

Township of Woolwich - Annual Grant Application Form

The application period opens July 1st of each year and closes July 31st.

This form should be used for (read more about each in the noted Section of the [Grants Policy](#)):

- Annual Operating Grants (Section 8.2)
- Annual Capital Grants (Section 8.1)

[Arts & Culture Grants](#) (Section 9.1), [Equity, Diversity, Inclusion and Belonging Grants](#) (Section 9.2), [Special Events and Special Assistance Grants](#) (Section 9.3), and [Travel Assistance Grants](#) (Section 9.4) are considered non-annual and those applications are accepted throughout the year.

The Township's [Grants and Special Assistance Policy](#) provides for the different types of financial support. All information submitted in a grant application becomes public information and will be included in a Council Meeting agenda. The Township may request further information or clarification as needed. A Grants Reporting Form will be provided to all returning applicants following submissions of the Grant Application. This form is required to be filled out and submitted prior to the receipt of any successful grant awards. Should you have any questions or concerns, please contact the Council and Committee Support Specialist - [contact information at the bottom of the Grants page](#).

Amount of Grant Being Requested: *

Type of Grant Being Requested: *

Name of Organization: *

Organization Address (Street Number, Street Name, City/Town): *

Name of Primary Contact: *

Title of Primary Contact: *

Address for Primary Contact (If Different than Above):

Primary Contact Telephone Number: *

Primary Contact Email Address: *

Type of Organization:

Please provide a summary of the purpose, goal, or mission statement of your organization.

At HOPE (Hearts Open for Everyone), our mission is to foster a multicultural rural community where everyone feels genuinely welcomed and can be their true, authentic selves. We are dedicated to creating shared community experiences that promote compassion, togetherness, and a deep sense of belonging. Through our programs and events, we aim to break down barriers, celebrate diversity, and build bridges between different cultures and communities. Our ultimate goal is to create a resilient and inclusive community where every individual has the opportunity to thrive, contribute, and feel valued. We accomplish this by inspiring and empowering community members, promoting understanding and respect, and ensuring that everyone has a voice and a place in the community.

Essential Service Status

Section 1 of the [Grants Policy](#) defines an essential service as a a service that is necessary for the health, safety or welfare of Township residents. The approval body will give priority consideration to grant applications from local or Region-wide organizations or individuals that are deemed by the approval body to provide an essential service.

Please indicate which essential service your organization provides (If Applicable - Check All that Apply).

- Health
- Safety
- Welfare

Please explain how your organization fits into the selected category.

Based on HOPE's Vision and Mission, we feel that our work aligns with the categories of Health and Safety.

Health:

Our initiatives create environments where mental and emotional well-being are prioritized. By providing spaces where individuals feel seen and heard, we reduce feelings of isolation and promote mental health. Our workshops, including the upcoming program led by Grace Ibrahima and Rick Csiernik, address the impacts of racism and build resilience, contributing to the overall mental health of our community members.

Safety:

HOPE is committed to creating safe and inclusive environments for everyone, regardless of ethnicity, gender, race, disability, or any other aspect of identity. By fostering spaces where individuals feel secure and valued, we actively promote a safe community. Our programs and events aim to mitigate social inequalities and ensure that all residents experience a sense of safety and belonging.

Through our holistic approach, HOPE not only supports the well-being of individuals but also strengthens the fabric of the community, making it a healthier, safer and more welcoming place for all residents.

Proposed Use of Funding

Section 7 of the Grant Policy states that grant funding approved by the Council of the Township of Woolwich must be used for the purposes stated in the grant application unless Council has given prior approval for a change in the use of funds.

Please provide a detailed description of the proposed use of funding.

The funding we are requesting will directly support the successful planning, execution and expansion of our community programs and initiatives. This funding will allow us to continue providing high-quality services that address the needs of our community and foster a strong sense of belonging.

Here is a detailed breakdown of how the funding will be utilized:

- Workshops and Events: Funding will support the development and implementation of workshops, events, and other community initiatives. This includes essential costs such as marketing and promotions, annual marketing tool fees, translation fees, speaker and catering fees, and venue bookings. These investments are crucial to ensuring that our programs remain accessible, engaging and relevant to the community's needs.

- Volunteer Management and Support: To effectively deliver these programs, we will enhance our volunteer management processes. This may include the purchase of volunteer management software, training, and resources to streamline volunteer coordination and ensure that we can maximize community involvement in our initiatives.

