

**BOWEN ISLAND HISTORIANS**



**Bowen Island Museum & Archives**  
Phone: 604-947-2655  
Email: bihistorians@telus.net

1014 Millers Road, P.O. Box 97  
Bowen Island, BC, V0N 1G0  
www.bowenhistory.ca



Sunday, March 28, 2010

Director of Finance  
Bowen Island Municipality  
981 Artisan Lane  
Bowen Island BC V0N 1G0

To the Director of Finance,

***Re: 2010 Spring Cycle Grant-in-Aid***

Please find attached our completed application for the Bowen Island Municipality's 2010 Spring Cycle Grant-in-Aid, along with the following supporting documents:

- 1) Project budget
- 2) Current Financial Statement
- 3) Budget for current Fiscal Year

Thank you for your ongoing support. Please feel free to contact us with respect to any aspect of this application.

Sincerely,

A handwritten signature in cursive script, appearing to read "Beverly Underhill".

Beverly Underhill  
President

# Bowen Island Municipality

## Municipal Grant Application

for

## Specific Projects/Services/Events/Programs

Community Grant for amounts over \$2,000

Grant-In-Aid for amounts up to \$2,000

Application Date ..... March 31<sup>st</sup>, 2010.....

Only applications that are completed legibly and in full will be accepted.

The deadline for Community Grants is January 31<sup>st</sup>.

The deadline for Grants-In-Aid is March 31<sup>st</sup> and August 31<sup>st</sup>.

Please provide a copy of your organization's financial statements (for the most recent complete year and your most recent financial statement for the current fiscal year).

If your grant request is for \$2,000 or less, it may be considered for a Grant-in-Aid.

If your grant request is for \$500 or less and has a recreation element, please consider making an application directly to the Bowen Island Parks and Recreation Commission.

If you have any questions, contact the Bowen Island Municipal Treasurer at 604-947-4255.

### A. Applicant

**Name of Organization/Group:** Bowen Island Historians, Community Museum & Archives

**Mailing Address:** Box 97 Bowen Island BC V0N 1G0

**Organization Telephone:** 604.947.2655

**Contact Person & Title:** Beverly Underhill, President

**Telephone:** 604.947.9759

**Fax:** n/a

**Email:** bihistorians@telus.net

**Registered Society in good standing?**  Yes  No

**BC Society Number:** S-8499

**Date of Registration:** August 22, 1969

### B. Project Request

#### B. Project Request

**Amount Requested**

\$2,000

**Most Recent Municipal Grant Received**

\$25,000.00

**Year:** 2009 Community Grants

### **C Project Information**

#### **C. Project Title and Description (Summary – max. 5 lines) (Please attach additional information if required):**

The Bowen Island Community Museum will explore human interaction with land in an exhibit on Microclimates, Gardening, and Architecture on Bowen Island. This display will investigate themes related to landscaping work: how people adapt to their environment, as well as how houses and gardens are designed based on such factors as terrain, wildlife and ecology, climate, and the basic, spatial, and recreational needs of people and pets.

A feature of the exhibit will be the interactive use of Geographic Information System (GIS) software to explore climate and geography on Bowen.

The exhibit and a speaker series will be held in conjunction with the 17<sup>th</sup> People, Plants and Places Tour.

- 1. Describe the project/service/event's target population (age, sex, disability, visitor to Bowen Island, etc.)**

This exhibit and speaker series is geared towards the broader public, those interested in the topic, residents with a personal interest in exploring these themes about the island, and those who work in these fields.

- 2. Project Goals (specific measurable statements of what will be achieved through the project):**

This project will build archival knowledge and resources on these topics to be made available to the broader public. It will be an opportunity to present to visitors information about the diverse ecosystems found on Bowen Island. We will collect and make available research on how factors such as direction, elevation, terrain, surrounding structures and natural elements determine temperature, sun exposure, wind, and precipitation on different parts of the island.

- 3. Approximately how many individuals will be served by the project/service/event.**

This exhibit is for the public, all island residents and visitors.

- 4. What community need or issue is this project/service/program responding to?**

Every community benefits from an understanding of their history. The Museum & Archives functions as a centre for the preservation of Bowen heritage and history, a place of safekeeping for records and accounts that would otherwise be lost.

This project will offer insight into how planting and building decisions differ due to the different weather and geographical conditions across the island.

