

1. IDENTIFICATION OF APPLICANT:

Organization name:

Mailing Address:

Contact Person:

Telephone:

Email Address:

2. ORGANIZATION INFORMATION:

Are you registered under the *Societies Act*? Yes No

Are you a registered charity? Yes No

Society or Charity Registration Number:

Did your organization receive a local grant from the Township last year? Yes No

Has a final report been submitted? Yes No

This collection of personal information is authorized under Section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions about the collection or use of this information can be directed to the Township's Corporate Officer at corporate.services@esquimalt.ca, 250-414-7135, or 1229 Esquimalt Road, Esquimalt, BC, V9A 3P1.

ORGANIZATIONAL CAPACITY (20%)

3. Please attach your most recent financial statements.
4. Please outline your administrative and Board/Committee structures. Do staff have the necessary qualifications and experience to lead and execute the program or event? Please provide details.

VCFHS Board of Directors is composed of community engaged and highly experienced professionals in the fields of food security, food systems research, policy development, NFP management, healthcare, financial management, and accounting. VCFHS Leadership Team (the charity Administrators) oversees all projects and operations and reports directly to the Board of Directors. In addition, our administrative staff is composed of trained staff in accounting and human resources.

5. What is your organization's history of providing benefit to the residents of Esquimalt?

VCFHS and our Community Food Hub, featuring the South Island Farm Hub and Kitchen Connect Programs, are based in Esquimalt industrial park. The Community Food Hub increases access to healthy, locally grown produce and locally made foods across the region including to residents of Esquimalt. In addition, we subsidize access to locally grown food for the Esquimalt High culinary program and have a two year long and continuing partnership with the Esquimalt Farmers Market supporting access to market bucks for the Songhess Community, facilitating charitable donations, and offering EFM vendors access to our online South Island Farm Hub platform during EFM off season. In the coming year our commercial kitchen incubator, Kitchen Connect, provides opportunities for EFM makers to scale up, as well as incubate and support folks interested in starting a new food business and sell at EFM.

6. What is your organization's role or niche in the community? What makes it different from other similar organizations?

In addition to our location and work with other Esquimalt based organizations, VCFHS operates in partnership with a sister organization, Capital Region Food and Agriculture Initiatives Roundtable Society (CRFAIR). Among many other programs, CRFAIR runs the Youth Food Network. This youth focused connection allows us to cross collaborate and use established networks and channels in order to support our project (Seeding the Future of Food Security Volunteerism in Esquimalt)

7. How is your organization moving towards financial self-sufficiency?

VCFHS is a well established charity, incorporated in 2013. Our organization and operational needs are met by a variety of revenues and funding partners. This funding requested in this application is specific to a Esquimalt based project.

PROGRAM, PROJECT or EVENT DESCRIPTION (25%)

8. Please provide a description of the program, project or event and why a local grant is required. Include details such as:

- who is your target audience?
- what are the key goals and objectives?
- what are the anticipated outcomes?
- a detailed work plan with project timelines

Seeding the Future of Food Security Volunteerism in Esquimalt is a pilot project which aims to develop a youth volunteer program designed for Esquimalt youth, and Esquimalt High School students, with a specific focus on supporting food security initiatives within the Esquimalt community. This project seeks to address and reconcile two existing challenges in the community: the aging volunteer base in local food security organizations that are lacking youth involvement, and an absence of opportunities for youth to participate in meaningful volunteer work that benefits their communities and their mental well-being.

Many local volunteer-run organizations in the food security sector are concerned with their long-term sustainability as volunteers age out of their programs. At the same time, youth in the community are missing out on opportunities to engage with the food security sector, build leadership skills, and connections with their community. Creating a base of youth volunteers thus can ensure the future sustainability of food security efforts in Esquimalt, many of which offer vital services to Esquimalt’s residents. By creating a structured and supportive youth volunteer program, this project will also equip young people with the tools, resources, and knowledge needed to contribute to these organizations and foster their leadership in the sector. Further, youth volunteering has been shown to positively impact those involved, with measurable benefits on volunteer mental health and well-being.

