

1. IDENTIFICATION OF APPLICANT:

Organization name:

Compost Education Centre (CEC)

Mailing Address:

1216 North Park St

Contact Person:

Claire Remington

Telephone:

250-386-9676

Email Address:

cremington@compost.bc.ca

2. ORGANIZATION INFORMATION:

Are you registered under the *Societies Act*?

Yes

No

Are you a registered charity?

Yes

No

Society or Charity Registration Number:

896702289 RR 0001

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.

We have a governance board and six full-time staff. Staff bring a combination of traditional academic training, ongoing professional development, and lived experience to their work. The CEC is composed entirely of individuals that represent equity-deserving groups. By employing equity-deserving individuals, we are better able to understand and serve the equity-deserving groups that we serve.

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

We connect with an estimated 1% of the Esquimalt population annually through educational workshops, community outreach, and free heavy metal soil testing. The benefits to residents include: improved waste diversion through composting, increased knowledge about how to create healthy soil and grow food, and a sparked awareness and inspiration about how to connect with land and nutrient cycles.

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

Since 1992, the CEC has provided programming focused on hands-on regenerative soil practices to Esquimalt residents. Through a warm and welcoming educational approach, we teach residents how compost is the foundation of healthy food systems.

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

In 2024, we earned 41% of our income through grants, 41% from retail and service provision, and 14% from fundraising activities. We are increasing income from retail sales, service provision, and fundraising to increase long-term self-sufficiency.

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

We want to provide programming to Esquimalt residents that focuses on hands-on regenerative soil practices, or activities that can be done at the individual level to restore soil and ecosystem health, address inequity, and leave our ecologies in better shape for future generations. Our activities will consist of providing educational workshops, participating in community outreach events, and performing free heavy metal soil testing throughout the year. Through these activities, we're pursuing the ultimate impact of residents stewarding the region's land and nutrient cycles, which contributes to waste reduction, healthy soil regeneration, local food sovereignty and security, and community and climate resilience. The work plan consists of promotion and delivery of these activities.

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

We will measure number of workshops delivered, workshop participants, community outreach events participated in, community outreach event attendees, and heavy metal soil tests performed.

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?

We are requested \$3,500 from the Township of Esquimalt for our Esquimalt-based activities in 2025. If we receive less than our full request, our activities will operate at a deficit in 2025.

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.

No

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.

We recover some program expenses by charging a nominal fee to educators and community groups.

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

We will operate at a deficit in 2025 for our Esquimalt-based activities and then plan to potentially reduce our activities in 2026.

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?

We anticipate serving approximately 1% of Township of Esquimalt residents through our 2025 programming.

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

Our program consists of environmental and sustainability education with a focus on hands-on practices. We empower people to solve big environmental challenges in small and approachable ways.

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

We integrate volunteer support into our community outreach events. We anticipate working with 5 volunteers for a total of 10 volunteer hours.

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

The programming would be less impactful without volunteers. We describe our volunteers as "pollinators," or ambassadors that take CEC learnings and impart them to other residents.

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

We have an eight-year research partnership with Royal Roads University to empower residents to grow their own food and provide education on the vital role of soil health in local ecosystems.

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?

The CEC will provide recognition of a contribution from the Township of Esquimalt by putting a permanent logo on our Funders page on our website and writing a thank you article in "The Latest Dirt", the CEC's monthly newsletter that is distributed to 4000 subscribers monthly.

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.

Claire Remington

Signature

Executive Director

Position

Claire Remington

Name (please print)

Dec 12, 2024

Date

Township of Esquimalt
 Local Grant Application
 December 12, 2024

Revenue	Amounts	Notes
		All our programs are barrier-reduced with a goal of accessibility for all residents of the CRD.
Workshop revenue	\$ 1,125	We charge a nominal fee for our workshops and no fees for heavy metal soil testing or community outreach events
Township of Esquimalt Local Grant	\$ 3,500	
Total	\$ 4,625	
<hr/>		
Expenses	Amount	Notes
Wages and benefits	\$ 2,754	Associated with delivery of child and youth workshops, adult workshops, community outreach event participation, and heavy metal soil testing
Educational materials	\$ 300	Associated with delivery of child and youth workshops, adult workshops, and community outreach event participation
Transportation	\$ 250	Associated with delivery of child and youth workshops, adult workshops, and community outreach event participation
Heavy metal soil testing lab analysis costs	\$ 550	Associated with analyzing heavy metal soil samples
Administration	\$ 578	Calculated as 15% of expenses
		Calculated as 5% of expenses; we are engaged in a journey of anti-oppression work as an organization.
Anti-oppression	\$ 193	We prioritize professional development and ongoing dialogue with our community so that our work is guided by their needs and aspirations.
Total	\$ 4,625	

VICTORIA COMPOST & CONSERVATION EDUCATION SOCIETY

Compiled Financial Information

Year Ended December 31, 2023

VICTORIA COMPOST & CONSERVATION EDUCATION SOCIETY

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Year Ended December 31, 2023

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COMPILATION ENGAGEMENT REPORT

To the Members of Victoria Compost & Conservation Education Society

On the basis of information provided by management, we have compiled the Statement of Financial Position of Victoria Compost & Conservation Education Society as at December 31, 2023, and the Statement of Operations 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.