- Community Engagement: The funding will enable us to increase community engagement through targeted outreach and expanded program offerings. Investing in these areas will allow us to enhance our ability to serve more residents, create meaningful experiences and build a stronger, more connected community.

The support from the Township of Woolwich will be instrumental in allowing us to continue and expand our programs, ultimately contributing to the well-being of the community. This investment in our programs is a direct investment in the people of Woolwich, ensuring that we can continue to foster compassion, togetherness and a deep sense of belonging for all.

Township Significance and Need

Section 3 of the Grants Policy states that an organization or individual seeking assistance must ensure its significance to the Township is clearly explained in the application for assistance.

Please describe the significance of the service, program, or event to be funded to the Township of Woolwich as well as how it meets an identifiable and quantifiable need in the Township.

The programs and services offered by HOPE are integral to the Township of Woolwich, addressing critical community needs and making a measurable impact. This is accomplished in the following ways:

Promoting Inclusivity and Diversity

HOPE's initiatives are designed to foster inclusivity and celebrate diversity within the Township of Woolwich. By providing platforms for different cultural groups to share their traditions, our programs cultivate mutual understanding and respect among residents. This directly supports the Township's commitment to being a welcoming and inclusive community where everyone feels a sense of belonging.

Enhancing Community Engagement and Social Cohesion

Our events, such as the Multicultural Festival of Elmira (MFE), Cultures United and Global Flavours, are key to bringing together residents from diverse backgrounds. These gatherings promote social cohesion, allow relationships to be built, and strengthen the community's social fabric. They offer unique opportunities for

residents to connect, engage and collectively celebrate the beauty of our cultural landscape.

Supporting Local Talent and Businesses

HOPE's programs contribute to the local economy by providing platforms for artists, performers, and vendors within the Township to showcase their talents and products. We also support local businesses and organizations by using their spaces for our workshops, which raises awareness of the services they offer in Woolwich and beyond. This approach enhances the community's cultural life by creating welcoming spaces while also boosting local economic activity.

Providing Educational Opportunities

Our workshops and events are more than just cultural celebrations; they are educational experiences that foster cultural awareness and sensitivity. These opportunities are crucial for building a harmonious and inclusive community, equipping residents with the knowledge and understanding needed to appreciate and respect the diverse backgrounds that make up Woolwich.

Delivering Quantifiable Impact

HOPE's impact is clear and measurable. We track various metrics, such as social media engagement, website traffic and participant feedback to assess our programs' effectiveness. For example, significant increases in social media reach and engagement around our events reflect strong community interest and participation. Feedback from participants, vendors and volunteers consistently highlight the positive impact of our initiatives, demonstrating their value to the community.

Addressing Specific Community Needs

Our programs are tailored to address specific needs within the community, including platforms for cultural expression, social inclusion and education. The strong demand and appreciation for these initiatives, as reflected in participant feedback, indicate their necessity and relevance. Many community members have expressed a desire for more of these events, underscoring the ongoing need for our work.

By supporting the delivery and expansion of these vital programs, the Township of Woolwich will directly contribute to building a more inclusive and vibrant community. The funding will enable us to reach more residents, enhance the quality of our initiatives and ensure that Woolwich remains a place where diversity is not just acknowledged but celebrated.

Please list the municipalities served by your organization.

Township of Woolwich

On average, how many clients does your organization serve annually, and how many total clients do you expect to serve this year?

Last year was our first year of operations, serving approximately 1,200 community members for the year. We have consistently engaged with a wide range of individuals through various programs, events and initiatives, including participants in our workshops, attendees at our events, users engaging with our online content, and individuals benefiting from our community outreach programs.

Given the success of the Multicultural Festival of Elmira (MFE) and the growing interest in our programs, we anticipate serving around 1,500-2,000 community members this year. This projection is based on key metrics from last year's MFE, including:

- An estimated 600 attendees at the festival.
- Significant growth in our social media presence, with over 500 followers on Instagram and over 170 on Facebook.
- Over 8,500 website visitors within the past year, with 31% visiting the MFE site and 10% visiting the Workshops page.
- Strong community interest and satisfaction, with 94% of attendees and 100% of vendors expressing a desire to participate in future events.

With the increased visibility and positive reception from the MFE, along with our ongoing efforts to promote inclusivity and community well-being through our programs, we are well-positioned to reach and engage more residents from Woolwich Township and beyond.

Are the majority of your client's residents of the Township of Woolwich?

