

# Application: 9186250283

Royce Shook - royce.shook@gmail.com  
Emergency Community Support Fund

## Summary

**ID:** 9186250283

**Status:** Project Application: Draft

## Eligibility quiz

**Completed** - Jun 10 2020

## Eligibility quiz

The Emergency Community Support Fund (ECSF) is being delivered by Community Foundations of Canada (CFC), United Way Centraide Canada (UWCC), and the Canadian Red Cross (CRC). Each funding partner, and their network, can support communities in various ways.

CFC's funding stream will only receive applications from qualified donees. [Qualified donees](#) are defined by the CRA and include the following:

- [registered charities](#);
- [registered Canadian amateur athletic associations](#);
- [registered Canadian municipalities](#) (sorted by province/territory);
- [First Nations and other registered municipal or public bodies performing a function of government in Canada](#).

If your organization meets the eligibility questions below, you are encouraged to apply for the ECSF operated by CFC and the community foundation network:

**Is your organization a qualified donee (such as a registered charity, Canadian amateur athletic association, municipality, First Nation or other municipal or public body performing a function of government in Canada)?**

Yes

**Did you secure funding from the Government of Canada, another ECSF intermediary (Canadian Red Cross, United Way Centraide Canada) or from a provincial, territorial and municipal government to cover the same project costs?**

No

**Do you grant permission for this application and contact details to be shared with the Government of Canada, United Way, Community Foundations of Canada and the community foundation network and Canadian Red Cross, for consideration and coordination of funding?**

Yes

## **Section 1: Where Your Application Will Be Reviewed**

Completed - Jun 10 2020

## **Section 1: Location Where You Are Applying From**

Our goal is to make this application process simple and easy to complete. Before you begin, we encourage you to read the [Applicant Guide](#) so that you clearly understand what is permitted. The Applicant Guide will also provide very concrete examples for your consideration.

This application form has five sections:

- **Section 1:** Where Your Application Will Be Reviewed
- **Section 2:** About Your Organization (Qualified Donee)
- **Section 3:** Project Information
- **Section 4:** Grant Request, Budget & Financial Information
- **Section 5:** Authorization & Declarations

In total, this application should take approximately 15 minutes to complete.

As you prepare your application, it is important to know that we are required to hold an open, impartial and fair selection and assessment process to fund projects which respect the following principles:

- Addressing a pressing social inclusion or well-being need caused by COVID-19;
- Serving one or more Vulnerable Populations; and
- Is not duplicating funds from another source to cover specific project expenses and budget lines for

which the community organizations have applied and/or received funding.

The information you provide in this document will be used by local reviewers in their evaluation as they make funding decisions according to the criteria above.

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**Please select the local community foundation or regional fund covering the region where your project will be delivered. Your application will be routed to the selected community foundation or regional fund for review.**

Find a community foundation near you using the search tool available on our [website](#).

If you do not see a community foundation in your region, select "Community Foundations of Canada".

The screenshot shows a web browser window with the URL [communityfoundations.ca/find-a-community-foundation/](http://communityfoundations.ca/find-a-community-foundation/). The navigation bar includes links for ABOUT US, INITIATIVES, TOPICS, and THE LEARNING INSTITUTE. The main heading is "Find a community foundation". Below this, there is a paragraph explaining the purpose of community foundations. A search section contains two input fields: "Select a region near you..." with a dropdown arrow and "Enter your city or postal code...". Below the search fields is a map of Canada with "Map" and "Satellite" buttons. At the bottom of the page, a grey banner displays "Port Coquitlam Community Foundation".

## Lead applicant name

Who should we contact with any questions about your application?

