

DEADLINE: DECEMBER 15, 2024



FOR QUESTIONS CONTACT:
Linda Robinson
EMAIL: lrobinson@merritt.ca
TEL: 250.378.4224 ext 205

APPLICATION FORM 2025 Grant in Aid

MANDATORY: REVIEW "POLICY 4-01 COMMUNITY GRANT IN AID" DOCUMENT
REVIEW "APPLICATION CHECKLIST" ON PAGE 4 OF THIS DOCUMENT

Applicant Information

Application Date (mm/dd/yyyy):

Full Legal Organization Name
Street Address
City Prov
Postal Code
Organization Website
Organization President /
Executive Director
Title
Phone Number E-Mail

Contact Person (if different)
Title
Phone Number E-Mail

Organization Information

Not for profit? Yes No Registration Number
Did you receive a Permissive Tax Exemption in 2025 Yes No
Did you receive a Grant in Aid in last two years?
(Include \$ amount of financial and/or in-kind received) 2024 2023

Organization Information

Current Fundraising Initiatives (500 characters or less)

Our fundraising is done by donations at our concert and donations at the dance recital.

Parade entry fee \$30 per entry

Craft fair table rental \$75 per table

In kind donations by the many local merchants

Mission Statement/Purpose (500 characters or less)

To promote a strong sense of community participation and well being. The theme is a popular one, the purpose of which is to coordinate activities around that theme that encourage community involvement and identity. Arts and culture, crafts and the opportunity to showcase local talent are central to encouraging community involvement. The illuminated night parade involves hundreds of volunteers and thousands of spectators. Midnight madness supports local businesses and encourages local shopping. Participation ranges from individuals to large groups. It is a time of celebration which cuts across cultural, ethnic, religious and age barriers.

Brief Description of Organization (1,000 characters or less)

It is important to note that Merritt Country Christmas is organized as a society. It is a confederation of many organizations and individuals working together for a common purpose. There are a chair, secretary and treasurer as well as a rotating board of directors. Organizations represented have included the Merritt & District Chamber of Commerce, Community Futures Nicola Valley, Nicola Valley Community Arts Council, Nicola Valley Community Band and Baillie House to name a few. Many individuals and groups come together to make this tradition work. Committee members meet together to coordinate activities that include a Christmas tree light up, community movie night, community concert, dance recital, craft fair, light-up parade, Santa land, childrens crafts and a business/residential light up competition. We are always looking for more groups to join and more activities to add to the Merritt Country Christmas week.

Please note that all events that are put on by Merritt Country Christmas are free to the public.

Please don't hesitate to **attach supporting documents** with further information about your organization.

Proposal Request

Program / Project / Event Name

Merritt Country Christmas Week

Description of Event (1,000 characters or less)

Merritt Country Christmas is an annual event that has tremendous popular support throughout the community. In the past fifteen or so years, it has grown from a two day event to one that now spans the entire full last week of November. Activities include: Lighting of the Community Christmas Tree in Spirit Square, community movie night at NVIT, two dance recitals put on by Love to Dance Academy, Community Christmas Concert, Santa Land with photos with Santa, one of the largest illuminated night Santa parades in North America, one of the largest craft fairs in the interior. Children's craft making and ending the week with Breakfast with Santa. It is entirely volunteer-driven.

Attendance at all activities is free of charge except for those that need to charge for food or services (for example Breakfast with Santa and photographs with Santa).

Donations are accepted but not mandatory to help defray costs (donations for the concert help to pay for the sound system: admission to the Craft Fair is free but the sellers pay a table fee; spectators are free at the parade but there is an entry fee for floats to help cover the liability insurance). All our sponsors and supporters are actively involved in this community-inclusive event.

Please don't hesitate to **attach supporting documents** with details about your program, project or event.

Type of Funding Request

Financial Aid

In-Kind

Contact Facility Booking Department at (250) 315-1050 for a quote for your event

Amount Requested

7500.00

Maximum of \$7,500 per organization or \$500 per teams/individuals participating in recognized competitions

Program Budget

25225.00

Percent of your Program Budget covered by this request 30% %

(i.e. a \$1,000 grant would cover 10% of a \$10,000 event)

Tell us how much money you have fundraised for this event. \$

Please explain how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

Requesting more in-kind donations where possible.

Could increase craft fair table and parade fees but that would decrease attendance.

Could request sponsorship money from businesses.

