



LOCAL CONSOLIDATED APPLICATION PROGRAM

LOCAL APPLICATION FORM

All applications must be received by Mary Ellen Truelove, Clerk, no later than 4:00 p.m. on Monday, November 30th, 2015. Applications can be submitted by:

Email: mtruelove@twprideaulakes.on.ca

Fax: 613-298-3097

Mail or In-Person: Chantry Office - 1439 County Road 8, Delta, ON K0E 1G0

It is the applicant's responsibility to confirm that the application was received by the Clerk, by the deadline. It is recommended that you request a confirmation of receipt.

All fields are required fields. Incomplete applications will not be considered.

Review of Applicant's Guide Confirmation

I have read Section 1.2 to 1.5 of the federal Canada 150 Fund Applicant's Guide to ensure the proposed project and/or expenses are eligible (the guide is posted to the Township's website and is also available on the federal website)

Lead Organization Name:

Portland on the Rideau Historical Society

Lead Contact Information

Name	Brian Preston
Phone	613- 272-3129
Email	brianpreston@hotmail.com
Mailing Address	P.O. Box 1, Portland, Ontario, K0G1V0

Proposed Project Title

Portland on the Rideau - Then and Now
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Project Description

We wish to stage a two-day celebration during the long weekend in August 2017, commemorating Canada's 150th birthday and how lucky we are in Portland to live on a World UNESCO site – The Big Rideau Lake - a key portion of the Rideau Canal system. Portland back in the days was known as “the Landing” and our plan is to showcase the importance of our lake and community in an historical “Then and Now” engaging interactive program. We wish to recognize the contribution of the early settlers that established the Landing on the Big Rideau and how our community today continues to contribute socially, economically and culturally to the vitality of the region of Eastern Ontario and the heritage of the Rideau Canal. Many of the planned activities will be staged on the water with sailing, canoeing, kayaking, cruising, jet skiing, water skiing, wake boarding, fishing and swimming opportunities. Land exhibits will highlight the history of boat building on our lake and include large historical storyboards of the past 150 years. Heritage tours, a Victorian tea party and fashion show, music, food, historical children's games and so much more will round out this memorable weekend. We have a wonderful Canadian story to tell about our community and its people and our many volunteers are motivated by this momentous occasion to tell it. Notes: 1) The "Main Event" is scheduled to occur on the long weekend in August, very similar to the BRLA 100 celebration in 2015. However, the principal work of the project is the design, fabrication and installation of the storyboards with interact with the Portland Historical and Community website to enable visitors to explore in more depth the history and the present features of the lake and our community. These new elements will go on display in the spring of 2017 and will continue to grow in depth and scope with each passing year. With the investment for 2017, there is a return that should be self-sustaining and continuing for years into the future.

Show Cost Details:

Project Deliverables

Please identify and list the major project components or deliverables.

No.	Project Activity
1	<p>Activity: Portland, Then and Now - The Community</p> <p>Description: Then and Now - The Community is a self-guided tour of historic places within and around the community of Portland. Map/Brochures will be provided to boaters to get out on the lake to find and see the places of interest as they are now. The brochure and photo story boards will provide the historic information and stories of interest.</p>
2	<p>Activity: Portland, Then and Now - The Lake</p> <p>Description: Then and Now - The Lake is a self-guided tour of historic places on the Big Rideau in the vicinity of Portland. Map/Brochures will be provide to boaters to get</p>

