADDRESS & POSTAL CODE: 5-181 King Street West, Gananoque Ontario K7G 2G5

TELEPHONE: 613-382-2436 **EMAIL:** 1000islandsfestivals@gmail.com **FAX:** 613-

PRESIDENT OR CEO: Don Matthew **TELEPHONE:** 613 - (613) 382-4377

CONTACT PERSON: Deirdre Crichton **TELEPHONE:** 613 – 382-2436

NUMBER TOWN MEMBERS: 0 **NUMBER OTHER MEMBERS:** 3

MEMBERSHIP FEE: **SERVICE/CLIENT FEE:**

FUNDING AMOUNT REQUESTED: \$ 4,500.00

**Post Event/Service
RESULTS**

1. DESCRIBE PROJECT.

1000 Islands Festivals & Events is kindly requesting funds for two events sure to enhance the visibility of the town and promote two key community partners as part of the towns Canada 150 Celebration lineup.

The first portion of the requested funds will be used to provide live entertainment at the 1000 Islands Writers Festival Launch and Fundraiser on the evening of April 1st with popular local folk band Sean McCann or *Turpin's Trail*. The night will be in tribute to the life of Sir John A. MacDonald and will celebrate his role in bringing Canada together as a nation complete with period food, costumes, music and fun. Our guest author Lindy Mechefske, author of *Sir John's Table: The Culinary Life and Times of Canada's First Prime Minister*, will lead guests in their experience as history comes to life. The event will take place at the Firehall Theater with full participation of the Thousand Islands Playhouse who will receive publicity from festival posters as would the Town of Gananoque.

The second portion of the funds would support a second event that will take place at the Arthur Child Museum on Saturday the 6th of May. The funds will help organize vendors for an indoor market showcasing and promoting local food from our own area and will culminate with a presentation by Lindsay Anderson and Dana VanVeller, co-creators of *FEAST: An Edible Road Trip* being launched in March. They will share their stories of adventure and discovery from their journey crossing Canada to discover our regional food.

<p>“FEAST will tell stories of everyday Canadians, particularly those who make and find our food: farmers, fishers, chefs, hunters, foragers, home cooks, camp cooks, chefs, wine-makers, cheese-makers, beer-makers, roadside café owners, bakers, beekeepers, food bloggers, coffee roasters, and more. From north to south, rural to metropolitan, we’ll show off Canadian food, this country’s diverse culture, and its ever-changing landscape.”</p>	
<p>2. HOW WILL THE PROJECT ENHANCE THE TOWN OF GANANOQUE?</p> <p>The project will enhance the Town of Gananoque in many ways. Local Bed & Breakfasts, hotels, businesses, Farmer’s market vendors, the 1000 Islands Playhouse and the Arthur Child Museum will be highlighted in the off season. Visitors will come to the Town of Gananoque and spend money which is good for the economy and local businesses. These exciting experiences will show off the facilities, atmosphere and collaboration of our Town, while showcasing / promoting the 2017 summer events.</p> <p>The early April event will draw tourist interest to the Town of Gananoque and provide an opportunity to promote other upcoming events happening throughout the year including playhouse productions and the 1000 Islands Writers Festival taking place from 5-7 May.</p> <p>The final event would economically benefit the town by promoting our own local food suppliers, upcoming markets, and events planned at the waterfront not only for the Arthur Child Museum, but also for the 1000 Islands Boat Museum and the town.</p> <p>Other benefits of the 1000 Islands Writers Festival are that it:</p> <ul style="list-style-type: none"> • Showcases effective collaboration with touring and local artists, businesses, local governments, service clubs, schools and other community organizations. • Encourages community volunteerism opportunities at the board and through committees responsible for the successful organization and effective delivery of community festivals and events. • Provides literary sessions and workshops that engage all ages and interests. • Provides cooperative outreach and engagement opportunities with local schools to ensure youth are supported in their development in the arts and provided valuable opportunities for recognition in the community. • Builds strong relationships with the business community through event participation and support (i.e. Accommodation partners hosting authors and events for the 1000 Islands Writers Festival.) • Showcases the work of local and provincial artists, authors, crafters, musicians and performers. • Provides an opportunity for cultural development that reflects and supports Gananoque’s rich heritage in the arts, its strong ties to communities in surrounding areas, and its unique and beautiful natural landscape. 	
<p>3. PLEASE ATTACH THE BUDGET SHOWING ALL EXPENDITURES AND ALL SOURCES OF REVENUE REGARDING THIS PROJECT. (Include the budget for this project showing expenditures and all sources of cash revenue as well as Donations in kind.)</p> <p>See attached document.</p>	