Please note, that we are asking for a grant-in-kind to cover the cost of renting the civic centre due to the 250% increase in the cost of renting the civic center. All other costs are covered.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the City of Merritt or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Carrie Ware

Signature

Carrie Ware

Print Name of Person
completing the application

Toni Stewart

Signature

Toni Stewart

Date Signed (mm/dd/yyyy)

12/13/2024

APPLICATION CHECKLIST - ALL REQUESTS

- 2025 Grant Report** - If you received a Grant in Aid in 2024 you will be required to submit a final report to Council in order to be considered for 2025 funding. This may include actual revenues/expenses, attendance, and economic/social impact of the grant.
- Completed and signed Grant in Aid application.**

APPLICATION CHECKLIST - REQUESTS OVER \$1,500

- Budget** - Include a detailed budget for the program, project or event, including all potential revenue sources.
- Financial Statements** - include annual financial statements that are certified (signed) by a Director (or alternate) of the organization.
- Organization Budget** - Include the current annual operating budget for the organization.
- Long-Term Plan** - For recurring applications, please provide a business plan showing how the organization intends to become more self-sufficient and less reliant on the City Grant in Aid program in the future.

SUBMIT TO FINANCE@MERRITT.CA

MERRITT COUNTRY CHRISTMAS FINANCIAL REPORT 2024

EXPENSES		COSTS	IN KIND	NET COST
Bank charges		123.88	-	123.88
Newspaper	(A)	3,994.20	2,000.00	1,994.20
Radio	(B)	3,612.80	2,000.00	1,612.80
Postage		-	-	-
Signs	(C)	126.90	100.00	26.90
Insurance		775.00	-	775.00
Dance recital	(D)	437.50	-	437.50
Lights - dance & conce (E)		750.00	750.00	-
Music rental	(F)	2,250.00	750.00	1,500.00
Printing		168.01	-	168.01
Civic Centre		3,720.50	-	3,720.50
Meeting rooms	(G)	500.00	500.00	-
Ribbons	(H)	50.00	50.00	-
Misc Exp		-	-	-
Live Christmas tree	(I)	1,500.00	1,500.00	-
TOTAL		<u>\$ 18,008.79</u>	<u>\$ 7,650.00</u>	<u>\$ 10,358.79</u>

INCOME

Concert Donations	1,004.88	Index to In Kind Donors
Dance Donations	437.50	(A) Merritt Herald
Craft Fair	3,825.00	(B) Q101
Parade	1,440.00	(C) 2nd Avenue Signs
City Grant	2,000.00	(D)
In-kind donations	7,650.00	(E) SD #58
		(F) Jeff Wyatt
		(G) Carrie Ware & Company
		(H) Merritt Printing
		(I) Greg Hewton
	<u>\$ 16,357.38</u>	

New Profit/(Loss): \$ (1,651.41)

Carrie Ware - Chair / interim Treasurer

Carrie Ware

MERRITT COUNTRY CHRISTMAS 2025 BUDGET

EXPENSES	COSTS	IN KIND	NET COST
Bank charges	125.00	-	125.00
Newspaper	4,000.00	2,000.00	2,000.00
Radio	4,000.00	2,000.00	2,000.00
Postage	100.00	-	100.00
Signs	300.00	100.00	200.00
Insurance	1,000.00	-	1,000.00
Dance recital	500.00	500.00	-
Lights - dance & concert	750.00	750.00	-
Music rental	3,000.00	1,000.00	2,000.00
Printing	250.00	-	250.00
Civic Centre	8,598.92	-	8,598.92
Meeting rooms	750.00	750.00	-
Ribbons	200.00	50.00	150.00
Misc Exp	150.00	-	150.00
Live Christmas tree	1,500.00	1,500.00	-
TOTAL	<u><u>\$ 25,223.92</u></u>	<u><u>\$ 8,650.00</u></u>	<u><u>\$ 16,573.92</u></u>

INCOME

Concert Donations	1,000.00
Dance Donations	500.00
Craft Fair	3,750.00
Parade	1,500.00
City Grant	-
In-kind donations	8,650.00
	<u><u>\$ 15,400.00</u></u>

Difference needed 9,823.92

Carrie Ware - Chair / interim Treasurer



City of Merritt - Recreation and Facilities
 2185 Voght Street, PO Box 189
 Merritt, BC V1K 1B8
 Phone: (250)315-1050 Fax: (250) 378-4205
Scheduling Invoice

Creation Date: Tue Jan 31, 2023

Invoice #: 5161

PAYEE: **Carrie Ware**
 Merritt Country Christmas Committee
 PO Box# 700
 Merritt, British Columbia, Canada
 V1K1B8

Total Amount Due: \$8,598.92

Amount Paid: \$0.00

Balance Due: \$8,598.92

Client #: 2131
 Phone 2: (250) 315-5598
 Signed: Not Signed

Email: reception@carrieware.ca
 Event: Country Christmas 2025

Phone 1: (250) 378-2215
 Status: Tentative

GST # 106930316RT0001

Invoices must be paid 30 days prior to booked time. 10% deposit is required at the time of booking.