- 5. Are there project/services/events of a similar nature being offered on Bowen?**

Yes  No

If yes, how will your proposal complement, enhance or differ from the existing?

Our speakers series may have some topical overlaps with the programming of public talks by gardening specialists offered by the Bowen Island Garden Club. The Historians' speaker series differs however as it is not gardening-specific. Speaker will also address architecture, climate, and the PPP Tour experience. As well, our exhibit offers an ongoing physical installation and an interactive mapping activity through the summer that visitors can enjoy.

6. Describe any partners involved in the project/service/event. What are their roles? (agencies, individuals, funders, etc.)

As part of our research, we have begun consulting with and will continue to consult individuals who work in gardening and architecture, as well as members of such groups as the Bowen Island Garden Club, BI Memorial Garden Society, the Ruddy Potato garden, the Bowen Island Agricultural Alliance, and hosts of the People, Plants, and Places Tour. We also plan for some of these individuals to participate in the speaker series.

#### **D. Accountability**

##### **D. Accountability**

1. Describe how you will evaluate the effectiveness of the project/service/event.

We will evaluate the project's effectiveness based on visitor responses to the exhibit. We will observe whether we have generated ongoing interest in this seasonal event and in our organization. We will encourage people to get involved with the Historians, whether it is to donate their time, memories and historically significant records to our collection, or some much-needed funding.

2. If you received a municipal community grant for a project/service/event in the previous year, provide an evaluation of the effectiveness of the activity, (including financial results) if you have not already done so.

Submitted with 2009 Fall Cycle Grant-in-Aid.

#### **E. Financial Information**

##### **E. Financial Information**

1. Attach your most recent (audited if available) financial statement.

Attached

2. Provide current fiscal year projected budget for your organization.

Attached

1. Provide a detailed budget, including financial contributions and applications from sources other than the municipality, for the project/service/event. Indicate the value and type of any 'in kind' contributions.

Attached

#### **F. Application Information**

1. Briefly describe your organization's objectives.

The Bowen Island Historians are a not-for-profit organization. Our mandate is to collect and preserve the history of Bowen Island and to make it accessible to the community and all those interested.

2. Briefly describe the services your organization provides.

The Society maintains and operates the Bowen Island Community Museum and Archives which serve to preserve the historical record of the community and, through several special and annual exhibits, bring that history to life. The Archives is responsible for collecting, cataloguing and providing access to precious resources used by researchers and residents. The collection includes over 5,000 photographs dating back decades.

3. Does your organization use volunteers?  Yes  No

If yes, please provide the following: Number of volunteers: varies Board members: 8  
If no, please explain why not:

.....  
.....  
.....

4. If applicable, what is your total membership (i.e. paid memberships)? ..... 148.....

5. Describe what actions your organization is taking to enable or increase access to your service for people with disabilities.

Museum displays are often ocularcentric and less, or not, accessible to people with visual impairment or blindness. We are always thinking of ways to incorporate audio and tactile elements into our exhibits so that people with visual impairments or blindness can enjoy them. Our museum is wheelchair accessible.

6. If you received a municipal grant last year how was it publicized?

We publicized the last municipal grant we received through our weekly electronic newsletter, which is sent to Historians members, and other interested on- and off-island individuals and organizations.

**Signatures and Conditions**

We certify that to the best of our knowledge the information provided in this municipal grant request is accurate and complete and is endorsed by the organization which we represent. If our organization receives a municipal grant we agree to the conditions set out below and to any other conditions approved by Council.

(Signature of two Signing Officers for the Board.)

Signature [Signature] Title President Date March 28/2010  
Signature [Signature] Title TREASURER Date MAR 28 2010

**CONDITIONS:**

1. In the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.
  
2. If there are any changes in the funding of the project from that contemplated in the application the municipality will be notified of such changes through the Municipal Treasurer.
  
3. The applicant will make or continue to make attempts to secure funding from other sources as indicated in its application.
  
4. The applicant will keep proper books of accounts of all receipts and expenditures relating to the project or program.
  
5. The applicant will make available for inspection by the municipality or its auditors all records and books of accounts of the applicant upon request from the municipality.
  