Yes

How many of the clients served in the past two years were residents of the Township of Woolwich, and how many residents does your organization expect to serve next year?

Over the past year, approximately 60% of our clients have been residents of the Township of Woolwich. This represents a significant portion of our community engagement, indicating strong local involvement and support for our programs and events.

Next year, we anticipate an increase in local participation, with an expected 80% of our clients being residents of the Township of Woolwich. This projection is based on the success of our recent events, increased visibility, and targeted outreach efforts aimed at engaging more Woolwich residents. Our goal is to continue fostering a sense of community and inclusivity, ensuring that a growing number of Woolwich residents benefit from our services and programs.

Other Requirements

Section 6 of the Grants Policy lists other considerations that must be addressed before the Council of the Township of Woolwich will consider an organization's grant request.

Does your organization have an elected executive of volunteers that will take responsibility for the receipt and disbursement of funds?

Yes

Is your organization in good financial standing, including with the Township of Woolwich?

Yes

Is your organization applying for a grant to help cover an operating deficit?

Yes

Does your organization give grants?

No

Is your organization applying for a grant to replace financial support that was discontinued by another funding source? If so, please provide additional details.

HOPE is not applying for this grant to replace financial support from another funding source. We seek funding support to enhance and expand our community programs and services. This funding will directly support the effective execution and delivery of our programs, allowing us to improve engagement among community members, social cohesion, awareness and community building within the Township of Woolwich.

Securing this grant will enable us to cover essential costs associated with program delivery, including advertising, marketing, honorariums, community outreach and volunteer engagement. It will also allow us to be more efficient by having the resources required to continue offering high-quality events and workshops, without the need for additional funding requests from Council throughout the year.

Our focus is on creating lasting impacts in the community, and this funding will enable us to plan ahead and deliver programs that promote inclusivity, well-being and a strong sense of togetherness.

Does your organization provide the same or similar services to those offered by another local organization or municipality? If so, please provide additional details.

HOPE is a unique grassroots organization within the Township of Woolwich. It is distinguished by our focus on fostering inclusivity, promoting diversity and building a strong sense of community through culturally enriching programs and events. Unlike other local organizations or municipal services, HOPE specializes in creating platforms for cultural exchange and understanding, which are not currently provided.

While there are several community groups and organizations within the Township that address various social, recreational and support services, HOPE's mission is distinct. Our core activities are centred around organizing workshops and educational events that celebrate and promote diversity. These programs are designed to bring together residents from various cultural backgrounds, offering them opportunities to share their traditions, learn from one another and build lasting relationships.

No other organization in the Township of Woolwich offers the same breadth and depth of culturally focused initiatives as HOPE. Our programs are specifically tailored to address the unique needs of our diverse community, fostering an environment where every resident feels valued and included. By providing these specialized services, HOPE fills a critical gap in the community, ensuring that the rich cultural diversity of the Township is celebrated and that all residents have the opportunity to engage in meaningful cultural exchanges.

Could your organization's efforts be better funded through the purchase of a service agreement with the Township of Woolwich? If so, please provide additional details.

Yes, HOPE's efforts could be greatly enhanced through a service agreement with the Township of Woolwich. This funding would cover essential costs in order to enhance program delivery and special events, such as advertising, marketing and volunteer management.

We intend to reinvest in the community's contributions by creating tailored programs based on participant feedback and offering additional volunteer opportunities. This ensures that the support we receive benefits the entire community.

A service agreement would help us expand and sustain our programs effectively, advancing our mission to build a vibrant and cohesive community in the Township.

If your organization receives a grant, will all citizens of the Township of Woolwich be eligible to participate in the funded program, event, or activity? If not, please provide additional details.

If HOPE receives this grant, all residents of the Township of Woolwich will be eligible to participate in our funded programs, thanks to enhanced efficiency and outreach capabilities. This support will enable us to deliver our programs, workshops, and events more effectively.

We are dedicated to ensuring that our programs are accessible to everyone in the community. This includes hosting events in accessible locations, providing transportation for individuals with mobility challenges, and offering marketing materials in multiple languages to reduce barriers and ensure inclusivity. Our partnerships with local organizations, such as Woolwich Community Services, Woolwich Counselling Centre, Community Care Concepts, and Elmira District Community Living, further extend our reach to diverse groups, including low-income families, seniors, individuals facing mental health challenges, and those with disabilities.