No.	Project Activity
	out on the lake to find and see the places of interest as they are now. The brochure will provide the historic information and stories of interest. Historic postcards which show the popular places on the lake from the early 1900's will link to present day views of these locations as they are today. We may be able to reproduce the old postcards for resale. The story boards also feature a history of boats on the lake, beginning with aboriginal canoes.
3	Activity: Commemorative Walkway, Hanna Park Description: A stamped concrete walkway, extension of the existing walkway and the concrete pad of the Gazebo. The edges of the walkway will have a boarder of bricks, with engraved memorial bricks inserted. The memorial bricks will recognized significant individuals and memorable events to remind visitors of our history.
4	Activity: Children's fishing derby Description: Children under 12, accompanied by an adult from 0900 to 1200. Requires registration, official weight of the catch, and photo taken. Prizes awarded to the top three catches by according to weight. Award ceremony at 1430.
5	Activity: Flotilla Sailpast Description: A sail past of boats on the lake decorated in keeping with Canada's 150th birthday. It is presented as a salute to Admiral Sir Chares E. Kingsmill, "founder of the Royal Canadian Navy" and to the modern RCN of our times. The admiral retired to his summer cottage on Grindstone Island and is buried here in Portland. A stand-in for Admiral Kingsmill (RCN-Ret'd) in period uniform will be accompanied by a serving Naval officer in uniform in Hanna Park.
6	Activity: Sailing Regatta Description: An afternoon sailing race, start time 1000, should finish at about 1200, in time for lunch. Start and finish lines should be easily visible from Hanna Park.
7	Activity: Music in Hanna Park Description: Local singer or DJ, 1100 to 1600 in Hanna Park. Music, popular and historic Celtic tunes add to the atmosphere and celebratory spirit of the event.
8	Activity: Tea Garden - 1800's Theme Description: The concept is to create a Victorian era tea garden event on the Gallagher property, to have a traditional 1800's era tea service with tea, scones and tea biscuits, etc. with servers in period costumes. Also in the same area we will host traditional crafts people including weaving, spinning, carving and the work of local artists. The community story boards may be installed for display in the area.
9	Activity: Antique Boats, Cars and wagons. Description: Static displayof historic Dowsett boats built in Portland, and corresponding antique cars of the early 20th century. Antique wagons will be a welcome addition to these displays.
10	Activity: Promotional Activities Description: Web, radio, posters, newsletters, newspapers and others
11	Activity: Food Services Description: Breakfast, lunch, and barbecue chicken dinner served in the community hall.
12	

No.	Project Activity
	Activity: Sanitation, Portapotties Description: Portapotty Rental
13	Activity: Refreshment Canopy for beer, wine and soft drinks Description: Beer, wine and snacks, 1100 - 1600 with tent set up in Hanna Park
14	Activity: Project Planning and Management Description: Begins with proposal preparation and continues through the after action review and closeout activities

Project Timeline

Using the same line item numbers as above, please indicate your project timeline by major components/deliverables.

No.	Date Funds Required	Activity Start Date	Activity End Date
1, Portland, Then and Now - The Community	2017-05-05	2017-08-05	2017-08-13
2, Portland, Then and Now - The Lake	2017-05-05	2017-08-05	2017-08-13
3, Commemorative Walkway, Hanna Park	2016-07-15	2016-07-12	2017-09-29
4, Children's fishing derby	2017-07-05	2017-08-05	2017-08-12
5, Flotilla Sailpast	2017-07-05	2017-08-05	2017-08-13
6, Sailing Regatta	2017-07-05	2017-08-05	2017-08-12
7, Music in Hanna Park	2017-07-05	2017-08-05	2017-08-13
8, Tea Garden - 1800's Theme	2017-07-05	2017-08-05	2017-08-13
9, Antique Boats, Cars and wagons.	2017-07-05	2017-08-05	2017-08-13
10, Promotional Activities	2017-04-05	2017-08-05	2017-08-13
11, Food Services	2017-07-05	2017-08-12	2017-08-13
12, Sanitation, Portapotties	2017-08-05	2017-08-12	2017-08-13
13, Refreshment Canopy for beer, wine and soft drinks	2017-08-05	2017-08-12	2017-08-13
14, Project Planning and Management	2017-05-05	2017-05-06	2017-08-16

Project Performance Indicators and Promotion

Using the same line item numbers as above, please indicate your project performance indicators (what you hope to achieve – e.g. attendance, distribution, page views etc.) and promotion plan (how you plan to promote the project) by major components/deliverables.

