



Society #: S0044748

Name: Tumbler Ridge Museum Foundation

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SOCIETY EXECUTIVES

President: Rose Snyder

Vice President: Birgit Sharman

Treasurer: Steve Tory

PROJECT COSTS

Total Cost of Project: 430,000

Amount Requested per 35,000

For how many years? 1 yr ☒ 2 yrs ☐ 3 yrs ☐

Have you applied to a municipality for funding? Yes ☒ No ☐ If so, how much did you apply for? 220,000

Was your application successful? Yes ☒ No ☐ If so, how much did you receive? 220,000

Describe the project for which your organization is requesting a grant and the reason for your request.

If more space is needed, please add it as an attachment to your application.

Please see attached document.

ATTACHMENTS REQUIRED:

- Project budget, including all sources of funding
- Current financial statements showing expenses, revenues & savings

Signature of Applicant: 

Date: March 24th, 2021

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Fair Share: B ☐ C ☐ D ☐ E ☐

Gas Tax: ☐

PRA: B ☐ C ☐ D ☐ E ☐

Other: ☐

BCR/PRA: B ☐ C ☐ D ☐ E ☐



Tumbler Ridge Museum Foundation - Project Description

The Tumbler Ridge Museum Foundation (TRMF) is applying for a single year of funding through the PRRD Rural Grants program for operational support of \$35,000. As we plan for the museum's growth and 20th Anniversary next year, we have found ourselves with a budgetary shortfall for 2021 due to our unexpected ineligibility for funding through the PRRD's Economic Development stream. Thankfully, the cancellation of several activities due to COVID-19, both last year and this, has helped mitigate this shortfall.

Despite the closure of the museum for three months in 2020, the closure of international borders, and a significant reduction in capacity to offer onsite programming, our earned revenue for 2020 was down by only 5.5% over 2019. Pragmatism, planning, and careful budgeting have allowed the organization to remain resilient through the pandemic and visitor numbers remain stable. We continue to be a draw to the Peace Region with PRRD residents comprising a consistent 32-36% of our visitor base, with 64-68% of visitors travelling from outside the region and contributing to local economies, based on 2016-2020 museum visitor data.

When we closed last year and then reopened under restricted guidelines, we realized very quickly that our online presence is inadequate to meet the needs of our communities. Unlike some of the larger institutions, like the Royal BC Museum, who had the equipment and budgets to quickly pivot or expand their online program delivery, the TRMF fell short. Over the course of the fall and winter we have thought hard about how we deliver programming, not just during the pandemic, but how we can better service the PRRD under regular operations. We recognize that our programs are underutilized by those residing in the Electoral Areas, as shown by visitor numbers, compared with the larger centres. We are working on three projects to specifically address the gap in our services and develop outreach options.

1. Outreach Kits – Our Programmes Coordinator is working with teachers on the creation of in-class support through loan kits that enhance BC curriculum outcomes in relation to museum subjects. Teacher input provides direction on concepts students are struggling with, gaps in knowledge, and a general indication on how we can best support them through activity design. Kits will be available to classrooms throughout the Peace Region for a nominal weekly rate. As we begin to collect feedback we will enhance and grow the program to include additional kits and grade levels. The initial rollout is scheduled for September.
2. Virtual Programmes and Tours – This is an exciting new program that we are currently developing. The TRMF has made grant applications for video, conferencing, and computer equipment to support live online program delivery. This will be available as an add-on to the outreach kits or as a standalone option for school-aged audiences. It will also allow us to deliver programs beyond schools by addressing community groups, working collaboratively with other Peace Region museums and organizations, and delivering content for life-long learners. The pandemic has highlighted our acute lack of capacity to pivot into online delivery and we have prioritized this as a much larger and ongoing challenge we need to address.

In addition to live options of online program delivery, our Programmes Coordinator is working with the Tumbler Ridge Secondary School to develop short online video segments about fossils in our collection. We have also applied for funding to upgrade to a modern collections database with a public portal. This means researchers, students, and individuals from around the world will have virtual access to objects in our collections.

3. The third program we are hoping to launch in 2021 is in partnership with the Tumbler Ridge UNESCO Global Geopark, a mobile exhibit and programming trailer. This is a Geopark lead endeavour and as such the TRMF is limited by their capacity to launch it this summer. For our part, we have supplied the trailer and have contributed to the development of the programming. We are also aiding in the manufacturing of replica materials from the museum's collections and have applied for funding for a summer student to travel with the trailer and co-deliver programming throughout the PRRD.

Our 2021 operational budget remains streamlined and decidedly conservative for this year and we are accessing additional resources to increase our capacities for staffing, equipment, and program improvement with expansion into online education opportunities. We are waiting for final decisions on several special project and capital-based funding streams, but early indications are positive. The included budget outlines our operational and capital/special project budgets for this year. Secure operational funding will allow the TRMF to focus on projects valued at almost \$200,000 for the remainder of 2021.