By securing this grant, we will enhance our capacity to deliver high-quality, inclusive programs and explore new opportunities for community engagement. This support will help us ensure that all residents can benefit from our initiatives and contribute to a vibrant, cohesive community.

Acknowledgment of Township Contributions

Section 4 of the Grants Policy requires organizations that receive a grant to recognize the Township's contribution in any promotional literature which may be prepared by the organization, on the organization's website or social media, during the event or initiative, or in another public manner.

Please describe how your organization would acknowledge a grant from the Township of Woolwich.

HOPE is deeply committed to recognizing and celebrating the support we receive from the Township of Woolwich.

We will feature the Township of Woolwich's logo and name in promotional materials related to our new employee, including social media posts and our website. This visibility will ensure that the Township's support is prominently recognized within our community and beyond.

At the start of our upcoming programs, we will publicly acknowledge and express our gratitude to the Township of Woolwich in front of all attendees. This recognition will highlight the valuable support that has enabled us to deliver these programs with the assistance of a full-time employee. Attendees will have the opportunity to see firsthand the positive outcomes and impact made possible by the Township's support.

We will include a detailed acknowledgment of the Township's support in our annual impact report, which will be shared with various organizations, community partners and residents. This report will highlight the specific contributions of the Township and the tangible results achieved through their support.

By implementing these acknowledgment strategies, we aim to celebrate the partnership with the Township of Woolwich, demonstrating our gratitude and showcasing the valuable impact of their support on our community initiatives.

Volunteer Support

The Eligibility Requirements for Operating (Section 8.2) and Capital Grants (Section 8.1) in the Grants Policy states that applicants must rely significantly on the use of volunteer support.

Does your organization rely significantly on volunteer support? Please describe the number of volunteers and volunteer hours, which benefit your organization.

HOPE relies heavily on volunteer support to achieve our mission. Our programs are created and delivered by the community for the community. For this year's Multicultural Festival of Elmira (MFE), we will have over 40 volunteers, in addition to the 15 planning committee members who contribute their time and expertise.

Our volunteers collectively contribute approximately 250 hours each month across various HOPE programs and events. The extent of their support is essential for executing a range of initiatives that promote inclusivity, celebrate diversity and strengthen our community.

We are incredibly grateful for the passion and dedication of our volunteers. Their involvement is vital to our success and allows us to achieve our goals. Their commitment embodies the spirit of togetherness and shared purpose that defines HOPE, and we value their contributions immensely.

Accessibility and Inclusivity

The Grants Policy states that organizations that apply for Operating and Capital Grants must make their programs, services, or events accessible to, and inclusive of, persons with disabilities. The Township will not normally fund any program, event, or service that is inaccessible of persons with a disability.

Please provide details about how persons with disabilities would be able to access the program, service, or event, such as accessible parking, accessible facilities, awareness training for staff or volunteers, etc.

At HOPE, we are fully committed to ensuring our programs are fully accessible to persons with disabilities. We prioritize holding our programs in accessible locations and are mindful of addressing potential barriers to participation. The following are additional ways in which we achieve this goal:

Venues are specifically selected with accessible parking, ramps, elevators and wheelchair-accessible restrooms to accommodate mobility challenges. Spaces located on the main floor provide easy navigation, and locations near bus stops ensure that attendees feel comfortable and welcome.

Transportation options are offered to those facing mobility challenges, ensuring that everyone in the Township has the opportunity to participate. When promoting our workshops, we make it clear that we can cover transportation costs or assist with other arrangements based on individual needs. For example, during our visit to Crow Shield Lodge last October, we rented a shuttle bus to transport guests from Elmira to Kitchener and back. This approach reduces stress for participants by alleviating concerns about parking or navigating bus routes, allowing them to fully enjoy the experience.

Program materials are delivered in alternative formats, ensuring clear, accessible communication. Our social media posts are translated into multiple languages to promote upcoming workshops, and earplugs are provided during workshops to accommodate those with noise sensitivity.

To uphold our commitment to accessibility, we continuously explore and implement ways to reduce barriers to our programs. Our goal is to create an inclusive environment where everyone can fully engage with and benefit from our offerings.

Requests for Grant Increases (Multi-year/Term of Council Grants Only)

Section 8.2.3 and 8.2.4 of the Grants Policy deals with requests for grants for the Term of Council and inflationary increases.

Does your organization wish to apply for a multi-year grant that coincides with the current term of Council (ending in 2026) with minor inflationary increases? This is only available to organizations that Council deems to provide essential services.