6. If the project or program proposed in application is not commenced, or not completed, and there remain municipal funds on hand; or the project or program is completed without requiring the full use of the municipal funds; or Council directs that the funds be returned; such funds will be returned to the municipality through the Municipal Treasurer.
  
7. The project or program may not be represented as a municipal project or program, and the applicant does not have the authority to hold itself out as an agency of the municipality in any way, the only relationship being that the municipality has approved and granted financial assistance to the applicant.

**CHECK LIST**

Have you provided:

- A fully completed application.
  
- Your most recent financial statement (audited if available). (E.1)
  
- Budget for the current Fiscal Year. (E.2)
  
- Project/service/program budget relative to this application. (E.3)
  
- Narrative & financial report relative to municipal grant received most recently. (D.2)



**Bowen Island Community Museum**  
**Projected exhibit costs: *How We Interact***  
***with Land: Microclimates, Gardening, and***  
***Architecture on Bowen Island***

March 2010

ITEM	COST
<b>MATERIALS &amp; EQUIPMENT</b>	
Paper – cardstock for display signage	\$30.00
Paper – photo paper for digital printing	\$60.00
Printer ink – black & white and colour	\$200.00
Photographic reproductions of loaned photographs	\$150.00
Acrylic easels and mounts for artifact and sign display	\$70.00
Fabric, supplies for displays	\$200.00
Light bulbs for museum	\$80.00
Architectural model supplies for interactive modeling with visitors	\$200.00
<b>ADVERTISING</b>	
Publicity in newspaper	\$401.00
Paper for brochures and handbills	\$80.00
Outdoor signage and printing	\$150.00
<b>OPERATIONAL COSTS</b>	
150 hours x \$20.00 (curator on staff for research and duration of exhibit)	\$3,000.00
Electricity, telephone	\$200.00
Transportation	\$100.00
Refreshments for opening ceremony	\$120.00
<b>TOTAL</b>	<b>\$ 5,041.00</b>

# **BOWEN ISLAND HISTORIANS**

**Financial Statements**

**April 30, 2009**

**(Unaudited - Prepared by Management)**

Balance Sheet

Statement of Revenues & Expenditures

Statement of Members' Equity

Schedules of Grants Received & Expenditures

# BOWEN ISLAND HISTORIANS

Balance Sheet  
As at April 30, 2009  
(Unaudited - Prepared by Management)

	2009	2008
<b>ASSETS</b>		
<b>Current</b>		
Cash balance - general account	\$ 2,772	\$ 14,167
Cash balance - Gaming account	226	1,618
Advance to PPP account	500	500
Inventory of merchandise for sale	7,632	8,884
Prepaid insurance	1,483	1,444
<b>Total Current</b>	<b>12,613</b>	<b>26,613</b>
<b>Capital</b>		
Land & buildings	138,768	138,768
Furniture & fittings	13,726	13,726
Equipment	18,900	18,900
Computer equipment & software	36,781	36,781
	<u>208,175</u>	<u>208,175</u>
Less accumulated amortization	69,570	60,095
<b>Net capital</b>	<b>138,605</b>	<b>148,081</b>
<b>TOTAL ASSETS</b>	<b>\$ 151,218</b>	<b>\$ 174,694</b>
<b>LIABILITIES</b>		
<b>Current</b>		
Accounts payable & accruals	\$ 612	\$ 66
<b>Members' Equity</b>	<b>150,606</b>	<b>174,627</b>
<b>TOTAL LIABILITIES &amp; MEMBERS' EQUITY</b>	<b>\$ 151,218</b>	<b>\$ 174,693</b>

Approved by the Board:

\_\_\_\_\_  
\_\_\_\_\_

# BOWEN ISLAND HISTORIANS

## Statement of Revenues & Expenditures For the year ended April 30, 2009 (Unaudited - Prepared by Management)

	2009	2008
<b>Revenues:</b>		
Memberships fees & donations	\$ 5,010	\$ 3,700
PPP income share	6,222	6,763
Merchandise sales	1,568	2,367
Grants - see schedule	56,206	42,690
Movie usage charge	687	-
<b>Total Revenues</b>	<b>69,693</b>	<b>55,520</b>
<b>Expenditures:</b>		
Building costs - see schedule	5,472	4,448
Cost of merchandise sold	1,254	1,657
Operating expenses - see schedule	77,512	53,575
<b>Total Expenditures</b>	<b>84,238</b>	<b>59,680</b>
Excess of Expenditures over Revenues before amortization charge	(14,545)	(4,160)
Amortization	9,476	10,737
<b>Excess of Expenditures over Revenues for the year</b>	<b>\$ (24,021)</b>	<b>\$ (14,897)</b>