The TRMF recognizes we have been fortunate in providing a space for people to visit, enjoy, and learn throughout most of this unusual and uncertain time. The Exploration Place in Prince George for example has been closed since March 13th, 2020 with no reopening date announced. The pandemic has affected some of our project timelines and without additional operational support, these projects risk being delayed even further. We hope the Electoral Area Directors' Committee will consider funding our operational shortfall for this year as we work with PRRD staff and Board to develop a longer-term and sustainable solution for TRMF operational funding.

TRMF 2021 Budget - Operations

Revenue	Budget
2020 Carry Over	75,000
District of Tumbler Ridge	220,000
Peace River Regional District - Economic Development	
Peace River Regional District - Rural Grants	35,000
Summer Employment Grants	34,000
Corporate Support (programs)	6,500
Donations / Sponsorships	635
Earned Revenue	57,500
Other (tax rebates, other income)	1,800
Total Revenue	430,435

Expenses	
Staff wages, benefits, source deductions, WCB	290,000
Staff travel/accommodation meetings/programming	5,500
Staff training/professional development	1,800
Office Expenses	9,000
Programming	3,000
Professional Fees	18,200
Insurance	13,600
Legal	7,000
Advertising/Promotion	3,800
Facility Expenses	32,520
Utilities	27,550
Gift Shop	9,700
Collections/Research	4,725
Gallery	3,780
Archives	880
Total Expenses	431,055

Revenue less Expenses -620

TRMF 2021 Budget - Capital/Special Projects

Revenue	Budget
Federal Grants	23,000
Provincial Grants	35,000
Donations / Sponsorships	2,000
Foundations	130,000
Corporate	5,000
Total Revenue	195,000

Expenses	
Facility Renovations	70,880
Storage Upgrades	7,780
RBCM Guest Exhibition	6,000
Gallery Upgrades (year one of four)	94,000
Collections Database	13,200
Virtual Programming	5,000

Total Expenses 196,860

Revenue less Expenses -1,860

Note: not all above funding for listed projects has been confirmed

Tumbler Ridge Museum Foundation

Profit & Loss

December 2019 through November 2020

	Dec '19 - Nov 20
Ordinary Income/Expense	
Income	
Birthday Parties	72.00
Donation	2,190.95
Fee For Service	165,000.00
Gallery	
Admissions	24,678.00
Clothing	2,346.60
Commission Sales	3,510.24
Dino Toys	5,659.07
Museum Sales	
Book Sales	1,748.00
Museum Sales - Other	2,681.00
Total Museum Sales	4,429.00
Tours	2,390.00
Total Gallery	43,012.91
Investments	
Interest-Savings, Short-term CD	17.36
Total Investments	17.36
Other Types of Income	
Grants	114,000.00
Summer Student Program	17,253.14
Wage Subsidy	51,019.67
Total Other Types of Income	182,272.81
PST Commission	152.85
Total Income	392,718.88
Expense	
Advertising & Promotional	200.00
Appreciation	391.12
Bank Service Charges	165.81
Collections & Research	813.55
Commission payout	2,832.20
Conferences & Meetings	571.18
Contract Services	
Accounting Fees	16,867.16
Consulting Fees	9,790.43
Legal Fees	1,000.75
Total Contract Services	27,658.34
Education	363.56
Facilities and Equipment	
Utilities	
Hydro	6,041.34
Natural gas	17,503.23
Total Utilities	23,544.57
Total Facilities and Equipment	23,544.57
Janitorial	860.97
Membership Dues	446.73
Merchandise Expense	4,987.92
Motor Vehicle Maintenance	199.42
Office Supplies	1,880.32
Operations	
Postage, Mailing Service	210.69
Telephone, Telecommunications	1,825.20

Tumbler Ridge Museum Foundation

Profit & Loss

December 2019 through November 2020

	Dec '19 - Nov 20
Total Operations	2,035.89
Other Types of Expenses	
Insurance	8,460.00
Total Other Types of Expenses	8,460.00
Payroll Expenses	
Employee Benefits	3,438.69
payroll fees	711.44
WCB	0.00
Payroll Expenses - Other	224,187.90
Total Payroll Expenses	228,338.03
Property Taxes	933.05
Repairs & Maintenance	
Fire Inspection & Expenses	990.59
Repairs & Maintenance Building	1,198.60
Snow Removal	1,041.50
Tracks & Tours	522.09
Repairs & Maintenance - Other	1,307.07
Total Repairs & Maintenance	5,059.85
Security System	481.08
Terminal fees	1,111.75
Travel	954.03
Web Site	1,888.54
Total Expense	314,177.91
Net Ordinary Income	78,540.97
Net Income	78,540.97

Tumbler Ridge Museum Foundation
Profit & Loss
December 2020 through February 2021