Activity No.	Performance Indicator	Promotion Activity

Activity No.	Performance Indicator	Promotion Activity
1, Portland, Then and Now - The Community	Increased visitor attendance to 34000 over the May through October 24 -week period, year round interactive availability	Website, Lake 88 FM radio ads, Newsletters, Posters, Newspapers, Y101 FM radio
2, Portland, Then and Now - The Lake	Incremental increase of boating visitors by 1800 for the May-Oct period.	Website, Lake 88 FM radio ads, Newsletters, Posters, Newspapers, Y101 FM radio
3, Commemorative Walkway, Hanna Park	Will enhance the knowledge, experience of visitors.	Website, Lake 88 FM radio ads, Newsletters
4, Children's fishing derby	Will contribute to increased attendance on the day, 5%	Website, Lake 88 FM radio ads, Newsletters, Posters, Newspapers, Y101 FM radio
5, Flotilla Sailpast	Will double the number of boats participating to 50 more boats on the day	Website, Lake 88 FM radio ads, Newsletters, Posters, Newspapers, Y101 FM radio
6, Sailing Regatta	Will increase the number of sailboats participating in the race by 50% to 40.	Website, Lake 88 FM radio ads, Newsletters, Posters, Newspapers, Y101 FM radio
7, Music in Hanna Park	Music appropriate to the occasion, to enhance the experience of visitors on the day.	Website, Lake 88 FM radio ads, Newsletters, Posters, Newspapers, Y101 FM radio
8, Tea Garden - 1800's Theme	Increase the attraction of visitors on the day.	Website, Lake 88 FM radio ads, Newsletters, Posters, Newspapers, Y101 FM radio
9, Antique Boats, Cars and wagons.	Increase the attraction of visitors on the day by 10%	Website, Lake 88 FM radio ads, Newsletters, Posters, Newspapers, Y101 FM radio
10, Promotional Activities	Necessary to attract the goal of 5200 visitors over the 24week period from May - Oct.	Website, Lake 88 FM radio ads, Newsletters, Posters, Newspapers, Y101 FM radio
11, Food Services	To enhance the experience of visitors on the 5 Aug event day	Website, Lake 88 FM radio ads, Newsletters, Posters, Newspapers, Y101 FM radio
12, Sanitation, Portapotties	A necessity for the increased visitors on 5, 6 Aug event	
13, Refreshment Canopy for beer, wine and soft drinks	To enhance the experience of visitors on the 5 Aug event	
14, Project Planning and Management	A necessity to ensure success.	

Project Budget

Using the same line item numbers as above, please indicate your project budget by major components/deliverables.