No

Will the grant increase be used to support an expansion of a program or service? If yes, please provide details, and if no, please explain why the grant increase is being requested.

Yes, the grant increase will support the expansion of our programs and services. The additional funding will allow us to enhance our program delivery and outreach efforts, including increasing the frequency and diversity of our programming. This will help us reach a broader audience within the Township of Woolwich and ensure our programs are more inclusive and accessible to all residents. By focusing on these areas, we aim to improve community engagement and deliver high-quality initiatives that demonstrate our commitment to reducing barriers and fostering inclusivity.

Goal of Self-Sufficiency

The Council of the Township of Woolwich recognizes the contribution that charitable and nonprofit organizations make to the quality of life enjoyed by residents. Council is committed to working with community groups but must be cognizant of budget constraints and competing priorities. Council encourages groups to work towards achieving financial self-sufficiency and independence in their programs through community participation and fundraising.

Does your organization anticipate that the activities for which this assistance is being requested will become self-supporting through private or other sources? If yes, please provide details, and if no, please explain why not.

As a grassroots organization, HOPE is dedicated to providing free programming to our community and relies on a mix of funding sources to sustain our initiatives. Although we do generate some income through vendor fees and MFE T-shirt sales, these funds are reinvested into our programs to support their ongoing delivery.

The funds we are requesting will be used to enhance our program delivery and outreach efforts, including increasing the frequency and diversity of our programming, while maintaining a refined approach when developing programs to ensure that it meets the needs of our community as it continues to grow. To cover the full scope of our expansion and ensure the continuation of our zero-cost programs, we are actively pursuing additional funding opportunities. This involves applying for multiple grants and exploring other revenue streams.

Ongoing support from grants and community contributions is crucial to sustaining our services and effectively serving the community. We are committed to securing the necessary resources to continue and expand our initiatives inclusively and effectively.

Other Sources of Financial Support

Who did your organization request funding assistance from this year? (Organization, Date, Amount Requested, Amount Received/Refused)

This year, HOPE has sought funding assistance from several organizations to support our programs and initiatives:

Waterloo Region Community Foundations

Date: April 18, 2024

Amount Requested: \$5,000

Amount Received: \$4,000

Purpose: To support the Multicultural Festival of Elmira (MFE).

Township of Woolwich (EDIB Grant)

Date: January 16, 2024

Amount Requested: \$980

Amount Received: \$980

Purpose: To cover costs for our Global Flavours event.

Township of Woolwich (MFE Funding)

Date: May 6, 2024

Amount Requested: \$2,000

Amount Received: \$2,000

Purpose: To support the MFE.

Waterloo Region Upstream Fund

Date: June 14, 2024

Amount Requested: \$280,000 (2-year funding request)

Amount Received: \$97,300 (2024-2025) and \$92,435 (2025-2026)

Purpose: To cover staffing fees for the founder, program costs, and volunteer honorariums.

In addition to our current funding, we are applying for a \$40,000 grant from the United Way General Operating Support to cover the cost of hiring a full-time employee, which would provide us with additional hours and capacity to support our ongoing efforts and help us sustain and expand our services more effectively.

Did your organization implement user fees this year? If user fees were not charged this year, and will not be charged next year, explain why. Please detail any planned future increases in user fees.

This year, HOPE did not implement user fees for our programs and events. We are committed to keeping our programming free of charge to ensure accessibility for all community members, regardless of their financial situation. By offering free programs, we aim to remove financial barriers and encourage broad participation, which aligns with our mission to foster inclusivity and build a strong, connected community.

Currently, we do not plan to introduce user fees for the upcoming year. Our focus remains on securing funding through grants, community support, and fundraising activities to sustain our services. While we continuously evaluate our funding strategies, any potential changes to our fee structure would be considered only if they align with our mission of providing accessible programming and are supported by the community's needs and feedback. For now, our priority is to maintain free access to our programs and continue seeking diverse funding sources to support our work.

What other agencies does your organization intend to request funding assistance from for the next fiscal year? Include any other municipal, provincial, or federal departments or agencies. (Agency and Amount to be Requested)

In addition to the funding we have already received, we are applying for the United Way General Operating Support grant to support a full-time employee.

We will also apply for the WRCF Racial Equity Fund, which focuses on projects aimed at improving the social infrastructure of the Township.

