



# Action Plan 2018/19 – 2020/21

**CRITICAL ISSUE:** Aging building and equipment.

**GOAL:** To annually review all grant sources available to the Club and make applications in support of strategic priorities.

**INTENDED OUTCOMES / RESULTS:** To research and apply annually to all identified grant opportunities that further the mission, vision and strategic priorities of The Brant Curling Club.

ACTIVITY & DESCRIPTION	ACTION STEPS	PEOPLE (Lead, Supports, Involved)	TIMELINES (Start / End)	RESOURCES (add in Spring annually)		STATUS / PROGRESS TOWARDS RESULTS
				Financial	Other	
1. Form a grants committee team.	1. Contact membership who identified that they have interest in volunteering and identified they have skills in financial management and/or education.	LEAD: Debbie Brown  MEMBERS: INVOLVED (& in what way, for what):	YEAR: 2018  START: May 1, 2018  END: May 31, 2018	None	Volunteer survey information collected through the Volunteer committee lead (Mike Alford)	Volunteer form sent out electronically to membership. (April 25, 2018). Will contact Mike for up to date results mid-May.  <b>Completed.</b>
2. Set up a meeting of all interested members for the grants committee.	1. Set the date, place and location for the meeting. 2. Write a term of reference for this committee. 3. Prepare a list/calendar of all current grant sources that the club knows about. Discuss this with attendees at the meeting.	LEAD: Debbie Brown  SUPPORTED (Committee): Elaine Gowman, Linda Stripe, Donna English,	YEAR: 2018  START: June 1, 2018	None		<b>May 2018:</b> Sent Bill Caverly an email asking to announce to the membership that the club is seeking interested people to sit on the grant committee.  Four people from the membership responded and the committee has been formed. Their names have been



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	4. Prepare a list of training sites available for those committee members who would like to expand their knowledge about grant writing.	Jim Sutton  INVOLVED (& in what way, for what):	END: June 30, 2018			included under the members on the action sheet.  <b>Completed</b>
2A. Set strategic direction for grant applications for year 1, 2, & 3 of the strategic plan. 1. 2018 2. 2019 3. 2020	1. At the meeting discuss with the committee yr. 1, 2, & 3 schedule of grants.	LEAD: Debbie Brown  MEMBERS: Elaine Gowman, Linda Stripe, Donna English, Jim Sutton  INVOLVED (& in what way, for what):	YEAR: 2018  START: May 31, 2018  END: ongoing until 2020.		Use internet to research grant forms, registration/sub mission dates.	<b>June 24, 2018:</b> Shared this template with grants committee members via email. Discussion to continue.  <b>Ongoing process</b>
3. The Ontario Trillium Foundation Grant – Capital Grant Application is open for applications.	1. Register the BCC before July 25, 2018; 5:00 p.m. E.T. 2. Meet with buildings and grounds to discuss the capital grant and get direction on what the grant	LEAD: Debbie Brown  MEMBERS: Elaine Gowman, Linda Stripe, Donna English,	YEAR: 2018  START: May 1,	None	Audited Financial Statements for year ending Apr 2018.	As of <b>May 31, 2018</b> Trying to get all the financials entered into the club's quick-books system.  Collecting information to update the club's profile with the OTF. <b>June 23, 2018:</b> All information is

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	<p>will be needed for.</p> <p>3. Collecting information for the grant.</p> <p>4. Submit information gathered into the grant application.</p> <p>5. Submit grant to meet the August 15<sup>th</sup>, 2018 deadline date.</p> <p>6. Notice received that the deadline has been extended to September 19<sup>th</sup>, 2018.</p>	<p>Jim Sutton</p> <p>INVOLVED (&amp; in what way, for what): Grants team will work on writing parts of the OTF grant application.</p>	<p>2018</p> <p>END: August 15, 2018</p>		<p>Quotes for the project work.</p> <p>Pictures of the building to support the need for grant funds.</p>	<p>updated on the Trillium site for registration except for the Apr 2018 audited statements. Financials are at the auditors currently.</p> <p><b>June 21, 2018:</b> Grants committee met with the buildings and grounds committee and discussed the Trillium grant. They are working on getting two quotes for the repair of the barrelled roof including a 6" extension over the exterior walls.</p> <p>Shared Trillium grant application with B &amp; G committee. Work will begin on the application that is due August 15<sup>th</sup>, 2018.</p> <p><b>July 25<sup>th</sup>, 2018:</b> Submitted the registration to Trillium for approval.</p> <p>Note; the financial statements were not ready and a letter was sent with the registration stating that in one week we would have them completed.</p> <p>July 31, 2018: Confirmation received that our financials were accepted and we could move forward with our application.</p> <p>August 19<sup>th</sup>, 2018: The OTF application</p>