This pilot project will specifically focus on developing the infrastructure (blueprint) necessary to launch and establish the youth volunteer program, creating a solid framework for the program’s long-term sustainability. Grant funding will be used to engage with all parties involved, including the participating organizations—the Rainbow Kitchen, Mustard Seed (Viewfield location), Esquimalt Farmers Market, and Victoria Community Food Hub Society—, teachers and support staff at Esquimalt High School, Esquimalt High School students, and Esquimalt youth residents. This will entail consultation with Esquimalt High Leadership Teachers, participation in events, youth volunteer fairs, and creating a presence with promotional materials online and offline. Further, a complete toolkit for the program will be created with the funding. The toolkit will include three main components: One—the educator and/or youth leader engagement, Two—guidelines and onboarding for food security organizations, Three—youth engagement and promotional materials.

Once established, the youth volunteer program will be maintained long-term by VCFHS’s and its partner organization, Capital Region Food and Agriculture Initiatives Roundtable (CRFAIR), which offers year-round youth programming that can ensure the program’s long-term sustainability and longevity. The VCFHS is well-positioned to make these connections as an Esquimalt-based organization in the food security sector with existing community ties and resources available.

The pilot project will unfold over 2025 in preparation for full deployment of the programming at Esquimalt High School for the 2025/26 school year. This will allow time for relationship building and policy design, and consultation with school teachers and staff . The ultimate success of this project will be determined by the establishment and maintenance of a youth volunteer program that sparks youth interest in food security charitable organizations and brings forth the next generation of Esquimalt volunteers. We hope to achieve multi-generational volunteer groups across the food security sector that will ensure its stability and success for many years to come.

9. How will your organization measure whether the program or event was a success?

We will use both qualitative and quantitative metrics. Involvement of Esquimalt High School can be measured by the number of student participants and teacher engagement; these metrics can be used to directly indicate the demand for the youth volunteer program. Additionally, we will seek feedback from the students and participating organizations as to their experience volunteering with the program or hosting volunteers. Lastly, the completion of the toolkit will be critical to the success of the project. The toolkit will be created in collaboration with students, teachers, and participating organizations to ensure it is effective in supporting recruitment and engagement.

10. What is the minimum level of funding required for the program, project or event to occur? What would be the impacts if you received less than your full request?

As the application stands, the requested amount of funding is the minimum amount necessary for the program’s success. The funding will be used to build the foundation of the youth volunteer program to allow for its future success, and thus we have determined that it necessitates thorough time, adequate funding, and fair compensation for the individuals involved. If less than the requested amount is received, proper establishment of the program will not be feasible given restraints on time and resources available to us.

BUDGETARY DETAILS (25%)

11. Please attach your program or event budget. This should include all revenue classified as either secured or speculative. Ensure that expenditures do not exceed revenues.

12. Are there any special issues affecting expenses or revenue in the projected year? If yes, please explain.

n/a

13. Please describe any attempts made to secure funding from other sources. Provide details about funding that has been secured from other municipalities or levels of government.

n/a

14. What are the plans to cover any potential revenue shortfall?

We would likely postpone the project.

15. If your request is higher than previous years, please provide an explanation.

n/a

16. Are any funds being used to provide grants to other individuals or organizations?

no

COMMUNITY IMPACTS AND INVOLVEMENT (30%)

17. How many people participate in or take advantage of the program, project or event for which you are seeking funding? How many of those people are Township residents?

approximately 900 Esquimalt High students and youth, most of whom are residents of Esquimalt and the surrounding areas.

18. What environmental and sustainability initiatives will form part of the planning and execution of your program or event?

By engaging students in hands-on volunteer opportunities, the program aligns with broader efforts to promote environmental stewardship, sustainability, and resilience in Esquimalt. The participating organizations are known for their dedication to environmental sustainability—helping to build local, healthy, and sustainable food systems across the CRD. Notably, the Esquimalt Farmers Market and the Victoria Community Food Hub Society are both organizations that have been granted sustainability awards, including the 2024 EcoStar Award granted to the VCFHS. Increasing youth participation in these programs is expected to provide immediate benefits that aid them in their organizational goals while also providing long-term sustainability and success for these organizations with the creation of the next generation of volunteers.