First name	Royce
Last name	Shook

## Email

[royce.shook@gmail.com](mailto:royce.shook@gmail.com)

## Phone number

Example: 555-555-5555

604-945-0395

## Extension

(No response)

## Preferred language for correspondence

English

## Section 2: About Your Organization

Completed - Jun 12 2020

## Section 2: About Your Organization (Qualified donee)

**Organization Name**

The Wilson Centre Seniors Advisory Association

**Address**

Street Address	2150 Wilson Ave
City / Town / Community	Port Coquitlam
Province / Territory	BC
Postal Code	V3C 6J5

**Charitable number or other qualified donee status**

Find your organization's charitable number using [CRA's list](#) of registered charities and other qualified donees

893031443 RR 0001

**Every registered charity or qualified donee has a webpage on the CRA website. Please include your organization's URL on the CRA website.**

Here is an example: This is [Community Foundations of Canada](#)'s web listing on the CRA website.

<https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyQckVw?selectedCharityBn=893031443RR0001&isSingleResult=false&q.srchNm=the+wilson+c&q.stts=0007>

**Please describe the mission and main activities of your organization**

*(max 200 words)*

*The mission of the Society is to promote and develop the well-being of senior citizens (“seniors”) in the community of Port Coquitlam by:*

- a. Promoting and developing year-round educational and recreational programs and activities that meet the needs of Seniors in the community on a free or nominal cost basis, by advising, advocating, promoting and fundraising to improve the well-being of seniors in the community;*
- b. Providing monetary grants to needy seniors for poverty relief on a confidential basis;*
- c. Supporting the City of Port Coquitlam Seniors Recreation area, the foodservice programs and social events for seniors in the community which is located at the Wilson Lounge; and*
- d. Providing volunteers and volunteer services for seniors in the community*

**Do you have a digital platform?**

*Let us know all that apply*

<i>Facebook page (<a href="https://www.facebook.com/___">https://www.facebook.com/___</a>)</i>	<a href="https://www.facebook.com/groups/211013223669826/">https://www.facebook.com/groups/211013223669826/</a>
<i>Instagram handle</i>	<i>(No response)</i>
<i>Twitter handle</i>	<i>(No response)</i>
<i>Website</i>	<a href="https://www.portcoquitlamseniors.com/">https://www.portcoquitlamseniors.com/</a>
<i>Other</i>	<i>(No response)</i>

**Are you applying in collaboration with other community partners?**

Yes

**Please name the collaborating organizations and their roles with the program**

*The Wilson advisory board has partnered with the city of Port Coquitlam Senior Services to respond to the immediate food security needs of our city's low-income populations that has been caused by COVID-19. Due to this current crisis, applications for support have more than doubled from previous years.*

*The Board and the City have already supported 28 residents with \$21 per week in funding for the 16-week farmer's market program, leaving 39 residents alarmed that their food security needs may not be met. The Board is seeking \$13,104 to address in support the basic food needs of remaining community members. The successful applicants for this healthy food subsidy were chosen by the following criteria: applicants must be considered part of a vulnerable population including proof of low socioeconomic standing, which is based on financial need as per the lico index. This includes people living with disabilities, members and our senior community, and single and pregnant mothers.*

**Section 3: Project Information**

**Completed** - Jun 12 2020

**Section 3: Project Information**

**Project title**

*(10 words max)*

*Farmer's Market Coupon Subsidy Program*

**Summarize your project in one sentence.**

*This project provides a subsidy that supports a variety of vulnerable demographics in the City by providing access to healthy, locally grown food at the weekly farmers market.*

## ***How does this project address an urgent community need caused by COVID-19?***

*Your answer should cover all of the following:*

- the project objectives and the activities to be funded;*
- how the project fills a gap or meets an identified need; and*
- how the project outcomes will benefit the community.*

*(250 words max)*

*Due to the COVID-19 crisis massive layoffs have reduced monetary intake for single-parent families, leaving those with dependents struggling to put food on the table. Social isolation guidelines have limited access to fresh food for seniors, many of whom live on a very tight fixed income. Though some seniors have support from family, many do not and are forced to eat subpar food just to make ends meet. Local farmers have seen a dramatic impact on their ability to plant and harvest crops due to health and safety guidelines limiting their ability to hire seasonal support. All three groups are experiencing major lifestyle changes and have expressed feelings of fear and anxiety for what the future might hold.*