Facility Times

Facility Name	Description	Date	Time	Price
City of Merritt Facilities - Merritt Civic Centre - Entire Facility				
2025 rates - \$1,100.00 Max Rate				
		Tue Nov 25, 2025	08:00AM - 12:00AM	\$1,100.00 G
		Wed Nov 26, 2025	08:00AM - 12:00AM	\$1,100.00 G
		Thu Nov 27, 2025	08:00AM - 12:00AM	\$1,100.00 G
		Fri Nov 28, 2025	08:00AM - 12:00AM	\$1,100.00 G
		Sat Nov 29, 2025	08:00AM - 12:00AM	\$1,100.00 G

Facility Subtotal: \$5,500.00

City of Merritt Facilities - Spirit Square - Spirit Square
 Spirit Square Daily Rental - \$100.00 Flat Rate

		Mon Nov 24, 2025	08:00AM - 10:00PM	\$100.00 G
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Facility Subtotal: \$100.00

Total: \$5,600.00

Services

Service Name	Description	Qty	Date	Time	Price
Services - Facility Equipment - Chair-Soft Fabric - MCC Indoor					
No Charge - \$0.00					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
		225	Tue Nov 25, 2025	08:00AM - 12:00AM	\$0.00 G
		225	Wed Nov 26, 2025	08:00AM - 12:00AM	\$0.00 G
		225	Thu Nov 27, 2025	08:00AM - 12:00AM	\$0.00 G
		180	Fri Nov 28, 2025	08:00AM - 12:00AM	\$0.00 G
		180	Sat Nov 29, 2025	08:00AM - 12:00AM	\$0.00 G

Service Subtotal: \$0.00

Services - Facility Equipment - Chairs- Black Plastic- MCC Indoor
 No Charge - \$0.00

City of Merritt Facilities - Merritt Civic Centre - Entire Facility

		175	Tue Nov 25, 2025	08:00AM - 12:00AM	\$0.00 G
		175	Wed Nov 26, 2025	08:00AM - 12:00AM	\$0.00 G
		175	Thu Nov 27, 2025	08:00AM - 12:00AM	\$0.00 G

Service Subtotal: \$0.00

Services - Facility Equipment - Curtains
 Daily Rate - \$10.00 Max Rate (Per Unit)