What fundraising events has your organization planned for next year, and how will the funds be used? (Event, Estimated Revenue, and Use of Funds)

For next year, our organization has planned the following events and fundraising activities:

Multicultural Festival of Elmira

Estimated Revenue: \$30,000 (through grants and sponsorships)

Use of Funds: The funds will be used to cover the operational costs of the festival, including venue rental, performer fees, staging and supplies, and marketing. Any additional proceeds will be reinvested into our community programs to ensure they remain free and accessible to everyone.

Ongoing Donations

Estimated Revenue: \$1,000

Use of Funds: Donations received from individuals and local organizations throughout the year will support our free programming, including workshops and events.

We primarily raise funds for our festival through grant applications and sponsorships. While we do accept donations via cheque or through a CanadaHelps page set up by our fiscal partner, we do not actively promote or seek out fundraising campaigns.

Final Comments

Do you have any final comments on why public funds should be given to your organization?

Public funds should be granted to HOPE because our work is profoundly meaningful to our founder, a racialized person who understands the common feelings of isolation, loneliness, and low sense of belonging that arise when one struggles to find connections and strength within a community. Our initiatives have a tangible, positive impact on our community, which we have experienced firsthand. The strong sense of support and connection we now feel is unprecedented, and it is clear why so many residents have chosen to make this place their home.

The feedback we receive from our workshop attendees and community members underscores the importance of our efforts. As our community grows and becomes more diverse, we are dedicated to addressing underlying issues and fostering inclusivity. Our goal is to bridge cultural gaps, enhance awareness, and strengthen the bonds among residents.

By investing in HOPE, you are supporting a vital initiative that enhances community cohesion and ensures that everyone, regardless of their background, feels valued and included. Your support will help us continue our mission to create a harmonious and welcoming environment where all residents can thrive together.

Attachments

If any of the required attachments are missing in the application, your organization's application will be designated as incomplete, and Council will be made aware. Ensure that all of the following documents are attached to the application. If you cannot attach a document that has been requested, you must attach a separate sheet to explain to Council why it is not possible to fulfill the requirement.

Please provide a complete list of Board, Executive, or Committee members, including their roles and contact information.

Please provide a copy of your organization's constituting documents (Constitution, By-laws, or Letters of Incorporation).

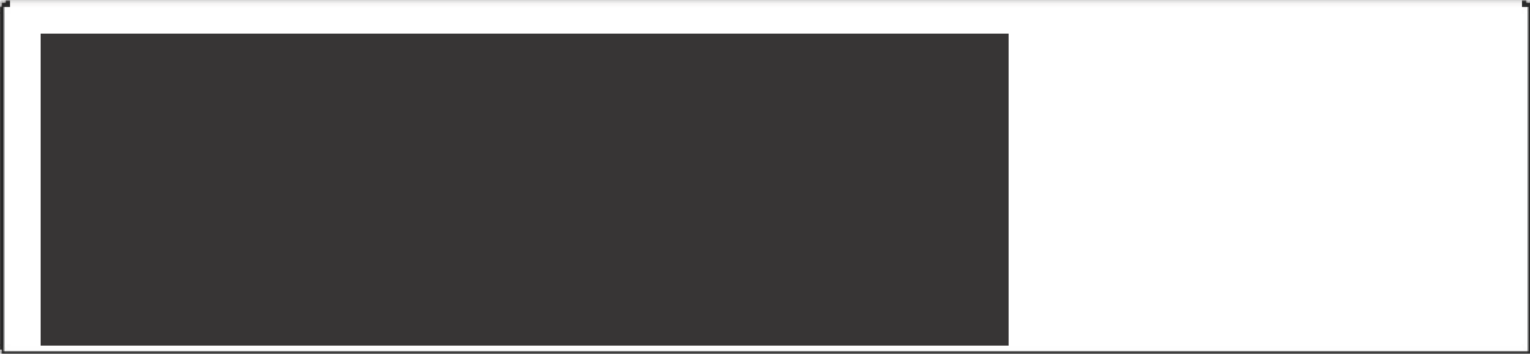
Please provide your organization's most recent annual audit financial statements or those qualified by a professional accountant, which should include, at a minimum, a Balance Sheet and Income Statement.

Please provide interim financial statements for the current fiscal year.

Please provide a budget for the year that the grant is being applied for.

Certification of Grant Application

We, the people signing below, do certify that the information provided in this Grant Application is accurate and complete to the best of our knowledge, and the Grant Application has been endorsed or approved by our Executive.