*Provision of funding would supplement the City and Advisory Board's existing coupon subsidy and would provide options for the remaining Farmers Market coupon applicants to obtain much-needed access to food security for themselves and their families. By reducing the concern for finding their next healthy meal for themselves or their children, they can focus on adapting to the new normal. Farmers would benefit from additional food sales thereby supporting their employees and the local economy.*



***The ECSF will prioritize applications that value and embody the concept "nothing about us, without us" within their organizational structure and programming. How will individuals representative of the population(s) you're seeking to serve, be involved in the decision making and delivery of your project/initiative?***

*The decision to create the subsidy was made by the Board as was the decision to work with the City and the Fraser Valley Farmers Market, based on an ongoing need for food security. The recipients were made aware of the option to apply for a subsidy to support food security and opted to do so. Those selected have the freedom of choice; all recipients of the coupon program will be able to select any items from Farmers market vendors to meet their food security needs. The Fraser Valley Farmers Market developed an adapted Food-Hub model that focuses on low touch / no-touch procedures to ensure the safety of coupon recipients, staff, and volunteers to comply with COVID-19 protocols.*

***Have you applied to either the Canadian Red Cross or United Way for the same project costs?***

***Responses Selected:***

*None*

***This project primarily serves community members of the following vulnerable group(s) [Choose up to 3]***

*For assistance in answering this question, refer to the [applicant guide](#).*

*Seniors and Elders - living in care*

***This project primarily serves community members of the following vulnerable group(s) [Choose up to 3 - Optional]***

*Seniors and Elders - not in care*

***This project primarily serves community members of the following vulnerable group(s) [Choose up to 3 - Optional]***

*People experiencing low income or living in poverty*

***This project also serves community members of the following vulnerable groups [All that apply]***

***Responses Selected:***

*People experiencing homelessness*

*People experiencing low income or living in poverty*

*Persons with disabilities*

*Veterans*

*Other (specify): Single Mothers*

***Select all the types of services you will provide through your project***

*For examples of the service types, refer to the [applicant guide](#).*

***Responses Selected:***

*Food security*

*Other:: Provision of resources to support health and wellness, as well as additional subsidy options through the city and other organizations*

**Select all the types of activities in your project**

For examples of the activity types, refer to the [applicant guide](#).

**Responses Selected:**

Community outreach and engagement

Delivering new models, tools, programming, services or resources

Developing new models, tools, programming, services or resources

Disseminating information and knowledge

**What is the start date of your project activities?**

Jun 25 2020

**What is the end date of your project activities?**

Oct 8 2020

**Note :** the activities and expenses supported by this grant must be spent prior to March 31, 2021.

**In which area(s) is the project primarily taking place?**

**Responses Selected:**

Urban area(s) - over 1,000 people

***Is your project being primarily delivered in the same location as where your organization is located?***

*Example: A national office applying on behalf of a regional location would answer "No".*

Yes

***If there is any supplementary material you would like to upload for the reviewers, please do so here (PDFs)***

***If there is any supplementary material you would like to upload for the reviewers, please do so here (Google Doc)***

*(No response)*

## ***Section 4: Grant Request, Budget***

*Completed - Jun 12 2020*

## ***Section 4: Grant Request, Budget***

***Grant amount requested***

*Check with your community foundation to confirm the grant amounts available in your community.*

***Use numbers only***

13104

***Will your project/program continue if you are awarded a smaller grant?***

Yes

**Upload [project budget](#) (optional)**

Please ensure that your budget accounts for the full amount of the grant that you have requested. **The Project Budget is optional but recommended, especially for applications above \$20,000.**

All budget items must be project-related and must be incurred during the grant period (April 1, 2020 - March 31, 2021).

