



COMMUNITY ENRICHMENT PROGRAM GRANT REPORTING FORM

GRANT REPORTING FORM PROCESS

Grant Reporting Forms are a required reporting function when an organization receives a Community Enrichment Program (CEP) grant. Grant Reporting Forms will be evaluated in accordance with Council Policy A-7: *Community Enrichment Program* to ensure the grant monies issued were spent under the prescribed direction of Council based on the original CEP Grant Application Form.

In the absence of completing the required Grant Reporting Form, future grant requests will not be considered by Council.

Grant recipients that received \$10,000 or more in the current year are also required to appear before Council for a five minute presentation on the use of the grant. The Legislative Services Department will contact those applicable groups to arrange a meeting date and time for the presentation.

Please complete this form and submit it, with the required supporting documentation, to:

Legislative Services Department (CEP)
Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V8E 0X5
PHONE: 604-932-5535
FAX: 604-935-8109
EMAIL: corporate@whistler.ca

Completed Grant Reporting Forms are due by December 1, 2020.

GRANT REPORTING REQUIREMENTS

All grant recipients must report to the RMOW by 4 p.m. on December 1, 2020, by the following applicable methods:

- a. All organizations that receive funds must:
 - I. Complete the CEP Reporting Form and send it to the attention of the Legislative Services Department.
 - II. Include a financial breakdown of how funds were spent and provide receipts if applicable.
- b. Organizations that receive \$10,000 or more, also must:
 - I. Write a press release to be distributed to local media, shared on the organization's website and on their social media platforms (where applicable) that outlines the project and acknowledges the RMOW's contribution.
 - II. Make a five (5) minute presentation at a Regular Council Meeting outlining to Council how the grant money was used.

GENERAL INFORMATION

Name of Organization:	Whistler Multicultural Society
Society Registration Number:	S0072648
Mailing Address:	PO Box 425, 9619 Emerald Place, Whistler V8E 0G5
Contact Name & Phone Number:	Bekah Jones, [REDACTED]
Email Address:	info@wmsociety.ca
Grant Amount Issued:	\$5121

GRANT INFORMATION

Purpose of Grant	<i>Explain in detail how the funding was spent. Please note, this year, we advised that the funds were not tied to your original request, but to use the funds as best deemed by your organization.</i>
<p>YTD funding has covered the following costs:</p> <ul style="list-style-type: none"> - salary for outreach worker to focus on social media outreach and marketing plus website, online support development - honoraria for cooks to share food and recipes online - supplies for online cooking demonstrations 	

Was This a New Program or Activity?	<i>If yes, please describe if the program was a success or needs improvement, and if it will continue in future years.</i>
<p>The community kitchen activities were a continuation of previous years programming. However, due to COVID-19 we had to develop a way of delivering these online. At the same time, we identified the need for improved online communications to our clients during COVID-19 and dedicated outreach time to improving our website, to increased and improved clear/simple language communications to clients, particularly with lower level English language skills, to ensure they were able to access clear, understandable, timely and accurate information during the pandemic. These approaches will continue in future years as we have learned that they allow us to extend our reach (greater numbers and new demographics) as well as offering alternative ways to access existing clients.</p>	


GRANT INFORMATION

Grant Results – Financial Breakdown			
	Annual Budget (\$)	Grant <u>Awarded</u> (\$)	<i>Provide a brief description of the specific amount that was spent.</i>
Salaries:			
General operations:			
One-time project / program:			
Physical asset(s):			
Rent (RMOW facilities):		N/A	
Rent (other facilities):			
Other:			
Totals	\$		% <i>(Grant amount ÷ Annual budget amount)</i>

Additional Information:	<i>Please list any additional information regarding your grant that you would like to report.</i>

Attachments:	<i>Please indicate the attachments you are including with your Grant Reporting Form:</i>
<input checked="" type="checkbox"/> A financial breakdown showing how the grant funds were spent. (Required) <input checked="" type="checkbox"/> Copies of receipts showing how the grant was spent. (Required) <input type="checkbox"/> Copy of a news release or organizational collateral recognizing the RMOW as a supporter. (Ex: social media posts, website content, printed collateral, newspaper ads, etc.) (Required only if your organization received \$10,000 or more) <input type="checkbox"/> Other: <input style="width: 100%;" type="text"/> <input type="checkbox"/> Other: <input style="width: 100%;" type="text"/>	

ORGANIZATION AUTHORIZATION:

Submitted by:	Phoebe Wu
Phone number:	604.932.0311
Email:	info@wmsociety.ca
Date:	November 20, 2020
Signature:	

Thank you for submitting your Community Enrichment Program Grant Reporting Form.