City of Merritt Facilities - Merritt Civic Centre - Entire Facility

	10	Tue Nov 25, 2025	08:00AM - 12:00AM	\$100.00	G
	10	Wed Nov 26, 2025	08:00AM - 12:00AM	\$100.00	G
	10	Thu Nov 27, 2025	08:00AM - 12:00AM	\$100.00	G
Service Subtotal:				\$300.00	
Services - Facility Equipment - Stage Section					
rates 2025 - \$20.00 Max Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	12	Tue Nov 25, 2025	08:00AM - 12:00AM	\$240.00	G
	12	Wed Nov 26, 2025	08:00AM - 12:00AM	\$240.00	G
	12	Thu Nov 27, 2025	08:00AM - 12:00AM	\$240.00	G
Service Subtotal:				\$720.00	
Services - Facility Equipment - Tables - Round					
No Charge - \$0.00					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	6	Fri Nov 28, 2025	08:00AM - 12:00AM	\$0.00	G
	6	Sat Nov 29, 2025	08:00AM - 12:00AM	\$0.00	G
Service Subtotal:				\$0.00	
Services - Facility Equipment - Tables 8 ft. Rectangular (Inside MCC)					
No Charge - \$0.00					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	40	Fri Nov 28, 2025	08:00AM - 12:00AM	\$0.00	G
	40	Sat Nov 29, 2025	08:00AM - 12:00AM	\$0.00	G
Service Subtotal:				\$0.00	
Services - Facility Equipment - TV					
Daily Rate - \$15.00 Max Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Wed Nov 26, 2025	08:00AM - 12:00AM	\$15.00	G
Service Subtotal:				\$15.00	
Services - RE:SOUND - RE:SOUND With Dancing 101-300					
RE:SOUND With Dancing 101-300 - \$26.63 Flat Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Wed Nov 26, 2025	08:00AM - 12:00AM	\$26.63	G
Service Subtotal:				\$26.63	
Services - RE:SOUND - RE:SOUND Without Dancing 1-100					
RE:SOUND Without Dancing 1-100 - \$9.25 Flat Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Thu Nov 27, 2025	08:00AM - 12:00AM	\$9.25	G
Service Subtotal:				\$9.25	
Services - Refundable Damage Deposit Fees - Damage Deposit Entire MCC Facility \$1000.00					
Damage Deposit MCC Entire Facility - \$1,000.00 Flat Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Tue Nov 25, 2025	08:00AM - 12:00AM	\$1,000.00	
Service Subtotal:				\$1,000.00	
Services - Refundable Damage Deposit Fees - Damage Deposit Spirit Square \$500.00					
Damage Deposit Spirit Square \$500.00 - \$500.00 Flat Rate (Per Unit)					
City of Merritt Facilities - Spirit Square - Spirit Square					
	1	Mon Nov 24, 2025	08:00AM - 10:00PM	\$500.00	G
Service Subtotal:				\$500.00	
Services - SOCAN Fees - Socan - W/O Dancing RC:1-100					
Socan - W/O Dancing RC:1-100 - \$22.06 Max Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Thu Nov 27, 2025	08:00AM - 12:00AM	\$22.06	G
Service Subtotal:				\$22.06	
Services - SOCAN Fees - Socan - With Dancing RC:1-100					
Socan Fees - With Dancing RC:1-100 - \$44.13 Max Rate (Per Unit)					
City of Merritt Facilities - Merritt Civic Centre - Entire Facility					
	1	Wed Nov 26, 2025	08:00AM - 12:00AM	\$44.13	G

Service Subtotal: \$44.13

Total: \$2,637.07

Transactions

There are no transactions to display for this Invoice...

Comments

Thank you for booking with the City of Merritt. Please review the times and dates above to ensure they are correct.

Subtotal: \$8,237.07

5% GST: \$361.85

Total: \$8,598.92

Amount Paid: \$0.00

Balance Due: \$8,598.92

**MERRITT COUNTRY CHRISTMAS
FINANCIAL REPORT**

EXPENSES	2025 Estimated	2024 Actual	2023 Actual	2022 Actual
Bank charges	125.00	123.88	87.00	39.34
Newspaper (A)	4,000.00	3,994.20	4,080.16	1,900.00
Radio (B)	4,000.00	3,612.80	3,500.00	3,500.00
Postage	100.00	-	96.00	75.00
Signs (C)	300.00	126.90	294.92	477.40
Insurance	1,000.00	775.00	920.60	681.00
Dance recital (D)	500.00	437.50	866.00	881.05
Lights - dance & conce (E)	750.00	750.00	750.00	-
Music rental (F)	3,000.00	2,250.00	2,000.00	2,700.00
Printing	250.00	168.01	139.55	400.00
Civic Centre	8,598.92	3,720.50	3,705.16	2,812.76
Meeting rooms (G)	750.00	500.00	500.00	350.00
Ribbons (H)	200.00	50.00	50.00	245.00
Misc Exp	150.00	-	35.78	75.00
Live Christmas tree (I)	1,500.00	1,500.00	1,500.00	1,500.00
TOTAL	<u>\$ 25,223.92</u>	<u>\$ 18,008.79</u>	<u>\$ 18,525.17</u>	<u>\$ 15,636.55</u>
INCOME				
Concert Donations	1,000.00	1,004.88	992.90	678.20
Dance Donations	500.00	437.50	416.00	881.05
Craft Fair	3,750.00	3,825.00	4,115.00	2,520.00
Parade	1,500.00	1,440.00	1,320.00	960.00
City Grant	-	2,000.00	4,500.00	4,000.00
In-kind donations	8,650.00	7,650.00	7,600.60	6,271.03
	<u>\$ 15,400.00</u>	<u>\$ 16,357.38</u>	<u>\$ 18,944.50</u>	<u>\$ 15,310.28</u>
Profit (loss)	<u>\$ (9,823.92)</u>	<u>\$ (1,651.41)</u>	<u>\$ 419.33</u>	<u>\$ (326.27)</u>
Income without City or in-kind	6,750.00	6,707.38	6,843.90	5,039.25

Comptroller