- Eligible expenditures include: wages and benefits, professional fees, travel and accommodations, materials and supplies, printing and communication, equipment rental/lease/maintenance, administration costs, and disability support for staff.
- Ineligible expenditures include: purchase of real property (land or buildings). Specific costs and expenses covered by this grant cannot also be funded by other sources of funding.
- Note that funds received through this program can not be used to generate a profit or an income in excess of project expenses for the recipient organization.
- Download Template: [Budget Template](#)

[ECSF budget Farmers Market Subsidy Program.pdf](#)

**Filename:** ECSF budget Farmers Market Subsidy Program.pdf **Size:** 16.3 kB

## **Section 5: Authorization & Declarations**

**Completed** - Jun 11 2020

## **Section 5: Authorization & Declarations**

**Does the recipient organization owe any amount to the Government of Canada?**

No

***Please disclose if there will be involvement of former public servants who are subject to the Post-employment Measures of the Values and Ethics Code for the Public Service, the Conflict of Interest and Post-Employment Code for Public Office Holders, the Conflict of Interest Act, the Parliament of Canada Act and the Lobbying Act.***

No

***Authorization: Recipient Community Organization***

*By completing this section, the applicant confirms that the Recipient Community Organization is a qualified donee and is supportive of this grant application.*

***In checking this box***

***Responses Selected:***

*we declare our interest in submitting this application for consideration under the Emergency Community Support Fund. We confirm that the information provided in this application is accurate, and that it may be shared with Community Foundations of Canada and the community foundations network, United Way Centraide Canada, Canadian Red Cross and the Government of Canada.*

***In checking this box***

***Responses Selected:***

*The applicant confirms that this project has not secured funds from another Emergency Community Support Fund provider (the Canadian Red Cross, United Way Centraide Canada), or another source of funding to cover the specific costs and expenses of the activities described in this application.*

***In checking this box***

***Responses Selected:***

*You have appropriate signing authority to submit this proposal on behalf of the organization.*

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*Upon submission, your application will be shared with your local community foundation for review. If your application is approved, electronic payment speeds up the disbursement process by approximately two weeks. If your organization is not set up to receive Electronic Fund Transfers (EFT), you may wish to set that up now. If you prefer, you can receive a cheque via mail.*

# Emergency Community Support Fund Budget

**Project Name: Farmer's Market Coupon Subsidy Program**

**Requested grant amount** **\$13,104**

Other sources of anticipated income	Total	Description/Notes
<p><b>**Note</b> - please list all sources of income and amounts for this project (i.e. other grants, cash, in-kind contributions)</p>		
<p>If there are any further details worth sharing about an anticipated income amount, please outlined here</p>		

City and Wilson Advisory Association \$9,408.00

In Kind Funding \$8,381.00 In-Kind support from the City for staff time and the use of Michael Wright Art Gallery as the delivery Hub

*Total Other Contributions* \$17,789.00

**Total Income** **\$30,893.00**

**Project Expenses**

<p><b>**Note:</b></p> <p>a) Please list your anticipated expenses (i.e. staff, equipment, cost of goods)</p> <p>b) budget lines to be covered by this grant <b>cannot</b> be funded by other sources</p>		<p>Expense item description (optional). If there are any further details worth sharing about planned expenses , please outline here</p>
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*Funding from this grant to pay the 39 funding request participants* \$13,104.00

**All the monies received from this grant will be given to those eligible for the subsidy. There will be no administrative or other expenses for this project.**

*To be paid to 28 coupon participants already selected by the City and Wilson Advisory Association* \$9,408.00

*In-Kind funding City Staff Time* \$2,000.00

In-kind support for City staff time for the ongoing development of this community service. Administration, coordination.

*In-Kind funding Facility Rental Fee* \$6,381.00

In-Kind support covering facility rental fees. (Kitchen \$35 per use; (35\*16) Michael Wright Art Gallery as the delivery hub 252 hours @ \$23.10 per hour as nonprofit rate.)

**Total Expenses** **\$30,893.00**

**Net Income** **\$0.00**

**\*\*Note** - Eligible projects must have a net income of \$0.00. In other words, your project's 'total income' must equal your expected 'total expenses'.