19. How many volunteer staff do you utilize and what are the total volunteer hours?

The Victoria Community Food Hub Society is a volunteer-supported organization with 3 active volunteers supporting the South Island Farm Hub program. This project will engage our volunteers in approximately 50 hours of in-kind volunteer time across different aspects of the pilot project in its establishment.

20. Could the program, project or event occur without volunteer support? Why or why not?

Without the support of volunteers, this pilot project could be established with increased in-kind staff contributions by the VCFHS and partner organizations. The youth program itself, as a volunteer-based program that we are seeking to establish, will be dependent on the participation of volunteers to succeed.

21. Please describe any significant established partnerships with other community groups

The VCFHS has long maintained strong, well-established relationships with all participating organizations in the youth volunteer program—the Esquimalt Farmers Market, the Mustard Seed, and Rainbow Kitchen. These organizations are central pillars of the food security sector in Esquimalt and the broader CRD, and our close collaboration speaks to the unified, community-driven approach that defines this sector. Food security, particularly in urban areas like Esquimalt, is often a challenge that requires collective effort, and the organizations involved have developed a robust network of mutual support to address the complex issues of hunger, poverty, and sustainability. The VCFHS also has an established relationship with Esquimalt High School, largely through their food programming. With time and funding, this pilot project will extend this relationship beyond this existing scope, reaching other teachers, the leadership program, and the student body.

22. PUBLIC ACKNOWLEDGEMENT:

All recipients of Township of Esquimalt local grants are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the grant?

In all print materials that make part of the project Toolkit, through our, through social media.

DECLARATION:

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws.
- The organization will publicly acknowledge the local grant awarded by the Township.
- The organization is in good standing with either: (i) the Province of BC as a registered Society or (ii) the Canada Revenue Agency as a registered Charity.
- The grant application meets all the eligibility requirements of the Township's Local Grant Policy.

The information in this application will be reviewed and assessed by the Local Grant Committee to determine potential grant allocations. The Committee will evaluate all applications based on: Organizational Capacity, Program/Event Description, Budgetary Details, and Community Impacts and Involvement.

[Handwritten Signature]

Signature

Director of Operations & HR

Position

Mirella Colagrande

Name (please print)

Dec 31 2024

Date

Victoria Community Food Hub Society					
Seeding the Future of Food Security Volunteerism in Esquimalt	Details		Total Project BUDGET	Esquimalt Community Grant Portion	Status
Program Revenue					
Foundations			5,000.00		secure
Provincial Government Grants			4,000.00		speculative
Municipal (Esquimalt)			5,000.00	5,000.00	speculative
Total Revenue			14,000.00		
Program Expenses					
Management and Operations Wages	Project coordination, oversight, financial management and accounting		8,000.00	500.00	
Outreach and Engagement activities	Events, meetings rooms, catering		2,000.00	1,000.00	
Honoraria (approx 30 hours x\$50)	to honour school staff and organization leaders time and consultation		1,500.00	1,500.00	
Three Youth consultatnts SIFH food boxes (6 x \$50)	to honour youht consultation in the project		300.00	300.00	
Travel	mileage and bus tickets for youth		300.00	100.00	
Marketing & Promotional materials (Toolkit)	digital and printing costs		1,500.00	1,000.00	
Graphic design and artwork (Toolkit)	Esquimalt based local artist fee		600.00	600.00	
Total Expenses			14,200.00	5,000.00	

VICTORIA COMMUNITY FOOD HUB SOCIETY
Financial Information
Year Ended March 31, 2024

VICTORIA COMMUNITY FOOD HUB SOCIETY
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Year Ended March 31, 2024

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COMPILATION ENGAGEMENT REPORT

To the Members of Victoria Community Food Hub Society

On the basis of information provided by management, we have compiled the statement of financial position of Victoria Community Food Hub Society as at March 31, 2024, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("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.