Please contact the Legislative Services Department at corporate@whistler.ca if you require any assistance.

Personal and third party information provided in this application form is collected under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. Should you have any questions regarding the collection, use and disclosure of this information please contact the Legislative and Privacy Coordinator at 604-935-8118 or at 4325 Blackcomb Way, Whistler, B.C.VE8 05X

Whistler Multicultural Society: Multicultural Community Kitchens program

Financial Costs breakdown April 1 to November 30 2020

Salary (average 3-4 hours/week for Multicultural Outreach Worker)	3760.00
Operating supplies (general supplies, kitchen supplies)	197.89
Volunteer honoraria (cooks for monthly Multicultural kitchens)	300.00
Total costs	4257.89

The program will run until March 30th 2021, the remaining budget will be used for salary and honoraria for future activities.

Date	Description	\$ OUT	Program		Category		
03-Jun-20	_____ honorarium	50	22002	9115	Wages, contracts & training		
03-Jun-20	Supplies for cooking class	20.00	22002	9120	Supplies		
30-Jul-20	Honorarium _____ Mexican food WMW	50	22002	9115	Wages, contracts & training		
21-Aug-20	Pot for Colombian masato	139.87	22002	9120	Supplies		
27-Aug-20	Customs fees for pot	38.02	22002	9120	Supplies		
03-Sep-20	Honorarium _____ : Turkish food WMW	50	22002	9115	Wages, contracts & training		
03-Sep-20	Honorarium _____ : Thai food WMW	50	22002	9115	Wages, contracts & training		
16-Sep-20	Honorarium _____ Medina: Mexican food WMW	50	22002	9115	Wages, contracts & training		
30-Sep-20	_____ September	1128	22002	9115	Salary Outreach Worker		
31-Oct-20	_____ October	1316	22002	9115	Salary Outreach Worker		
19-Nov-20	Honorarium _____ : Thai food Connect Whistler	50	22002	9115	Wages, contracts & training		
30-Nov-20	_____ November	1316	22002	9115	Salary Outreach Worker		
		4257.9					

From: [paypal.com](https://www.paypal.com)
To: [Redacted]
Subject: Receipt for Your Payment to [Redacted]
Date: August 21, 2020 8:53:13 PM



21-Aug-2020 23:52:44 GMT-04:00
Transaction ID: [86H288818L464822V](#)

Hello [Redacted]

You sent a payment of \$102.00 USD to [Redacted]
(earthenbrowns@gmail.com)

It may take a few moments for this transaction to appear in your account.

Merchant
[Redacted]

Instructions to merchant
You haven't entered any instructions.

Shipping details
The seller hasn't provided any shipping details yet.

Description	Unit price	Qty	Amount
Biryani pot Earthen cookware terracotta pot clay cooking pot hand made cooking utensils healthy cooking organic cooking terrac Item# 723989233	\$66.00 USD	1	\$66.00 USD

Subtotal \$66.00 USD
Shipping and handling \$36.00 USD
Total \$102.00 USD

Payment \$102.00 USD

Charge will appear on your credit card statement as "PAYPAL [Redacted]"
Payment sent to [Redacted]

From amount \$139.87 CAD
To amount \$102.00 USD
Exchange rate: 1 CAD = 0.729237 USD

Invoice ID: 20562541_1750269901

Issues with this transaction?

You have 180 days from the date of the transaction to open a dispute in the Resolution Center.

Currency conversion: To complete this transaction, we converted the payment amount to the currency of your card based on our agreement with you. PayPal's currency conversion fee is added to the exchange rate, set by an external financial institution. For more information about fees, see our [user agreement](#).



Questions? Go to the Help Center at www.paypal.com/ca/help.

This email was sent to [REDACTED] for the ongoing support and maintenance of your account. To manage your communication preferences, please visit our [Preference Centre](#).

You can receive plain text emails instead of HTML emails. To change your Notifications preferences, log in to your account, go to your Profile, and click **My settings**.

This email was sent to you for the ongoing support and maintenance of your account. To manage your communication preferences, please visit our [preference centre](#).

Please do not reply to this email. We are unable to respond to inquiries sent to this address. For immediate answers to your questions, visit our Help Centre by clicking **Help & Contact** located on any PayPal page or email. PayPal is committed to your privacy, learn more about our [privacy statement](#).