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						is completed and submitted. <b>August 2018:</b> Confirmation is received that our application was received by OTF.
4. City of Brantford – Capital Grant – due last business day in September 2018. (Sept 28, 2018) Grant application ask is up to \$10,000.00	1. Discuss with buildings and grounds the need for this grant. (new floor scrubber)? Meeting set up for August 10, 2018. 2. Collect information needed to support the application. 3. Complete the application and submit by September 28 <sup>th</sup> , 2018.	LEAD: Debbie Brown  MEMBERS: Elaine Gowman, Linda Stripe, Donna English, Jim Sutton  INVOLVED (& in what way, for what):	YEAR: 2018  START: July 2018  END: September 28, 2018	None	Audited financial statements for year ending April 2018.	<b>July 31, 2018:</b> Meeting is planned between the grants committee and the buildings and grounds committee to establish capital needs. Meeting is set for August 10, 2018 at 9:15 a.m. at the club. <b>Sept. 28, 2018:</b> Application submitted to Brantford Community Foundation. November 1, 2018: Confirmation received that the club will receive \$8,300.00 towards the purchase of a floor scrubber. <b>Completed</b> <b>November 1, 2018: BCC is successful in receiving a grant for approx. \$8,400</b>

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5. City of Brantford Operational grant – due last business day in December 2018	1. Elaine Gowman has agreed to lead this initiative. 2. The last two operational grants have been shared with Elaine. 3. Meeting with grants committee to discuss grant/funding needs. Meeting with Manager, Treasurer. 4. Get information needed from Buildings and grounds on what to apply funding towards. 5. Write and submit the grant.	LEAD: Elaine Gowman  MEMBERS: Elaine Gowman, Linda Stripe, Donna English, Jim Sutton, Debbie Brown  INVOLVED (& in what way, for what):	YEAR: 2018  START: Mid November , 2018  END: December 31, 2018	None	Audited financial statements for year ending April 2018  Information from buildings & ground committee on what to apply grant funds towards.	<p><b>July 2018:</b> Past two years of operational grants have been shared with Elaine for reference.</p> <p><b>November 2018:</b> Held meeting with grants committee members and buildings &amp; grounds committee. Discussed that the operational grant should be directed to repairs for fixing the pipes for the sewage drainage. Notes of the meeting shared with committee members.</p> <p><b>December 2018:</b> Grant application was submitted December 19<sup>th</sup>, 2018 for the amount of \$5,000.00.</p>
6. City of Brantford – Capacity Building grant Review. This report determines if BCC is eligible for the 3 <sup>rd</sup> installment of the Capacity building grant	1. Complete the evaluation form due for August 31, 2018. 2. Submit the evaluation before August 31, 2018. 3. Complete the final report and submit before January 31, 2019.	LEAD: Debbie Brown  MEMBERS: Elaine Gowman, Linda Stripe, Donna English,	YEAR: 2018  START: June 1, 2018	None	Copies of: -manager's wages for \$5K -utility invoices for \$5K -audit invoice	<p><b>June 23, 2018:</b> The work document part of the evaluation is <b>completed</b>.</p> <p><b>July 30, 2018:</b> Most of the invoices to support how the funding was used, just</p>