Victoria, British Columbia
June 25, 2024

CPCM&Co
CHARTERED PROFESSIONAL ACCOUNTANTS

Grant McNeill, CPA, CA*

Lynda Mason, CPA, CA*

*denotes incorporated

VICTORIA COMMUNITY FOOD HUB SOCIETY
Statement of Financial Position
March 31, 2024

	2024	2023
ASSETS		
CURRENT		
Cash	\$ 270,035	\$ 402,945
Accounts receivable	5,303	426,374
Inventory	4,871	4,340
Prepaid expenses	3,468	3,387
GST recoverable	5,770	34,881
	<u>289,447</u>	871,927
PROPERTY, PLANT AND EQUIPMENT <i>(Note 4)</i>	827,098	725,468
SECURITY DEPOSIT	<u>2,050</u>	2,620
	<u>\$ 1,118,595</u>	<u>\$ 1,600,015</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 107,455	\$ 291,905
PST payable	23	71
Wages payable	9,061	7,337
Deferred revenue <i>(Note 5)</i>	214,184	618,093
Current portion of long-term debt <i>(Note 6)</i>	<u>19,983</u>	-
	350,706	917,406
LONG-TERM DEBT <i>(Note 6)</i>	<u>79,017</u>	-
	<u>429,723</u>	<u>917,406</u>
NET ASSETS		
Operating fund	(33,030)	58,236
Capital asset fund	<u>721,902</u>	<u>624,373</u>
	<u>688,872</u>	682,609
	<u>\$ 1,118,595</u>	<u>\$ 1,600,015</u>

The accompanying notes are an integral part of this financial information

VICTORIA COMMUNITY FOOD HUB SOCIETY
Statement of Revenues and Expenditures
Year Ended March 31, 2024

	2024	2023
REVENUES		
Administrative overhead revenue	\$ 115,004	\$ 203,255
Donations and fundraising (expense)	204,007	(1,831)
Granted funds	639,730	1,631,480
Interest income	535	66
Kitchen Connect services and rentals	7,674	5,908
Other income	33,122	-
Service contract revenue	46,814	21,176
South Island FarmHub sales	369,289	395,441
Wage subsidy and training on the job revenue	29,149	58,008
	<u>1,445,324</u>	<u>2,313,503</u>
COST OF SALES	<u>285,544</u>	<u>282,092</u>
GROSS PROFIT	<u>1,159,780</u>	<u>2,031,411</u>
EXPENSES		
Administrative and office expenses	28,605	52,060
Amortization	253,032	226,427
Contractors and honoraria	364,123	687,962
Interest and bank charges	573	7,559
Interest on long-term debt	2,970	-
Marketing, events and outreach	7,326	13,144
Organizational and professional development	1,129	10,209
Professional fees	10,776	12,710
Rent and facilities	103,147	51,560
Salaries and wages	319,082	259,709
Seed grants	42,576	64,673
Small equipment, materials and supplies	16,386	50,347
Travel	3,792	35,170
	<u>1,153,517</u>	<u>1,471,530</u>
EXCESS OF REVENUES OVER EXPENSES FOR THE YEAR	<u>\$ 6,263</u>	<u>\$ 559,881</u>

The accompanying notes are an integral part of this financial information

VICTORIA COMMUNITY FOOD HUB SOCIETY
Statement of Changes in Net Assets
Year Ended March 31, 2024

	Operating Fund	Capital Asset Fund	2024	2023
NET ASSETS - BEGINNING OF YEAR	\$ 58,236	\$ 624,373	\$ 682,609	\$ 122,728
Net surplus (deficiency) for the year	262,829	(256,566)	6,263	559,881
Plant and equipment additions	(354,095)	354,095	-	
NET ASSETS - END OF YEAR	\$ (33,030)	\$ 721,902	\$ 688,872	\$ 682,609

The accompanying notes are an integral part of this financial information

VICTORIA COMMUNITY FOOD HUB SOCIETY
Notes to Financial Information
Year Ended March 31, 2024

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Victoria Community Food Hub Society as at March 31, 2024, and the statements of revenues and expenditures and changes in net assets for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
- inventory valued at cost
- property, plant and equipment amortized over their useful lives
- accounts payable and accrued liabilities

2. PURPOSE OF THE SOCIETY

Victoria Community Food Hub Society (the "Society") is a not-for-profit organization of British Columbia. As a registered charity, the Society is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The Society operates to promote a healthy and sustainable food system in the Capital Region.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

Property, plant and equipment

Property, plant and equipment are stated at cost less accumulated amortization and are amortized over their estimated useful lives at the following rates and methods:

Equipment	20%	declining balance method
Computer equipment	55%	declining balance method
Leasehold improvements	20%	straight-line method
Vehicle	20%	declining balance method