Activity	Description of Cost	Cost						
1, Portland, Then and Now - The Community	Part 1. Professional fees, C&L Cochran Associates	\$ 6,485.00						
	Material Costs							
	<table border="1"> <thead> <tr> <th data-bbox="431 422 500 457">Item</th> <th data-bbox="505 422 1073 457">Description</th> <th data-bbox="1078 422 1190 457">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 464 500 569">1</td> <td data-bbox="505 464 1073 569">Design brochures to meet the goals of Canada 150 and to interact with the website 32 hours</td> <td data-bbox="1078 464 1190 569">\$840</td> </tr> </tbody> </table>		Item	Description	Cost	1	Design brochures to meet the goals of Canada 150 and to interact with the website 32 hours	\$840
	Item		Description	Cost				
	1		Design brochures to meet the goals of Canada 150 and to interact with the website 32 hours	\$840				
	Material Costs							
	<table border="1"> <thead> <tr> <th data-bbox="431 617 500 653">Item</th> <th data-bbox="505 617 1073 653">Description</th> <th data-bbox="1078 617 1190 653">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 659 500 764">2</td> <td data-bbox="505 659 1073 764">Storyboard materials, 4X8X3/4 Extra 3 sheets for historic sites, 3 sheets for panorama boats on the Rideau</td> <td data-bbox="1078 659 1190 764">\$1050</td> </tr> </tbody> </table>		Item	Description	Cost	2	Storyboard materials, 4X8X3/4 Extra 3 sheets for historic sites, 3 sheets for panorama boats on the Rideau	\$1050
	Item		Description	Cost				
	2		Storyboard materials, 4X8X3/4 Extra 3 sheets for historic sites, 3 sheets for panorama boats on the Rideau	\$1050				
	<u>add Services</u> Total Cost for Part 1, \$ 1890							
	Part 2. Promotional, Graphic Printing							
	Material Costs							
	<table border="1"> <thead> <tr> <th data-bbox="431 938 500 974">Item</th> <th data-bbox="505 938 1073 974">Description</th> <th data-bbox="1078 938 1190 974">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 980 500 1127">1</td> <td data-bbox="505 980 1073 1127">Print Brochures with maps, stories and pictures to guide visitors to historic buildings and sites, paper, colour printed double sided. 11X17, folded.</td> <td data-bbox="1078 980 1190 1127">\$800</td> </tr> </tbody> </table>		Item	Description	Cost	1	Print Brochures with maps, stories and pictures to guide visitors to historic buildings and sites, paper, colour printed double sided. 11X17, folded.	\$800
	Item		Description	Cost				
	1		Print Brochures with maps, stories and pictures to guide visitors to historic buildings and sites, paper, colour printed double sided. 11X17, folded.	\$800				
	Material Costs							
	<table border="1"> <thead> <tr> <th data-bbox="431 1176 500 1211">Item</th> <th data-bbox="505 1176 1073 1211">Description</th> <th data-bbox="1078 1176 1190 1211">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 1218 500 1281">2</td> <td data-bbox="505 1218 1073 1281">Colour printing, large panel graphics for story boards, 4X8 panels</td> <td data-bbox="1078 1218 1190 1281">\$1200</td> </tr> </tbody> </table>		Item	Description	Cost	2	Colour printing, large panel graphics for story boards, 4X8 panels	\$1200
	Item		Description	Cost				
	2		Colour printing, large panel graphics for story boards, 4X8 panels	\$1200				
	<u>add Services</u> Total Cost for Part 2, \$ 2000							
Part 3. Professional fees, C&L Cochran Associates								
<u>add Materials</u>								
Service Costs								
<table border="1"> <thead> <tr> <th data-bbox="431 1497 500 1533">Item</th> <th data-bbox="505 1497 1073 1533">Description</th> <th data-bbox="1078 1497 1190 1533">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 1539 500 1644">1</td> <td data-bbox="505 1539 1073 1644">Design storyboard graphics for outdoor historical presentation, Then and Now, 30 hours</td> <td data-bbox="1078 1539 1190 1644">\$1050</td> </tr> </tbody> </table>	Item	Description	Cost	1	Design storyboard graphics for outdoor historical presentation, Then and Now, 30 hours	\$1050		
Item	Description	Cost						
1	Design storyboard graphics for outdoor historical presentation, Then and Now, 30 hours	\$1050						
Service Costs								
<table border="1"> <thead> <tr> <th data-bbox="431 1692 500 1728">Item</th> <th data-bbox="505 1692 1073 1728">Description</th> <th data-bbox="1078 1692 1190 1728">Cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="431 1734 500 1797">2</td> <td data-bbox="505 1734 1073 1797">Fabricate, laminate and finish the community storyboard Units</td> <td data-bbox="1078 1734 1190 1797">\$345</td> </tr> </tbody> </table>	Item	Description	Cost	2	Fabricate, laminate and finish the community storyboard Units	\$345		
Item	Description	Cost						
2	Fabricate, laminate and finish the community storyboard Units	\$345						
Total Cost for Part 3, \$ 1395								
Part 4. Materials + Supplies, Johnny Walker Carriages								

Material Costs		
Item	Description	Cost
1	Provide horses & wagon for local tour of historic Portland community	\$1200
<u>add Services</u> Total Cost for Part 4, \$ 1200		

Activity	Description of Cost	Cost		
2, Portland, Then and Now - The Lake	Part 1. Promotional, C&L Cochran Associates	\$ 3,698.00		
	Material Costs			
	Item		Description	Cost
	1		Storyboard materials, 4X8 x 3/4 Extira; 3 sheets for lake-related sites and stories	\$450
	Material Costs			
	Item		Description	Cost
	2		Colour printing, large panel graphics for lake-related story boards, 4X8 panels, on vellum	\$540
	Material Costs			
	Item		Description	Cost
	3		Installation materials for erection of lake-related storyboards in Hanna Park	\$400
	<u>add Services</u> Total Cost for Part 1, \$ 1390			
	Part 2. Promotional, C&L Cochran Associates			
	<u>add Materials</u>			
	Service Costs			
	Item		Description	Cost
	1		Design lake-related storyboard graphics for history of boats on the Rideau a panorama, 30 hours	\$1050
	Service Costs			
	Item		Description	Cost
	2		Fabricate, laminate and finish the lake-related storyboard Units, 30 hours	\$1120
Total Cost for Part 2, \$ 2170				
Part 3. Promotional, Portland Historical Society				
<u>add Materials</u>				
Service Costs				
Item	Description	Cost		
1	Erect, and install lake-related storyboards in Hanna Park	\$138		
Total Cost for Part 3, \$ 138				