## BOWEN ISLAND HISTORIANS

Statement of Members' Equity  
For the year ended April 30, 2009  
(Unaudited - Prepared by Management)

	2009	2008
Members' Equity, beginning of year	\$ 174,627	\$ 189,524
Excess of Expenditures over Revenues for the year	(24,021)	(14,897)
<b>Members' Equity, end of year</b>	<b>\$ 150,606</b>	<b>\$ 174,627</b>

# BOWEN ISLAND HISTORIANS

**Statement of Revenues & Expenditures**  
**For the year ended April 30, 2009**  
**(Unaudited - Prepared by Management)**

	2009	2008
<b>Schedule of grants received</b>		
Municipal Grant received	\$ 17,500	\$ 12,000
HRDC grant (summer students)	5,228	7,110
Grant in Aid	-	1,400
Bowen Island Community Foundation	2,000	2,000
Gaming (direct access) grant	18,000	18,000
Canadian Museum Association	4,478	2,180
Barber grant	9,000	-
<b>Total grants received</b>	<b>\$ 56,206</b>	<b>\$ 42,690</b>

**Schedule of Operating Expenses & Administration**

Curator and administrative contracts	\$ 30,985	\$ 14,340
Wages summer students	22,195	27,416
Royalty	132	146
Seminar cost	909	211
Telephone & fax	2,739	3,287
Archive supplies	48	1,054
Office expenses, postage etc..	1,512	946
Storage	1,386	2,826
Advertising	607	583
Museum supplies	3,408	620
Newsletter	-	135
Computer & software support	10,983	526
Annual dues & subscriptions	230	297
AGM and staff meetings	169	88
Bank charges & credit card discounts	992	679
Employee expenses	1,218	423
<b>Total operating &amp; administrative expense</b>	<b>\$ 77,512</b>	<b>\$ 53,575</b>

**Schedule of Building Costs**

Insurance	\$ 2,186	\$ 2,166
Repairs, maintenance & gardening	1,654	775
Municipal taxes and water	311	628
Hydro	1,321	880
<b>Total building costs</b>	<b>\$ 5,472</b>	<b>\$ 4,448</b>

**PROGRAM BUDGET**  
**BOWEN ISLAND HISTORIANS**

Statement of Budgeted Revenues & Expenditures  
 For the year ended April 30, 2010  
 (Unaudited - Prepared by Management)

	2010
Revenues:	
Memberships	2,200
Donations	2,100
Antiques appraisal fundraiser	2,200
Merchandise sales	5,000
Grants	
HRDC grant	7,200
Municipal grant - proposed	10,780
Summer grant	4,000
Grant in Aid Spring	1,400
Gaming grant proposed	18,000
<b>Total Revenues</b>	<b>52,880</b>
Expenditures:	
Building costs - per schedule	6,900
Cost of merchandise sold	4,000
Operating expense - per schedule	41,975
<b>Total Expenditures</b>	<b>52,875</b>
Excess of Expenditures over Revenues before amortization charge	5
Amortization	4,224
<b>Excess of Expenditures over Revenues for the year</b>	<b>(4,219)</b>

**PROGRAM BUDGET**

**BOWEN ISLAND HISTORIANS  
MUSEUM & ARCHIVES PROGRAM**

Schedules of Budgeted Expenditures for the year ended April 30, 2010

Schedule of Budgeted Operating Expenses	
Curator wages	18,000
Archivist wages	-
Wages summer students	12,500
Telephone & fax	2,040
Archive supplies	2,600
Office expenses, postage & stationery	1,400
Storage	1,800
Advertising	350
Museum supplies	1,000
Newsletter	650
Computer & software support (Barber)	-
Annual dues & subscriptions	635
AGM and staff meetings	500
Bank charges & credit card discounts	500
Total operating expense	<u>41,975</u>

Schedule of Budgeted Building Costs	
Insurance	2,600
Repairs & maintenance	1,500
Municipal taxes and water	800
Hydro	1,000
Security	-
Total building costs	<u>5,900</u>