<p>4. WHAT ARE YOUR FUNDRAISING ACTIVITIES AND /OR SPONSORSHIP PLANS FOR THE UPCOMING YEAR</p> <p>Fundraising Activities for the upcoming year include:</p> <ol style="list-style-type: none"> 1. Grant writing 2. Donors campaign 3. 1000 Islands Writers Festival literary map 4. Canada 150 Celebration Fundraising Dinner <p>Sponsorship plans include:</p> <ol style="list-style-type: none"> 5. Approaching past sponsors and looking for new sponsors. The committee has already created partnerships with 1000 Islands Accommodation sponsorship, local Bed & Breakfasts, Gananoque Inn, Comfort Inn, 1000 Islands Playhouse and the Arthur Child Museum. Everyone that we have approached to date has agreed to participate. 6. Approaching other hotels, restaurants and businesses. 7. Indoor Market – inviting local vendors to participate in event to be held at the Arthur Child Museum in conjunction with the 1000 Islands Writers Festival. 	
<p>5. IF YOUR GRANT REQUEST IS APPROVED, HOW WILL YOU NOTIFY THE COMMUNITY ABOUT YOUR RECEIPT OF FUNDS.</p> <p>We will notify the community the community in a variety of ways including:</p> <ol style="list-style-type: none"> 1. Issue a press release 2. Inform the Gananoque Reporter, St. Lawrence News and My FM 99.9 3. Post information on Facebook, Twitter 4. Acknowledge the grant on festival posters and brochures 	
<p>6. HOW WILL YOU BE AFFECTED IF THE GRANT IS NOT APPROVED OR IF A REDUCED AMOUNT IS GRANTED?</p> <p>If the grant is not approved for the amount requested the 1000 Islands Writers Festival would have to scale back programming plans and author visits for 2017, though all efforts will be made to secure required funds by applying for other available grants, organizing additional fundraising events and approaching publishers to sponsor visits. If insufficient funds are secured to meet current planned events, the festival may suffer from reduced marketing and program cuts. This could impact the quality and number of events offered to attract participants thus resulting in reduced growth, public visibility and support for festival and partners. Boost the local and regional economy.</p>	
<p>7. HOW WILL YOU EVALUATE AND MEASURE THE SUCCESS OF YOUR PROPOSAL?</p> <ol style="list-style-type: none"> 1. Evaluations will be distributed to participants and volunteers. 2. Analytics will be collected from Facebook, Twitter and website. 3. Collect feedback from community partners and sponsors and ask if they would participate again next year. 4. Committee will discuss and evaluate what needs to be improved upon. <p>As in previous years we hope to find that</p>	

<ul style="list-style-type: none"> • Youth will be engaged in a creative process and be introduced to two Ontario authors / illustrators. • Writers workshops will be well attended. Participants will enjoy the sessions and find that they benefit from the presentations. • The presentations will have an impact in strengthening relationships within a community - sponsors will want to continue sponsoring the festival and new business / organizations will want to participate. • Foster community pride and ensure that that the community and the organization want to see the festival continue. • Increase in the number of people wanting to participate in the festival and volunteer. • Authors will want to come back and recommend other authors to participate in the festival next year. • Boost the economy. 	
8. ADDITIONAL INFORMATION (Please attach any relevant information) – Please see attached document.	

Gananoque Community Grants Program

PRES/CEO SIGNATURE:

Don Matthews

CONTACT SIGNATURE:

Daniche Gichton

** All grant recipients are required to prepare a final report on how the grant monies were expended, and the level of success of their project – see section C of the Community Grant Policy.*

Gananoque Community Grants Program

C5.* Proposal Budget – see attached

Please note the following:

- If your request is for equipment or facility upgrades, a written quote (estimate) from a supplier or contractor is required. Please attach to your application.
- If your request is for a facility upgrade to a site you do not own, please include a letter permitting this work to be done (if funding is approved) from the facility owner.

Should full financial support not be recommended for your proposal, it will be helpful to know which items you view as the most critical part of your request. Please complete the priority ranking section in the chart below for this purpose (1 = highest priority/most needed).

Expected Costs Description	\$ Amount	Priority Ranking	Expected Funding Sources	\$ Amount	Confirmed	Requested
Food for the two events	\$2,500	1	Community Grant	\$2,500		\$2,500
Musicians & equipment	\$2,000	2	Community Grant	\$2,000		\$2,000
Honoraria	\$5,000	3	Ontario Arts Council	\$5,000	\$2,500	\$2,500
Sub-Total:	\$9,500		Sub-Total:	\$9,500	\$2,500	\$7,500

Funding Request: \$ 4,500.00

In-Kind Contributions (donation of space, materials, etc.)

