

# 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, 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 – "BowFEAST" local eating event, including community farmers' market and educational component for kids; BowFEAST is a member of the Bowen Agricultural Alliance

Mailing Address – BowFEAST, c/o Glave, RR-1, CL-41, Bowen Island, BC V0N 1G0

.....Organization Telephone - 604-947-9268

Contact Person & Title - Michelle Pentz Glave, BowFEAST executive director

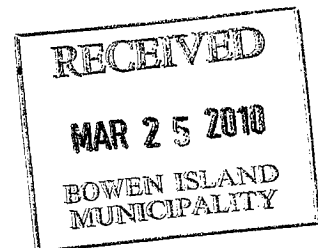
Telephone – 604-947-9268, Fax -604-947-9268, e-mail – [elle@glave.com](mailto:elle@glave.com)

Registered Society in good standing? – N/A, see below  Yes  No

BC Society Number – N/A - We are a grass-roots community organization; we are also a member of the Bowen Agricultural Alliance

#### B. Project Request

Amount Requested	Most Recent Municipal Grant Received
\$700.00	\$700 Year 2009 (spring only)



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

**“BowFEAST” is an annual celebration of our community’s food and agriculture.** The week-long event promotes local, seasonal eating, honours our farmers and celebrates the late-summer harvest. “Bowfeast” includes a Saturday open-air farmers’ and garden growers’ market (no charge to participants) on **Sat., Aug. 14, 2010**, and “feasts” that citizens make on their own using as much local food as they can.

\* We will include a fun, educational component for kids at the farmers’ market connecting kids with farmers, doing some kind of agricultural/harvest activity.

- At the farmers’ market, we will include a “community table.” We are issuing a spring challenge to islanders in April to grow produce now for the community table. They can donate produce, which we will then sell and give the proceeds to the BICS student garden.
- Anyone—farmer, grower, resident—can have a table at the farmers’ market for free. Groups who have expressed interest for 2010 include the Bowen Agricultural Alliance (BAA), Bowen Community Garden, beekeepers, 4-H group, BICS student garden.
- We hope to offer a wildcrafting tour led by Bowen specialists as part of the event—two local experts will show what you can safely harvest and eat from the forest.
- We will promote the event with a series of written articles (in the newspaper and on the BAA website) profiling Bowen’s farmers and growers so that islanders can meet and establish connections with local food sources.
- We will work with Bowen retailers to cross-promote the event: such as signage indicating locally-grown produce in the Ruddy grocery store; related books at the Phoenix; BC wines winetastings at the wine shop.

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

It is for all islanders, old and young, and also includes agriculture/sustainability/nutrition education for students and young children. We will also promote to off-islanders as a fun, local celebration they can join.

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

Connect farmers with islanders and boost produce sales.  
Raise awareness of local agriculture/community outreach.  
Unite the community around a positive occasion.  
Celebrate the Bowen harvest.  
Inspire other sustainable food projects and, ultimately, reduce our food “carbon footprint.”  
Stimulate the island economy by increasing farm-gate sales.  
Reduce greenhouse-gas emissions associated with the transport of food.  
Increase food security.  
Encourage backyard produce growers to unite, connect and flourish.

3. Approximately how many individuals will be served by the project/service/event.  
Potentially, the whole island (approx. 7,000 in summertime), plus visitors (est. 1,000).  
Approx. 500 attended the farmers' market in 2009 and most growers sold out.

4. What community need or issue is this project/service/program responding to?  
"Bowfeast" links to the municipality's policy regarding greenhouse gases because its emphasis on local eating means reduced emissions and increased food security. (In 2007, council resolved to advance programs that reduce greenhouse gases.)  
\* To reduce our carbon footprint and create a community less vulnerable to petroleum price shocks.  
\* Food security/local food source.  
\* Revenue stream for local farmers.  
\* Improve quality of community nutrition and health.  
\* Community bonding – around food!  
\* Education: sustainability, agriculture and nutrition

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?  
The **apple festival** is a bit similar, though that event focuses just on apples, while ours focuses on all locally produced foods. We can't collaborate because the apple harvest is in September, and we need to put BowFEAST on in summer, when produce is at its most abundant on the island. However, we will preview and promote their efforts on the BAA website and during BowFEAST in August. We will offer them a table at the farmers' market as well.

Also, the BICS student garden (students plant, grow, tend and harvest produce) is a terrific complement to the programming we are offering, reminding kids where their food comes from.

