

GENERAL INFORMATION

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| Name of Organization Requesting Grant: <i>(Please list parent/sponsor organizations in parenthesis)</i> | The Whistler Writing Society |
| Society Registration Number: | S-49419 |
| Organization Mailing Address: | [REDACTED] |
| Contact Name & Title: | Stella Harvey, Founder & Artistic Director |
| Organization Phone Number: | [REDACTED] |
| Organization Email Address: | [REDACTED] |
| Organization Purpose or Mandate: <i>(Please provide this answer in one sentence.)</i> | The society promotes the literary arts by providing a forum for Sea to Sky writers to develop their craft locally. |

ORGANIZATION INFORMATION

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| How many years has the organization existed? | 20 years |
| How many active members/participants does the organization have in the current year? | 165 |
| How many volunteers/executive/staff are required to administer the organization in the current year? | 1 full time volunteer, 5 part-time contractors, 6 part-time volunteers, 40+ part-time volliies festival |
| Age range of participants in the organization: | Youth - Senior |
| Please list active website URLs and active social media accounts (Facebook, Twitter, Instagram, etc.): | whistlerwritersfest.com twitter.com/whistlerwriters facebook.com/whistlerwriters whistlerwritersfest.com/media/videos/ Instagram: whistlerwritersfest |
| Can anyone join the organization or participate? If no, please specify the restrictions and requirements for membership or participation: | Yes |
| Does the organization have any outstanding debts or other means of funding from the RMOW? If yes, please state the amount and reason: | No |

GRANT INFORMATION

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| 1. Purpose of Grant: | <i>Explain in detail how the funding will be spent. Please refer to Council Policy A-7 Community Enrichment Program, available at www.whistler.ca/cep for funding criteria and eligibility. Please be as concise as possible using the space below.</i> |
| <p>The grant will be used to fund part of the payment for our 2021 Writer in Residence author, Joseph Boyden. Boyden's fee is \$6,000 (Writers Union Standard fee). We kindly request the Community Enrichment Program to cover \$4,500.</p> <p>The Whistler Writing Society will take care of all other costs associated with the program, including the author's travel, administration, accommodation and promotion of the program. The CEP grant is important to our local writers because it makes the program affordable to residents in the Sea to Sky Corridor. If provincial health recommendation advise against in-person learning in September & October, we will transition to online delivery of the program. In 2020 we successfully pivoted to online programs for the Whistler Writers Festival.</p> | |

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| 2. Is This a New Program or Activity? | <i>If yes, what are your targets and goals for this program/activity?</i> |
| <p>The program has been running successfully since 2007.</p> | |

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| 3. Current Year Highlights and Community Benefits: | <i>Detail the specifics of activities and community benefits your organization provides.</i> |
| <p>A two-month Writer in Residence featuring award-winning author Joseph Boyden (Three Day Road, Through Black Spruce, The Orenda) will run through September & October. Mr. Boyden will work with fiction, creative non-fiction, young adult/children's and poetry writers beginning Sep. 6, 2021. The Whistler Writer in Residence provides four one-on-one feedback sessions as well as four group seminars on different aspects of writing craft, writing life and publishing industry. This type of intensive, craft-focused instruction is not available in Whistler except through this program.</p> | |

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| 4. Existing Funding and Grant Applications: | <ol style="list-style-type: none"> 1. <i>List the specific grants, funding and fundraising planned, approved or pending for the existing year, and</i> 2. <i>Please also list rejected or non-approved funding (with reasons).</i> |
| <p>Canada Council, \$3,000 - pending (We have received this in the past but have not received it in recent years as the CC has changed their submission process.)</p> <p>The Whistler Writing Society, Fundraising, \$3150 - approved (to be used if Canada Council does not come though)</p> <p>The Whistler Writing Society, Program Admin Fees, \$3,000 - approved</p> <p>RMOW CEP, \$4,500 - pending</p> | |

GRANT INFORMATION (CONTINUED):

| 5. Grant Request Amounts and Financial Breakdown: | | <i>Please ensure numbers provided in this table coincide with the required financial documents you provide in your application.</i> | |
|---|--------------------------------|---|--|
| | Annual Operating Budget | Grant Requested | <i>Provide a brief description of the specific amount requested. (Ex: Products, services, staffing roles, advertising, etc.)</i> |
| Salaries/contracts: | 6000 | 4500 | author fees for two months |
| General operations: | 1500 | | Admin / Operations / Marketing |
| One-time project / program: | | | |
| Physical assets: | | | |
| Rent (RMOW facilities): | 1850 | N/A | Cabin at Cypress Point |
| Rent (other facilities): | | | |
| Other: | 1300 | | Author Travel/Supplies/Postage |
| Total | \$ 10650 | \$ 4500 | <u>42</u> % <i>(Grant request ÷ Annual budget amount)</i> |
| <i>Reminder: The grant amount requested cannot be more than 50% of the annual operating budget of the organization.</i> | | | |

| 6. Additional Information: | <i>Please list any additional information, details or explanations regarding your grant request that you would like to be considered by Council.</i> |
|-----------------------------------|---|
| | <p>We request participants complete feedback forms, and continue to incorporate this information into our programming thereby making it sustainable, flexible and relevant. The grant enables the quality programming to be maintained, while keeping costs affordable and the program accessible to local participants. Proposed guest author Joseph Boyden is a Canadian novelist, screenwriter, essayist, and public speaker. His bestselling novels have won numerous national and international awards (including the Giller Prize in 2008), and have been published in over 20 languages in more than fifty countries. His novels include Three Day Road, Through Black Spruce, and The Orenda.</p> |

| 7. Attachments: | <i>Please indicate the attachments you are including with your Grant Application Form:</i> |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Financial Statement (audited preferred) or Organization Budget (Required) |
| <input checked="" type="checkbox"/> | Proof (copy) of registered not-for-profit society status or registered charity status (Required) |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