	Dec '20 - Feb 21
Ordinary Income/Expense	
Income	
Fee For Service	55,000.00
Gallery	
Admissions	558.00
Clothing	157.40
Commission Sales	1,239.50
Dino Toys	454.70
Museum Sales	
Book Sales	54.00
Museum Sales - Other	175.00
Total Museum Sales	229.00
Total Gallery	2,638.60
Other Types of Income	
Grants	7,750.00
Total Other Types of Income	7,750.00
PST Commission	31.80
Total Income	65,420.40
Expense	
Bank Service Charges	59.60
Commission payout	961.20
Contract Services	
Accounting Fees	681.35
Total Contract Services	681.35
Education	65.20
Facilities and Equipment	
Utilities	
Hydro	1,184.58
Natural gas	5,287.06
Total Utilities	6,471.64
Total Facilities and Equipment	6,471.64
Janitorial	235.50
Membership Dues	315.00
NDIT Cultural Spaces Project	3,588.35
Non Deductable Interest	-3.46
Office Supplies	10.00
Operations	
Postage, Mailing Service	20.85
Telephone, Telecommunications	528.88
Total Operations	549.73
Payroll Expenses	
Employee Benefits	1,501.43
payroll fees	221.26
WCB	877.80
Payroll Expenses - Other	54,536.64
Total Payroll Expenses	57,137.13
Repairs & Maintenance	
Repairs & Maintenance Building	226.66
Total Repairs & Maintenance	226.66
Security System	122.92
Society Fees	40.00
Terminal fees	203.97
Training	261.39
Web Site	591.30
Total Expense	71,517.48
Net Ordinary Income	-6,097.08
Net Income	-6,097.08

Tumbler Ridge Museum Foundation
Balance Sheet
 As of November 30, 2020

	Nov 30, 20
ASSETS	
Current Assets	
Chequing/Savings	
Equity Shares	64.47
Float	500.00
Hisa	1.00
Lake View Credit Union	286,382.88
Petty Cash - Museum	250.40
Total Chequing/Savings	287,198.75
Other Current Assets	
Prepaid deposits and expenses	7,091.01
Undeposited Funds	120.00
Total Other Current Assets	7,211.01
Total Current Assets	294,409.76
Fixed Assets	
2020 Laptops - 2	3,963.44
Artwork Copyrights	13,325.00
Audio Visual Equipment	
Audio/Visual Equip - Accum Amort	-13,961.96
Audio Visual Equipment - Other	15,273.99
Total Audio Visual Equipment	1,312.03
Automotive	
Automotive - accum amort	-155,983.34
Automotive - Other	49,878.07
Total Automotive	-106,105.27
Computer Equipment	
Computer Hardware - Accum Amort	-136,141.18
Computer Equipment - Other	189,201.62
Total Computer Equipment	53,060.44
Computer Software	
Computer Software - Accum Amort	-33,191.28
Computer Software - Other	33,191.28
Total Computer Software	0.00
Discovery Gallery 1750	
Discover Gallery - Accum Amort	-158,617.34
Discovery Gallery 1750 - Other	237,700.25
Total Discovery Gallery 1750	79,082.91
Equipment	
Field Equipment	74,856.97
General Equipment	72,152.28
Generator	25,500.00
JCP Equipment	21,146.47
Tools & Equip - Accum Amort	-62,609.80
Total Equipment	131,045.92
Fencing	
Fencing - Accum Amort	-3,508.85
Fencing - Other	4,592.30
Total Fencing	1,083.45
Furniture and Fixtures	
Furniture&Fixtures - Accum amor	-90,328.44
Furniture and Fixtures - Other	117,433.79

Tumbler Ridge Museum Foundation
Balance Sheet
As of November 30, 2020

	Nov 30, 20
Total Furniture and Fixtures	27,105.35
Gallery Displays - 1550	
Gallery display - accum amort	-59,433.90
Gallery Displays - 1550 - Other	119,036.57
Total Gallery Displays - 1550	59,602.67
Leasehold Improvements	
Leasehold - Accum Amort	-144,648.37
Leasehold Improvements - Other	576,786.50
Total Leasehold Improvements	432,138.13
Museum Collections	1.00
Passenger Van	48,627.87
sale of assets	-1.00
Toro Steel Building	
Toro Steel - Accum Amort	-46,980.11
Toro Steel Building - Other	489,761.41
Total Toro Steel Building	442,781.30
Total Fixed Assets	1,187,023.24
TOTAL ASSETS	1,481,433.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,119.01
Total Accounts Payable	4,119.01
Credit Cards	
Collabria Mastercard	239.14
Cuets Mastercard 91	-2,502.54
Total Credit Cards	-2,263.40
Other Current Liabilities	
Accrued Expenses	10,000.00
Deferred Revenue - 2270	
Deferred Revenue -Contra - 2270	-47,438.45
Deferred Revenue - 2270 - Other	23,719.22
Total Deferred Revenue - 2270	-23,719.23
Deferred Revenue - 2700	715,941.90
GST/HST Payable	-1,869.61
Restricted Reserves - Arcives	950.71
Vacation Payable	5,842.16
Wages Payable	2,715.30
Total Other Current Liabilities	709,861.23
Total Current Liabilities	711,716.84
Total Liabilities	711,716.84
Equity	
Surplus General	672,981.40
Unrestricted Net Assets	18,193.79
Net Income	78,540.97
Total Equity	769,716.16
TOTAL LIABILITIES & EQUITY	1,481,433.00