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

\* Coordination with the Ruddy Potato grocer to spotlight local Bowen produce/products in the store for BowFEAST.

\* Coordination with several other Bowen retailers, including the wine shop, Phoenix, Alderwood Farm store, Happy Italian, Tuscany and Blue Eyed Marys.

\* Bowen farmers, restaurateurs, retailers and garden growers are all stakeholders and participants.

\* The GVRD – to donate use of the grass near the library for the farmers' market – or will see if we can use the library lawn.

\* Last year, we received a Bowen Island Municipality Grant-In-Aid to fund the marketing, promotion and web infrastructure of the event.

#### D. Accountability

1. Describe how you will evaluate the effectiveness of the project/service/event.  
Self-reported numbers. Same as last year, we interviewed many farmers and islanders involved for feedback. Folks can also give feedback/comments on the BAA website. We will compare numbers of "feasters" to measure the reach of the event.
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.

Bowfeast had a huge impact in '09. An estimated 500-800 people came to the Saturday farmers' market over three hours. Nearly all the farmers and retailers sold out their produce and products, and made personal contact with potential customers. We had lots of positive feedback from the community. The event raised awareness that we have farmers here on the island. The community really embraced the event as a positive, celebratory solution to global challenges. We spent \$718 on a new banner (for across the road), supplies/signage, printing, advertising for event promotion. Anecdotal evidence of private Bowfeasts around the island indicated many islanders participated, enjoyed the event and talked about it – further extending our message. Many commented on the festive, community ambiance the farmers' market brought to the cove.

\*\*\*We hope to partner again this year with BIPR this year to offset expensive liability insurance costs (approx. \$300) and to get the use of their event-planning expertise, plus tables, chairs and umbrellas/tents. This would help us keep to the \$700 budget we had for last year's event; any extra we would use for additional advertising. All labour is volunteer.

Here's a breakdown of costs for BowFEAST 2009:

\$478.75 – advertising & promotion  
\$112.95 – banner: 12-ft-long canvas banner to hang across road (will use again this year)  
\$0 – tables and chairs – free rental from BICS via BIPR partnership  
\$30.20 – gas for truck to pick-up and return umbrellas, tents, tables and chairs (we borrowed the truck)  
\$0- liability insurance for farmers' market via BIPR partnership  
\$20 – bottle of wine to thank Shaw cable guy who hung up and took down banner  
\$106.90 – materials (posterboard, paint paper, rope, digital thermometer for health inspection, etc.)  
\$0 – staffing/labour to produce event is all volunteer  
\$0 – logo/posters/design work is all donated

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**\$748.80 TOTAL**

#### E. Financial Information

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

(attached)

2. Provide current fiscal year projected budget for your organization. (see itemized budget for 2009 event above; 2010 will be the same)

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)

See attached budget.

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

1. Briefly describe your organization's objectives.

BowFEAST's aim is to help make Bowen Island a leader and role model in green communities worldwide by compelling residents eating locally.

2. Briefly describe the services your organization provides.

BowFEAST is a community event to raise public awareness of eating local, island farmers/growers and to boost local food security.

3. Does your organization use volunteers?  Yes  No

If yes, please provide the following: Number of volunteers 4  
If no, please explain why not:

This is a grass-roots organization powered entirely by volunteer effort and donated services.

4. If applicable, what is your total membership (i.e. paid memberships)? – N/A

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

The open-air farmers' market is wheelchair-accessible. Our website complies with all existing standards addressing accessibility.

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

The municipality was acknowledged in a front page Undercurrent newspaper article and in a paid advertisement; in addition, in published articles on our website.

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 Michelle Glave Title – BowFEAST executive director, March 26, 2010

Signature James Glave Title – BowFEAST advisor, March 26, 2010

James Glave

**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)

## BowFEAST budget/financial statement for 2010

Here's a breakdown of costs for BowFEAST 2009:

\$478.75 – advertising & promotion  
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**\$748.80 TOTAL**

- \$700 Grants-in-Aid from Bowen Island Municipality (spring 2009)

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**-\$48.80**

**BowFEAST 2010 projected budget = approx. \$700**

<b>Item</b>	<b>amount</b>
Advertising & promotion	\$500.00
Gas for truck to transport table, chairs & tents	\$40.00
Table & chair rental BICS w/BIPR partnership	\$0
Materials/supplies	\$150
Liability insurance w/BIPR partnership	\$0
Banner (use existing)	\$0
<b>TOTAL</b>	<b>\$690.00</b>