COMMUNITY PERFORMANCE INDICATORS

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| <p>Please list how your organization may improve Community Performance Indicators:</p> | <p>First, please visit www.whistler.ca/monitoring to learn about the five priority areas of Whistler's Community Performance Indicators (CPI):</p> <ol style="list-style-type: none"> 1. <i>Enriching Community Life</i> 2. <i>Enhancing the Resort Experience</i> 3. <i>Protecting the Environment</i> 4. <i>Ensuring Economic Viability</i> 5. <i>Partnering for Success</i> <p>Secondly, identify how your grant (or organization) may improve any CPIs described in the five areas listed above.</p> <p>Note: Each priority listed above has numerous areas of measurement to choose from and all are listed with their existing statistical trend at www.whistler.ca/monitoring</p> |
| <p><i>Example: This grant addresses the priority of “Enriching Community Life” because it improves personal health status, a sense of belonging and increases resident volunteer rates. Specifically, this is because...</i></p> | |
| <p>The Writer in Residence (WIR) program provides cultural enrichment and learning opportunities for resident writers in our own community, and increases access for residents to high-level Canadian authors and mentors. The WIR program means that local writers don't have to travel to an urban centre to study the writing craft, thereby protecting the environment. Economic viability is fostered because this program grows the capacity of local writers, which in turn enables them a greater ability to self-support. The program enriches the writing skills of locals, a benefit to Whistler businesses. The WIR recognizes that Whistler can be used as a retreat and place of further development and education for our own literary artists. “Partnering for success” opportunities are created by the proposed initiatives, which connect local groups and the Federal government to provide ongoing development and training to writers in our community. Feedback from participants is incorporated into future decision-making for the program.</p> | |

GRANT APPLICATION AUTHORIZATION:

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| Submitted by: | Stella Harvey |
| Phone number: | <div style="background-color: black; width: 100px; height: 15px;"></div> |
| Email: | <div style="background-color: black; width: 150px; height: 15px;"></div> |
| Acknowledgement: | <input checked="" type="checkbox"/> I confirm that the information provided in this CEP Grant Application Form is true; <input checked="" type="checkbox"/> I confirm that a representative is required to present this grant request at a future Council Meeting; <input checked="" type="checkbox"/> I confirm that if any amount is granted that the the Grant Reporting Form is due by December 1 of this year; <input checked="" type="checkbox"/> I confirm that if any amount is granted it will be used only for its intended purpose unless otherwise approved by Council. |
| Signature: | <div style="background-color: black; width: 150px; height: 30px;"></div> |

Funding decisions will be announced during a Regular Council Meeting in April 2021.

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



Mr. Anders I. Ourom
Lawyer & Consultant
Post Office Box 72013
Sasamat R.P.O.
Vancouver BC V6R 4P2

Our file

3056282

July 18, 2016

RECEIVED

JUL 27 2016

RECEIVED

JUL 27 2016

**Subject: The Whistler Writing Society
Notification of Registration**

Dear Mr. Ourom:

We are pleased to inform you that The Whistler Writing Society (the Charity) meets the requirements for charitable registration under the *Income Tax Act*.

Along with the privileges of charitable status, there are also certain obligations. The information on the back of this letter and the enclosed materials include important information about the operating requirements and obligations of the Charity.

Please take the time to review them and keep them for future reference.

You should also provide a copy of this letter and the enclosed materials to the person responsible for completing the Charity's annual information return, also referred to as Form T3010, *Registered Charity Information Return*.

Congratulations on becoming a Canadian registered charity. We wish you every success.

Yours sincerely,

Abdul Fatih
Charities Analyst
for Cathy Hawara,
Director General
Charities Directorate

Registration Information for The Whistler Writing Society

- **Official Name**
The Charity is registered under the name that appears on its governing document:
The Whistler Writing Society.
- **Business Number/Registration Number**
The Charity's registration number is **83076 2472 RR0001**.
- **Effective Date of Registration**
The Charity is registered effective **July 1, 2016**.
- **Designation**
The Charity is designated as a **Charitable Organization**.
- **Reason for Registration**
The Charity is granted charitable registration based on the information provided in its application and its purposes found in its governing document dated June 22, 2016, issued under the *Society Act* of British Columbia. The Charity should have a governance structure in place that ensures that it can comply with all of the requirements of maintaining its charitable status. This includes regularly reviewing its purposes in its governing document.
- **Fiscal Period End**
The Charity's fiscal period end is established as **June 30**.
- **Due Date for Form T3010, *Registered Charity Information Return***
The Charity must file its first information return on or before **December 31, 2017**, for the fiscal period ending **June 30, 2017**. The Charity must use Form T3010 (16) when filing. The Charity must file a complete information return **every year** within 6 months of its fiscal period end. If the Charity has not filed a complete information return, the CRA may revoke the Charity's charitable status.

If you have any questions regarding the information in this letter, please contact our Client Service Section at: **1-800-267-2384**.

AF/jc