Signatory Name

Abby Cooper

Signatory Name

Lucia Harrison

Signatory Name

Abby Cooper

Signatory Name

Lucia Harrison



Unaudited Statement of Receipts & Disbursements - From Apr-24 To May-24

	2023 - 24 (LY)	2024-25 (1st)	Budget for	Actual for	Bud vs Act (Actual)		Notes
	Budget (Approved)	Budget (Approved)	2 Months	2 Months	\$	%	
Receipts							
Federal Funds - IRCC	2,329,394	2,362,542	374,762	366,921	(7,841.00)	(-2%)	
- Canada Heritage		20,000	-	-	-		
- Summer Student		13,310	-	-	-		
Provincial Funds - LIS	444,199	306,487	51,082	-	(51,082.00)	(-100%)	Not Received Yet
- NSP		119,132	19,856	-	(19,856.00)	(-100%)	Not Received Yet
- PE		22,049	-	-	-		
Municipal Funds - City of K'ner	31,856	8,764	-	-	-		
- City of W'loo		7,000	-	-	-		
- Reg. Mun. W'loo		16,396	-	-	-		
Fee for Service - Interpretation	525,321	600,000	100,000	81,006	(18,994.00)	(-19%)	less appointment
Global Skills Conference	23,000	23,000	-	-	-		
Festival	67,119	60,000	60,000	87,800	27,800.00	46%	more Festival income
Donation - Core	11,263	10,000	800	871	71.00	9%	
Notarization Services	34,088	36,000	5,000	5,615	615.00	12%	
Interest Income	22,692	18,000	2,500	3,354	854.00	34%	more from GIC
Donation (in & out)	-	-	-	-	-		
Other Revenue	134,452	48,567	10,000	20,898	10,898.00	109%	3, 5 and 15 % admin
Total Revenue	3,623,383	3,671,247	624,000	566,465	(57,535)	-9.22%	↓
Disbursement							
Personnel Expenses	2,454,005	2,445,153	369,700	348,050	21,650	6%	
Festival Expenses	56,120	57,258	9,382	8,802	580	6%	
IT & Computer Expenses	49,464	56,755	18,273	18,047	226	1%	
Rent Expense	250,234	241,845	40,308	39,957	351	1%	
Building Maintenance Expenses	17,358	19,746	1,192	1,077	115	10%	
Utilities Expenses	5,561	7,068	458	397	61	13%	
Insurance & Security Expenses	8,403	8,965	-	293	(293)		Security Syatem
Teleph & Commun Expenses	50,885	52,757	8,074	7,677	397	5%	
Administrative Expenses	48,502	37,118	3,800	3,660	140	4%	
Special Events Expenses	33,655	34,363	1,500	1,475	25	2%	
Depreciation of Fixed Assets	5,000	5,500	-	-	-		
Interpretation Services (LIS Grant)	170,000	144,504	32,584	33,209	(625)	(-2%)	
Interpretation Services	386,500	470,400	68,400	64,544	3,856	6%	
Other Operating Expense	74,207	87,153	13,526	12,362	1,164	9%	
Interest & Bank Charges	3,277	2,664	550	621	(71)	(-13%)	
Rounding off		-					
Total Expenses	3,613,171	3,671,248	567,747	540,170	27,577	4.86%	↓
Surplus / (Loss)	10,212	(1)	56,253	26,295			



Mrs. Myrta Sahas
Executive Director
Kitchener-Waterloo Multicultural Centre Inc.
25 Frederick Street, Market Square
Kitchener, Ontario
N2H 6M8

0438796

August 26, 1998

Dear Madam:

Subject: Confirmation of registration number

We are writing to confirm that *Kitchener-Waterloo Multicultural Centre Inc.* is registered with the Department of National Revenue as a Charitable Organization.

Charity's Business Number: 11898 7601 RR0001 (previously registration number: 0438796-22)

Effective Date of Registration: January 1st, 1975

We hope the foregoing is satisfactory.

Please do not hesitate to contact the undersigned, at 1-800-267-2384 if you wish to discuss further. You can also write to us at the Charities Division, Revenue Canada, Ottawa, Ontario, K1A 0L5.

