



## The Municipality of Port Hope Community Grant Application

### Part A: Community Grant Applicant Information

Organization/Charity Name: Ontario Community Emergency Assistance Program (OCEAP)

Address (Including Postal Code):

PO Box 663, Cobourg, Ontario K9A 4R5

### Part B: Community Grant Applicant Contact Information

Name of Contact Person: Curtis Kimball

Title of Contact Person: Coordinator

Phone Number: [REDACTED] Alt. Phone Number: \_\_\_\_\_

Email: [REDACTED]

### Part C: Community Grant Applicant Eligibility

1. Are you a non-profit organization or a registered charity? Please select ONE:

Non-Profit Organization

Registered Charity

If you are a registered charity as per CRA please indicate your registered number:

856860010RR0001

Schedule "B"

2. Which of the following describes your non-profit organization or registered charity? (Select all that apply)

- Initiate or deliver programs and services to the citizens of Port Hope.
- Provide events of a Municipal, Provincial or National significance, which could be expected to bring economic, and/or public relations benefit to the Municipality.
- Provide programs and services to address any urgent and pressing events and natural disasters (i.e. fire, flood, earthquake).
- Initiate programs or services for individuals, groups or teams who require assistance to participate in recognized regional, provincial, national or international championships.

**Part D: Community Grant Application Information**

Name of Event or Program:

OCEAP Command Post Equipment

Current Year's Request: \$ 5,500

Prior Year's Request: \$ 0

Prior Years' Awarded Grant: \$ 0

Date of the Organization's Event: Ongoing

Preferred Date to Receive Community Grant: March 1, 2023

## Schedule "B"

### **1. Please briefly describe the organization's programs and services:**

The Ontario Community Emergency Assistance Program (OCEAP) provides ground search and rescue services within Port Hope. OCEAP recruits, trains and retains volunteers to assist 7/24/365.

OCEAP and our volunteers also provides regular support to Port Hope during large scale events such as Canada Day, Float your Fanny down the Ganny and the Santa Claus Parade in support of Community Safety.

OCEAP also supports Port Hope during emergency declarations through an agreement between OCEAP and the Municipality (By-Law 120/07).

### **2. Please provide a statement of the organization's goals/objectives:**

Our mandate is to provide our community partners with volunteers who are both screened and trained.

OCEAP's mandate also includes providing community education on emergency preparedness as well as youth education through the Adventure Smart program.

## Schedule "B"

### **3. If Council approves the organization's Community Grant request, what will the funding be used for?**

OCEAP is working to equip our Command Posts with equipment to support our ground search and rescue services.

OCEAP has identified specific equipment which would help ensure the best possible outcome from our search operations. This includes items such as stretcher, back boards and trauma kits.

### **4. Please provide a description of how the organization intends to measure the success of the program or service:**

OCEAP regularly performs a review of our training and deployments to identify gaps in our equipment and to identify the associated risks. Following this funding, future assessments should clearly identify reduced gaps and therefore a lower risk for victims.

Schedule "B"

**5. What is the approximate geographic audience demographic that you plan to target? (i.e. 300 Adults and 50 Kids: 75% Port Hope Residents)**

Our ground search and rescue services are available to all residents on an 'as needed' basis and without cost.

All residents of Port Hope benefit from the added community safety provided by OCEAP during large scale events (ie. support at road closures).

**6. What new initiatives will the organization be doing in the upcoming year?**

No significant new initiatives are currently planned for the 2023/24 year.

Schedule "B"

**7. Does the organization work jointly with any other community or organization?  
If yes, please provide details:**

Only during disaster emergencies where OCEAP works closely with St. John Ambulance, the Red Cross and the Salvation Army. There is no regular or ongoing joint activities.

**8. Does the Municipality provide your organization other financial support? (i.e. fee waiver, etc.) If yes, please indicate the amount:**

Yes. Under the Bylaw 120/07 the Municipality provides annual funding for standby disaster assistance. The agreement also includes a fee waiver for space to recruit and training of volunteers. Funding is through the Fire and Emergency Services.

Schedule "B"

**9. How is the organization decreasing reliance on Municipal funding?**

It is our expectation that the funding for the emergency equipment will have a life cycle of approximately five years. We do not anticipate that any additional funding will be required.

**10. Please indicate how the Municipality's financial support will be acknowledged. If possible, please provide an example:**

Options include media press release, social media postings via the OCEAP Facebook and Twitter accounts. OCEAP is also open to other options.

## Schedule "B"

### **11. Any additional information you find necessary:**

Ground search and rescue is the responsibility of local Police services. OCEAP works closely with the Port Hope Police Service (PHPS) to meet their needs when this service is required.

OCEAP also provides event support, such as assisting at road closures, when requested by the PHPS.