4. PROPERTY, PLANT AND EQUIPMENT

	2024		2023	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Computer equipment	\$ 4,481	\$ 3,019	\$ 4,481	\$ 1,232
Equipment	432,009	112,085	276,471	32,671
Leasehold improvements	802,360	339,814	603,803	179,342
Vehicle	74,326	31,160	74,326	20,368
	\$ 1,313,176	\$ 486,078	\$ 959,081	\$ 233,613
Net book value	\$ 827,098		\$ 725,468	

VICTORIA COMMUNITY FOOD HUB SOCIETY
Notes to Financial Information
Year Ended March 31, 2024

5. DEFERRED REVENUE

	<u>2024</u>	<u>2023</u>
001-Gen	\$ -	\$ 14,568
903F VicFnd GF CI 22-23	-	2,030
905 Van Fnd Level BIPOC	-	47
915 SI Farm Hub	-	(27,494)
917 BCFSN (Makeway Fdn Grant)	4,351	4,351
920 CFC 2020-21 (Palenke)	-	3,718
922b Vic Fnd CRP 2021 Heathy Food Equity	-	10,162
925 Food Hub (City of Victoria)	-	110,357
926 Canada Helps -SIFH	-	11,288
947A Victoria FDN-Invest Readiness-CRFAIR	-	650
947C Victoria FDN-Invets Readiness-FoodHub	5,000	14,723
948 City of Victoria FarmBucks	-	2,801
ABC Construction Kitchen Connect	-	12,415
Breakfast Club of Canada	-	5,580
CFCC GFAF Rnd 8 2021 BIPO Stream (Iye)	-	1,327
CFCC GFAF Rnd 8 2021 General Stream (Farmbucks)	2,080	2,080
CanadaHelps Iye Creative	1,135	940
City of Victoria Iye Get Growing 2024	1,636	130
City of Victoria Iye MGN 2022	1,454	4,850
Donations Iye Creative	967	1,575
FES Mission Community Skills Centre	-	5,950
FarmBucks	89,858	104,352
IH Community Wellness 2023	1,200	-
Iye Creative 2022-2023	3,967	-
Kitchen Connect rental income	-	1,043
LFIF 4.361 2022	-	13,334
Miscellaneous Kitchen Connect donations	-	500
SW consolidated Class 2023 for Audit	-	(22,898)
Sooke School District (Setting Table) 2022-2023	-	46,939
UFT Micro-Grant Iye 2023	-	500
Van Fnd Momentum 2023 Iye	9,014	39,278
Vancity Envirofund 2023	18,731	-
Vic Fnd Collective Impact 2023-2024	17,987	-
Vic Fnd Investment Readiness Kitchen Connect 2022	17,000	-
Vic Fnd Soc Dev Kitchen Connect 2023	22,032	107,004
Vic Fnd Sparks 2023	10,972	-
Vic Fnd VIATEC Kitchen Connect 2022	-	141,273
Vic Fnd VIVEKA Kitchen Connect 2022	-	4,500
Vic Fnd Vital 2023 Iye	6,800	58
Work Experience Opportunities Grant	-	162
	<u>\$ 214,184</u>	<u>\$ 618,093</u>

VICTORIA COMMUNITY FOOD HUB SOCIETY
Notes to Financial Information
Year Ended March 31, 2024

6. LONG-TERM DEBT

	2024	2023
Thrive Impact Fund Ltd. loan bearing interest at 8% per annum, repayable in monthly blended payments of \$2,417. The loan matures on April 30, 2028.	\$ 99,000	\$ -
Principal payable within one year	(19,983)	-
	\$ 79,017	\$ -

Principal repayment terms are approximately:

2025	\$ 19,983
2026	23,532
2027	25,485
2028	27,600
2029	2,400
	\$ 99,000

7. CORRECTION OF ERROR

In the prior year, Administrative Overhead Revenue was over stated by \$54,437 and Overhead Costs were also overstated equal to the same amount. The prior year comparatives have been corrected to remove this error, there is no effect on the net assets of the Society.

8. COMPARATIVE FIGURES

The prior year comparative figures were compiled by another firm of Chartered Professional Accountants.