Yours sincerely,

Francine Dupuis
Charities Division



Ministry of
Consumer and
Commercial
Relations

Ministère de la
Consommation
et du
Commerce

Ontario Corporation Number
Numéro de la compagnie
en Ontario

237706

Supplementary Letters Patent

Lettres patentes supplémentaires

By virtue of the powers vested in me under the Corporations Act, I do by these Supplementary Letters Patent amend the Letters Patent issued to

En vertu de pouvoirs qui me sont conférés par la Loi sur les compagnies et associations, j'amende, par les présentes lettres patentes supplémentaires, les lettres patentes déjà accordées à

KITCHENER-WATERLOO MULTICULTURAL CENTRE INC.
(formerly/anciennement K-W REGIONAL FOLK ARTS COUNCIL)

as set out in the application which is attached hereto and which forms part of these Supplementary Letters Patent.

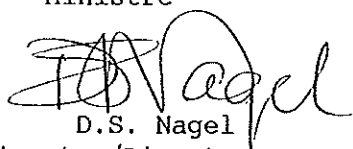
comme indiqué dans la demande ci-jointe, qui fait partie intégrante desdits lettres patentes supplémentaires.

Date/Daté: December 14 decembre 1990.

Peter Kormos

Minister
Ministre

per/par:


D.S. Nagel
Director/Directeur

23 7706

Trans.
Code
C
18

K	I	T	C	H	E	N	E	R	-	W	A	T	E	R	L	O	M	U	L	T	I	C	H	U	R	A	L
C	E	N	T	R	E																						

Form 3
Corporations
Act
Formulaire
numéro 3
Loi sur les
compagnies et
associations

**APPLICATION FOR SUPPLEMENTARY LETTERS PATENT
REQUÊTE EN VUE D'OBTENIR DES LETTRES PATENTES SUPPLÉMENTAIRES**

1. Name of the applicant corporation / Nom de la compagnie ou association requérante:

K	-	W		R	E	G	I	O	N	A	L		F	O	L	K		A	R	T	S		C	O	U	N	C	I	L					

2. Date of incorporation/amalgamation:
Date de constitution ou de fusion: 25 09 1970
(day/jour) month/mois year/année)

3. The resolution authorizing this application was confirmed by the ~~shareholders~~ members of the corporation on
La résolution autorisant cette requête a été ratifiée par les actionnaires de la compagnie ou les membres de l'association le

18 09 1990
(day/jour) month/mois year/année)

under section 131 of the Corporations Act.
aux termes de l'article de la loi sur les compagnies et associations.

4. The corporation applies for the issue of supplementary letters patent to provide as follows:
La compagnie ou association demande la délivrance de lettres patentes supplémentaires autorisant ce qui suit:

RESOLVED THAT:

A. The Letters Patent of the Corporation dated the 25th day of September, 1970 shall be amended as follows:

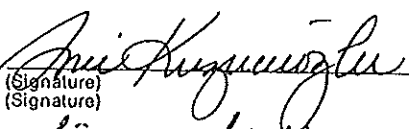
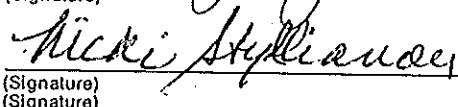
(a) The name of the Corporation shall be changed from K-W REGIONAL FOLK ARTS COUNCIL to KITCHENER-WATERLOO MULTICULTURAL CENTRE INC.

B. The President and Secretary of the Corporation be and are hereby authorized and directed on behalf of the Corporation to sign and execute all documents and to do all things necessary or desirable in connection with the foregoing.

5. The Corporation is not insolvent pursuant to subsection 19(4) of Ontario Regulation 152/82 under the Corporations Act.

This application is executed in duplicate.
Cette requête est faite en double exemplaire.

K-W REGIONAL FOLK ARTS COUNCIL
(Name of corporation/Nom de la compagnie ou association)

By:/Par:		PRESIDENT
	(Signature) (Signature)	(Description of Office) (Fonction)
		SECRETARY
	(Signature) (Signature)	(Description of Office) (Fonction)

(corporate seal)
(apposer le sceau de la
compagnie ou association)

Township of Woolwich – Operating Grant Proposed Budget

For 1-year Period

Category	Amount
Staffing – Operations Coordinator	\$50,000
United Way GOS – Total Requested	\$40,000
Total Funding Request from Woolwich Township	\$10,000

Operations Coordinator - Role Time Disbursement

Tasks	% of Time
Streamlining Operations	25%
Budgeting	20%
Ongoing Administrative Maintenance	20%
Workshop Coordination	15%
Research and Development	10%
Policy Development and Human Resources	10%
Operations Coordinator Role	100%