Green Horwood & Co LLP

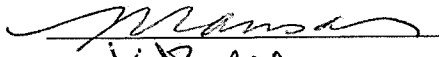
Victoria, British Columbia
April 16, 2024

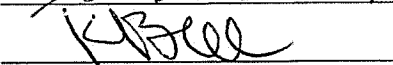
GREEN HORWOOD & CO LLP
Chartered Professional Accountants

VICTORIA COMPOST & CONSERVATION EDUCATION SOCIETY
Statement of Financial Position
December 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 315,945	\$ 197,339
Accounts Receivable	1,041	2,789
Inventory	11,306	16,864
Prepaid Expenses	1,726	-
	330,018	216,992
EQUIPMENT (Note 3)	5,305	8,072
	\$ 335,323	\$ 225,064
 LIABILITIES AND NET ASSETS		
CURRENT		
Accounts Payable and Accrued Liabilities	\$ 22,169	\$ 13,532
Deferred Income	125,823	63,000
	147,992	76,532
NET ASSETS	187,331	148,532
	\$ 335,323	\$ 225,064

ON BEHALF OF THE BOARD

 Director

 Director

VICTORIA COMPOST & CONSERVATION EDUCATION SOCIETY**Statement of Operations and Changes in Net Assets****Year Ended December 31, 2023**

	2023	2022
RECEIPTS		
Grant Funding	\$ 116,448	\$ 65,717
Capital Regional District Base	109,525	96,949
Program Revenue	43,375	51,590
Province of BC Community Gaming	39,000	39,000
City of Victoria	30,635	16,000
Items for Resale	26,956	17,743
Donations	26,667	37,029
Natural Sciences and Engineering Research Council of Canada	20,100	15,100
Interest and other income	12,724	3,733
Canada Summer Jobs	9,588	-
Memberships	7,255	7,389
	<u>442,273</u>	<u>350,250</u>
DISBURSEMENTS		
Wages and Benefits	275,447	235,111
Administration Costs	43,774	30,579
Program Expenses	43,460	38,597
Purchases for Resale	17,350	15,603
Training and Anti-oppression Work	14,652	1,693
Site Costs	6,024	6,217
Amortization	2,767	2,387
	<u>403,474</u>	<u>330,187</u>
NET EXCESS OF RECEIPTS OVER DISBURSEMENTS	38,799	20,063
NET ASSETS - BEGINNING OF YEAR	148,532	128,469
NET ASSETS - END OF YEAR	\$ 187,331	\$ 148,532

VICTORIA COMPOST & CONSERVATION EDUCATION SOCIETY

Notes to Compiled Financial Information

Year Ended December 31, 2023

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the Statement of Financial Position of Victoria Compost & Conservation Education Society as at December 31, 2023, and the Statement of Operations and Changes in Net Assets for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable;
- prepaid expenses amortized over their applicable time span;
- equipment amortized on a systematic basis over their estimated useful life, consistent from year to year;
- accounts payable and accrued liabilities; and
- restricted contributions are deferred and recognized as revenue in the year in which the related expenses are incurred.

2. GENERAL

Victoria Compost and Conservation Education Society was incorporated under the Society Act of British Columbia on April 12, 1995. Its purpose is to encourage composting and conservation by providing public education programs and by establishing a demonstration site.

3. EQUIPMENT

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Equipment	\$ 16,015	\$ 12,193	\$ 3,822	\$ 4,777
Computer equipment	13,733	12,250	1,483	3,295
	<u>\$ 29,748</u>	<u>\$ 24,443</u>	<u>\$ 5,305</u>	<u>\$ 8,072</u>

4. CRD CAPITAL GRANT

The CRD Capital Grant was disbursed in its entirety during 2011 on the building located at 1216 North Park Street, Victoria, BC. The building is not listed as an asset of the Compost Society as the terms of the CRD Funding Agreement specify that the building reverts back to the CRD upon the Society vacating the premises.

5. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.