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worth \$15,000.		Jim Sutton  INVOLVED (& in what way, for what):	END: January 2019		-Strategic planning invoice for \$1K  -building improvements for \$1.5K	missing the auditor's invoice.  <b>August 2018:</b> All documents have been collected and the report has been completed and submitted with the Brantford Community Foundation.  <b>December 2018:</b> Follow up inquires were made to determine if there were any problems with the reported documents and to determine when funds would be issued.
7. Ontario Sport and Recreation Funding.	1. Grant team to explore the Provincial funding initiative. 2. Set up meeting dates with other committee members to determine how this grant could benefit/work within our organization. 3. Explore possible partnerships for the grant with other local curling clubs, City of Brantford, etc.	LEAD: Debbie Brown  MEMBERS: Linda Stripe, Elaine Gowman, Jim Sutton, Donna English  INVOLVED (& in what way, for what):	YEAR: 2018  START: Mid-September 2018  END: January 2019	10% of project expenses.	<a href="https://www.grants.gov.on.ca/prodconsum/groups/grants_web_contents/documents/grants_web_contents/prdr017914.pdf">https://www.grants.gov.on.ca/prodconsum/groups/grants_web_contents/documents/grants_web_contents/prdr017914.pdf</a>	<b>August 2018:</b> Doing research on past grants awarded.  <b>October 2018:</b> Contacted Pair CC and arranged to meet with them to discuss this grant.  <b>December 2018:</b> Currently this grant process has not been issued by the Ontario government. Will keep



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						monitoring the website.  <b>November 2018:</b> Contacted Brantford Golf & Country Club to meet with them to discuss this grant.
8. Explore Accessibility grants through the federal government.	1. Meet with buildings and grounds committee to determine accessible capital projects. 2. Explore other possible financial commitments for accessible projects.	LEAD: Debbie Brown  MEMBERS: Linda Stripe, Elaine Gowman, Jim Sutton, Donna English.  INVOLVED (& in what way, for what):	YEAR: 2019  START: March/April/May  END:	35% of project costs. (Note: there is \$2,000 in the Capacity Building funding that could be directed to this project.)		<b>August 2018:</b> Not started  <b>November 2018:</b> discussing possible submission. Meeting arranged for Nov. 7 <sup>th</sup> , 2018 to discuss this. At our meeting it was discussed that a new door with automated opener would be applied for in the next call for proposals from the Federal government.
9. City of Brantford - Capacity Building grant – Interim and Final Report for year Three. Final year of grant.	1. Complete the interim report and submit to the Brant Community Foundation before August 31, 2019. 2. Complete final report for the year three and submit before January 31, 2020.	LEAD: Debbie Brown  MEMBERS: Linda Stripe, Elaine Gowman, Jim Sutton, Donna English	YEAR: 2019  START: July 2019  END: January 31, 2020		Copies of invoices to support the expenses outlined in the grant application.	<b>Not started yet.</b>

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		INVOLVED (& in what way, for what):			Financial Statements for year ending April 30, 2018	
10. Grant team to meet to determine schedule of grant application opportunities for remaining year two and all of year three of the strategic plan (2020).	<p>Hold team meeting to mark out the calendar for grants and application timelines for:</p> <p>City of Brantford grants managed by Brant Community Foundation, Ontario Trillium Foundation, etc.</p>	<p>LEAD: Debbie Brown</p> <p>MEMBERS: Linda Stripe, Elaine Gowman, Jim Sutton, Donna English</p> <p>INVOLVED (&amp; in what way, for what):</p>	<p>YEAR: 2019</p> <p>START: November 2018</p> <p>END: February 2019</p>	None		<p><b>November 2018:</b> Committee meeting scheduled for November 7, 2018.</p> <p><b>At our November 2018 meeting</b> it was decided to apply for The Ontario Sport and Recreation Community funding (January 2019); The Enabling Accessibility Funding (when the announcement is made that it is open-March/June 2019); Kraft/Heinz Project Play (when made open sometime in June-July 2019); City of Brantford's Capital grant (end of March 2019); and City of Brantford's Operational grant 2019.</p>