Activity	Description of Cost	Cost
3, Commemorative Walkway, Hanna Park	Part 1. Materials + Supplies, Local Cement contractor	\$ 19,019.00
	Material Costs	
	Item Description Cost	
	1 Install 1000 sq ft of stamped concrete walkways in Hanna \$18954	
	Material Costs	
	Item Description Cost	
	2 Stamped concrete materials included in the installation \$65	
<u>add Services</u> Total Cost for Part 1, \$ 19019		

Activity	Description of Cost	Cost
4, Children's fishing derby	Part 1. Materials + Supplies, Big Rideau Lake Association	\$ 446.52
	Material Costs	
	Item Description Cost	
	1 Registration materials, name tags and signs, 1 lot \$50	
	Material Costs	
	Item Description Cost	
	2 Trophies, 1st 2nd, 3rd places \$30	
	Service Costs	
Item Description Cost		
1 Volunteer staff to conduct the registration, fishing, weigh-in, and awards presentation, 4 persons, 4 hrs \$366.52		
Total Cost for Part 1, \$ 446.52		

Activity	Description of Cost	Cost
5, Flotilla Sailpast	Part 1. Materials + Supplies, Big Rideau Lake Association	\$ 729.92
	Material Costs	
	Item Description Cost	
	1 Trophy prizes (4) \$40	
	Service Costs	
	Item Description Cost	
1 Volunteers to staff the organization and the conduct of the sailpast operation. \$689.92		
Total Cost for Part 1, \$ 729.92		

Activity	Description of Cost	Cost	
6, Sailing Regatta	Part 1. Materials + Supplies, Big Rideau Lake Association	\$ 341.84	
	Material Costs		
	Item Description Cost		
	1 Trophies		\$40
	Service Costs		
	Item Description Cost		
1 Volunteers to staff to setting up the course markers, committee boat, Registration, race management.	\$301.84		
Total Cost for Part 1, \$ 341.84			

Activity	Description of Cost	Cost	
7, Music in Hanna Park	Part 1. Professional fees, Local musician	\$ 1,200.00	
	Material Costs		
	Item Description Cost		
	1 Provide Musical entertainment		\$1200
	add Services Total Cost for Part 1, \$ 1200		

Activity	Description of Cost	Cost	
8, Tea Garden - 1800's Theme	Part 1. Professional fees, Portland Beautification Committee	\$ 8,265.00	
	Material Costs		
	Item Description Cost		
	1 Rental of tables, chairs and canopies		\$200
	Material Costs		
	Item Description Cost		
	2 Rental of dishes and accessories		\$200
	Material Costs		
	Item Description Cost		
	3 Rental of garden shrubs and plants		\$700
	Material Costs		
	Item Description Cost		
	4 Rental of period costumes for servers and guides		\$3000
	Material Costs		
	Item Description Cost		
	5 Consumables, tea, scones, biscuits		\$120
	Material Costs		
Item Description Cost			
6 Rental of deck modules, 24ftX16ft	\$400		
Material Costs			

Item	Description	Cost
7	Celtic musicians	\$1000
Service Costs		
Item	Description	Cost
1	Volunteer staff to plan and conduct the tea garden services, 10 persons, 8 hrs	\$920
Service Costs		
Item	Description	Cost
2	Volunteer staff to clean up and prepare the property	\$1725
Total Cost for Part 1, \$ 8265		

Activity	Description of Cost	Cost		
9, Antique Boats, Cars and wagons.	Part 1. Promotional, Portland Beautification committee	\$ 69.00		
	<u>add Materials</u>			
	Service Costs			
	Item		Description	Cost
	1		Volunteer staff to register and manage the setup and conduct of the exhibit. 4 persons	\$69
	Total Cost for Part 1, \$ 69			

Activity	Description of Cost	Cost		
10, Promotional Activities	Part 1. Promotional, Alliance Advantage	\$ 9,570.00		
	<u>add Materials</u>			
	Service Costs			
	Item		Description	Cost
	1		Develop and coordinate promotional campaign	\$3500
	Total Cost for Part 1, \$ 3500			
	Part 2. Promotional, C&L Cochran Associates			
	Material Costs			
	Item		Description	Cost
	1		Website maintenance and new development, purchased components and services	\$900
	Service Costs			
	Item		Description	Cost
1	Website design and integration of upgrades and new services, including on line registration and purchase of promotional items.	\$2100		
Total Cost for Part 2, \$ 3000				