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PayPal PPX001066:1.1:308e673f1770a

From: [E-xact Transactions Customer Support](#)
To: [REDACTED]
Subject: Transaction Receipt
Date: August 27, 2020 12:22:31 PM

Thank you. Below is your receipt. Please keep a copy to show our courier (print out or via your smart phone) at the time of delivery. As in some cases we may not be able to relay the payment confirmation to our courier prior to the delivery attempt.

Order Information

Quantity	Item	Unit		Price
1	DHL Duties, Taxes and Fees for your delivery. DHL Waybill 1382806110 No Signature Required and invoice# 2910672	38.02	CAD	38.02
		Total	CAD	38.02

This order is now complete. Transaction approved!

Here is your receipt:

```
===== TRANSACTION RECORD =====
DHL HC
18 PARKSHORE DR
BRAMPTON, ON L6T5M1
Canada
http://www.dhl.ca

TYPE: Purchase

ACCT: Visa $ 38.02 CAD

CARD NUMBER : ##### [REDACTED] 03
DATE/TIME : 27 Aug 20 15
REFERENCE # : 001 411258 M
AUTHOR. # : 068004
TRANS. REF. : 1382806110

Approved - Thank You 000

Please retain this copy for your records.

Cardholder will pay above amount to card
issuer pursuant to cardholder agreement.
=====
```

IMPORTANT: DHL deliveries require you to sign for the package. Visit www.delivery.dhl.com/ca and fill out a request to allow us to leave the package at your location without a signature. This will ensure we deliver your parcel on the first attempt.



HONORARIUM PAYMENT

Name _____

Date of Service: Thursday may 26 2020 Time 7 – 9 pm _____

Services Rendered

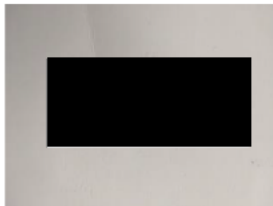
Virtual live cooking workshop, including prep video and recipe for website

Amount \$: 70

Payable to: _____

Your payment will be sent by Interac unless otherwise specified.

Email for Interac payment: _____



Signed: _____ Dated: May 26 2020 _____

For office use only

Program name: MCK

Program number: 22002

Amount: \$70

Program signature:

A handwritten signature in black ink, appearing to be the initials "CA" or similar, written over the program signature line.



HONORARIUM PAYMENT

Name _____

Date of Service 29/07/20

Time 9.30-12.30pm

Services Rendered

Cooking and making video for Virtual Multicultural Festival

Amount \$: 50

Payable to: _____

tacos

Your payment will be sent by Interac unless otherwise specified.

Email for Interac payment: _____

Signed _____

Dated 29/07/20

For office use only

Program name *Whistler Multicultural Festival*

Program number *21001*

Amount *\$50.00*

Program signature *[Signature]*



HONORARIUM

Name: [REDACTED]

Date: 16 September 2020

Services Rendered: Organized presentation of Mexican mole cooking for WMW on September 2, 2020

Amount \$: 50.00

Payable to: [REDACTED]

Your payment will be sent by Interac unless otherwise specified.

Email/ telephone number for Interac payment: [REDACTED]

Signed [REDACTED]

Dated: 16 September 2020

For office use only
Program name: Whistler Multicultural Week
Program number: 21001
Amount: \$50.00
Program signature:



HONORARIUM PAYMENT

Name _____

Date of Service ___24/08/20_____ Time ___11-1.30pm

Services Rendered:
Cooking for the WMW

Amount \$: 50


Payable to: _____

Your payment will be sent by Interac unless otherwise specified.

Email for Interac payment:

Signed: _____

Dated: 3September 2020

For office use only	
Program name	WMW
Program number	21001
Amount	\$50.00
Program signature	



HONORARIUM PAYMENT

Name: [REDACTED]

Date of Service: 1 September 2020

Time: 10 – 11.45 am

Services Rendered:
Cooking for the WMW

Amount \$: 50


Payable to: [REDACTED]

Your payment will be sent by Interac unless otherwise specified.

Email for Interac payment: Use phone number to send

Signed: [REDACTED]

Dated: 3 September 2020

For office use only	
Program name	WMW
Program number	21001
Amount	\$50.00
Program signature	



HONORARIUM

Name: [REDACTED]

Date : 17/11/20

Services Rendered:

Cooking for MCK

Amount \$: 50

Payable to: [REDACTED]

Your payment will be sent by Interac unless otherwise specified.

Cell Number for Interac payment: [REDACTED]

Signed [REDACTED] _____

Dated 17/11/20 _____

For office use only

Program name: MCK

Program number: 22002

Amount \$50.00

A handwritten signature in black ink, appearing to be "CA", is written over the program signature line.

Program signature