Contribution	Events \$ Value	Donor	Confirmed	Requested
Design of logo, graphics, brochure images	\$1,000	Pam Hudson	yes	0
Website hosting, updating	\$1,000	Deirdre Crichton	yes	0
Volunteers – committee and events	\$2,000	Over 10 and adding	yes	0

Total: \$4,000.00

1000 Islands Festival & Events

Thousand Islands Festivals & Events

Thousand Islands Festivals & Events

Statement of Financial Position

As of December 31, 2016

	2016
Assets	
<i>Current Assets</i>	
Cash and Cash Equivalents	\$7,485.65
	\$7,485.65
Liabilities and Net Assets	
<i>Current Liabilities</i>	
Accounts Payable	\$0.00
<i>Net Assets</i>	
Unrestricted Net Assets	\$7,485.65
Total Liabilities & Net Assets	\$7,485.65

Note: \$5,500 is grant funding from the Ontario Arts Council for 2017 1000 Islands Writers Festival

1000 Islands Festival & Events

Thousand Islands Festivals & Events

Statement of Financial Position

As of December 31, 2015

2015

Assets

Current Assets

Cash and Cash Equivalents	\$1,492.96
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\$1,492.96

Liabilities and Net Assets

Current Liabilities

Accounts Payable	\$42.09
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Net Assets

Unrestricted Net Assets	\$1,450.87
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Total Liabilities & Net Assets	\$1,492.96
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1st year of operation

1000 Island Festival & Events

Statement of Operations

For the Current Year Ended December 31, 2015

Revenues

Municipal Grants	\$24,000.00
Bank Interest	\$15.51
Donations	\$17,074.83
Merchandise	\$965.00
Other	\$521.98
Ticket Sales / Registration	\$2,173.55

Total Revenues **\$44,750.87**

Expenses

Advertsing and Marketing	\$10,109.40
Bank Charges / Square	\$277.40
Business - fees, licenses, dues	\$838.00
Honoraria, salaries, wages & benefits	\$3,225.00
Hospitality - Food	\$4,652.36
Insurance	\$1,603.80
Management - Admin Fees	\$5,050.00
Music	\$2,175.00
Office Supplies	\$2,729.86
Other	\$4,758.03
Rentals	\$5,177.81
Supplies	\$25.00
Travel	\$171.20
Venue	\$2,208.60
Website	\$256.45

\$43,257.91

Excess of Revenues Over Expenditures \$1,492.96

Thousand Islands Festival & Events

Statement of Operations

For the Current Year Ended December 31, 2016

Revenue

Grants	\$11,500.00
Bank Interest	\$3.90
Donations	\$1,100.00
Merchandise	\$0.00
Other	\$500.00
Ticket Sales / Registration	\$5,224.09

Total Revenue	\$18,327.99
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Advertsing and Marketing	\$4,759.09
Bank Charges / Square	\$53.40
Business - fees, licenses, dues	\$119.10
Authors - Honoriums	\$2,782.50
Hospitality - Food	\$1,998.02
Insurance	\$183.60
Management - Admin Fees	\$0.00
Music	\$0.00
Office Supplies	\$1,158.01
Other	\$537.62
Pirate Invasion & Festival	\$400.00
Rentals	\$0.00
Supplies	\$0.00
Travel	\$194.00
Venue	\$150.00
Website	\$0.00

Total Expenses	\$12,335.34
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Excess of Revenues Over Expenditures	\$5,992.65
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In bank at beginning year	\$1,492.96
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Total	\$7,485.61
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Revenue note: \$5,500 is from the Ontario Arts Council for 2017 festival

Thousand Islands Festival & Events - Budget 2017

Grants	\$11,000.00
Donations / Sponsorship	\$3,000.00
Fundraising	\$1,000.00
Ticket Sales / Registration	\$5,000.00

Total Revenue	\$20,000.00
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Advertsing and Marketing	\$3,500.00
Bank Charges / Square	\$200.00
Business - fees, licenses, dues	\$250.00
Honoraria, salaries, wages & benefits	\$5,000.00
Hospitality - Food	\$2,500.00
Insurance	\$450.00
Musicians	\$2,000.00
Office Supplies	\$1,000.00
Rentals	\$500.00
Supplies	\$2,500.00
Travel	\$1,000.00
Venue	\$500.00
Website	\$600.00

Total Expenses	\$20,000.00
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In-Kind

Website	\$1,000.00
Design of logo, graphics, brochure images	\$1,000.00
Volunteers	\$2,000.00