Website: [www.oceap.ca](http://www.oceap.ca)

Facebook: [oceapnorthumberland](https://www.facebook.com/oceapnorthumberland)

Twitter: [OCEAPSAR1](https://twitter.com/OCEAPSAR1)





## The Municipality of Port Hope Community Grant Application Attestation

### Community Grant Applicant Information

**Organization/Charity Name:** Ontario Community Emergency Assistance Program

**Mailing Address of Organization/Charity (Including Postal Code):**

PO Box 663, Cobourg Ontario K9A 4R5

**Current Year's Request** \$5,500

### Community Grant Applicant Contact Information

**Name of Contact Person:** Curtis Kimball

**Title of Contact Person:** Coordinator

**Phone Number:** [REDACTED] **Alt. Phone Number:** \_\_\_\_\_

**Email:** [REDACTED]

Having requested financial assistance from the Municipality, the Organization agrees to the following conditions if a grant in any amount is awarded:

- A) The Organization confirms that the representations contained in the application for financial assistance are true and correct in every respect and that 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 will be payable to the Municipality.
- B) 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 Director of Finance.
- C) That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
- D) That the Organization will keep proper books of accounts of all receipts and expenditures, relating to the program, services or project.
- E) That the Organization will retain and make available for inspection by the Municipality or its auditors, all records and books of accounts of the Organization

Schedule "B"

upon request from the Municipality which may be made within 2 years of the grant award.


- F) That if the programs or services proposed in the Organization's application are not commenced, or are not completed and there remain Municipality's funds on hand, or are completed without requiring the full use of the Municipality funds, such Municipality funds will be returned to the Municipality.
- G) That the program or services not be represented as a Municipal program or service, and that the Organization does not have authority to represent itself as an agency of the Municipality in any way, the only relationship being that the Municipality has approved the granted financial assistance to the Organization.
- H) That should the Organization receive grant funding and subsequently cancel an event, the Organization must dispose of their assets in a responsible manner that meets the approval of the Municipality.

**SIGNING AUTHORITY**

We certify that to our knowledge, the information provided in this application for a Municipal Community Grant is accurate and completed and endorsed by the organization which we represent.

Name (please print):	Signature	Date (MM/DD/YYYY)
----------------------	-----------	-------------------

<u>Curtis Kimball</u> Authorized Signing Officer #1		<u>09/19/2022</u>
--	---	-------------------

<u>Richard Trueman</u> Authorized Signing Officer #2		<u>10/7/22</u>
---	---	----------------

Personal information is being collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection Act (MFIPPA). Please note, that personal information collected will form part of the public record and is public information subject to the MFIPPA regulations and may be published as part of the corporate agendas and/or public consultation processes. Questions about the collection of personal information may be directed to the Municipal Clerk at 905.885.4544 or [clerk@porthope.ca](mailto:clerk@porthope.ca)

**Ontario Community Emergency Assistance Program  
Balance Sheet As at 03/31/2022**

**ASSET****Current Assets**

Scotia 35212 00959 15 - Chequi...	652.45	
Total Cash		652.45

<b>Total Current Assets</b>		<b>652.45</b>
-----------------------------	--	---------------

**Capital Assets**

Equipment	22,903.68	
Net - Furniture & Equipment		22,903.68

<b>Total Capital Assets</b>		<b>22,903.68</b>
-----------------------------	--	------------------

<b>TOTAL ASSET</b>		<b>23,556.13</b>
--------------------	--	------------------

**LIABILITY**

<b>TOTAL LIABILITY</b>		<b>0.00</b>
------------------------	--	-------------

**EQUITY****Retained Earnings**

Retained Earnings - Previous Year	25,578.72	
Current Earnings		-2,022.59

<b>Total Retained Earnings</b>		<b>23,556.13</b>
--------------------------------	--	------------------

<b>TOTAL EQUITY</b>		<b>23,556.13</b>
---------------------	--	------------------

<b>LIABILITIES AND EQUITY</b>		<b>23,556.13</b>
-------------------------------	--	------------------

*C. K...*  
2022-09-22

Ontario Community Emergency Assistance Program  
Income Statement 04/01/2021 to 03/31/2022

REVENUE

Sales Revenue	
Donations - Corporate & Personal	9,527.50
Net Sales	<u>9,527.50</u>

Other Revenue	
Uniform Sales	188.75
Total Other Revenue	<u>188.75</u>

TOTAL REVENUE	<u>9,716.25</u>
---------------	-----------------

EXPENSE

General & Administrative Expe...	
Courier & Postage	195.49
Dues & Memberships	989.54
Insurance	4,935.80
Interest & Bank Charges	96.00
Office Supplies	603.04
Repair & Maintenance	1,755.82
Telephone	741.34
Supplies	703.70
Uniforms	1,718.11
Total General & Admin. Expen...	<u>11,738.84</u>

TOTAL EXPENSE	<u>11,738.84</u>
---------------	------------------

NET INCOME	<u><u>-2,022.59</u></u>
------------	-------------------------

Ontario Community Emergency Assistance Program  
 Trial Balance As at 03/31/2022

Ac...	Account Description	Debits	Credits
1060	Scotia 35212 00959 15 - Chequing	652.45	-
1820	Equipment	22,903.68	-
3560	Retained Earnings - Previous Year	-	25,578.72
4120	Donations - Corporate & Personal	-	9,527.50
4420	Uniform Sales	-	188.75
5640	Courier & Postage	195.49	-
5650	Dues & Memberships	989.54	-
5685	Insurance	4,935.80	-
5690	Interest & Bank Charges	96.00	-
5700	Office Supplies	603.04	-
5765	Repair & Maintenance	1,755.82	-
5780	Telephone	741.34	-
5783	Supplies	703.70	-
5792	Uniforms	1,718.11	-
		<u>35,294.97</u>	<u>35,294.97</u>