Part 3. Promotional, Lake 88 FM Radio		
Material Costs		
Item	Description	Cost
1	Radio advertising campaign, summer 2017	\$450
<u>add Services</u> Total Cost for Part 3, \$ 450		
Part 4. Promotional, Record News		
Material Costs		
Item	Description	Cost
1	Newspaper promo campain, spring summer 2017	\$400
Material Costs		
Item	Description	Cost
2	Vinyl banners,	\$700
Service Costs		
Item	Description	Cost
1	Install banners on hydro poles using cherry picker.	\$200
Total Cost for Part 4, \$ 1300		
Part 5. Professional fees, C&L Cochran Associates		
<u>add Materials</u>		
Service Costs		
Item	Description	Cost
1	Graphical design of Banners	\$1120
Total Cost for Part 5, \$ 1120		
Part 6. Equip Rental, Joe's electrical		
<u>add Materials</u>		
Service Costs		
Item	Description	Cost
1	Rental of "cherry picker" for installation of banners on hydro poles	\$200
Total Cost for Part 6, \$ 200		

Activity	Description of Cost	Cost		
11, Food Services	Part 1. Food + Refreshment Service, United Church Women	\$ 3,680.00		
	Material Costs			
	Item		Description	Cost
	1		Breakfast	\$700
Service Costs				

Item	Description	Cost
1	Volunteer staff for meal preparation, table service, and cleanup	\$460
Total Cost for Part 1, \$ 1160		
Breakfast, Qty = 200.00		
Sell price	Revenue	Net Revenue
\$ 7.00	\$ 1,400.00	\$ 240.00
Part 2. Food + Refreshment Service, Anglican Church Women		
Material Costs		
Item	Description	Cost
1	Lunch	\$800
Service Costs		
Item	Description	Cost
1	Volunteer staff for meal preparation, table service, and cleanup	\$460
Total Cost for Part 2, \$ 1260		
Lunch , Qty = 200.00		
Sell price	Revenue	Net Revenue
\$ 10.00	\$ 2,000.00	\$ 740.00
Part 3. Food + Refreshment Service, Community Hall board		
Material Costs		
Item	Description	Cost
1	Dinner	\$800
Service Costs		
Item	Description	Cost
1	Volunteer staff for meal preparation, table service, and cleanup	\$460
Total Cost for Part 3, \$ 1260		
Dinner, Qty = 200.00		
Sell price	Revenue	Net Revenue
\$ 10.00	\$ 2,000.00	\$ 740.00

Activity	Description of Cost	Cost		
12, Sanitation, Portapotties	Part 1. Materials + Supplies, Pottie2Go	\$ 700.00		
	Material Costs			
	Item		Description	Cost
	1		Portapotty rental, 5 units	\$600
	Material Costs			
Item	Description	Cost		
2	Delivery and pickup	\$100		

<u>add Services</u> Total Cost for Part 1, \$ 700

Activity	Description of Cost	Cost
13, Refreshment Canopy for beer, wine and soft drinks	Part 1. Food + Refreshment Service, Big Rideau Lake Association	\$ 1,226.00
	Material Costs	
	Item Description Cost	
	1 beer \$264	
	Material Costs	
	Item Description Cost	
	2 wine \$280	
	Material Costs	
	Item Description Cost	
	3 Rental of dispensing equipment \$100	
	Material Costs	
	Item Description Cost	
	4 Rental of refreshment canopy and barriers \$300	
	Material Costs	
	Item Description Cost	
	5 Festival permit, LCBO \$75	
	Service Costs	
Item Description Cost		
1 Volunteer SMART servers, 2@6 hours ea \$138		
Service Costs		
Item Description Cost		
2 Delivery and installation of canopy, barriers and equipment, cleanup pack and return \$69		
Total Cost for Part 1, \$ 1226		
Total Servings Beer and Wine 215.00		
Sell price Revenue Net Revenue		
Beer: \$ 4.00 ea, 132.00 servings \$ 1,008.00, \$ - 218.00,		
Wine: \$ 6.00 ea, 80.00 servings \$ 1,008.00 \$ - 218.00		

Activity	Description of Cost	Cost
14, Project Planning and Management	Part 1. Professional fees, Alliance Advantage	\$ 12,250.00
	<u>add Materials</u>	
	Service Costs	
	Item Description Cost	
1 Pre-event Project planning and coordination - Event scheduling, promotional planning and preparation.	\$2100	
Service Costs		

Item	Description	Cost
2	Post-Event after action review and assessment	\$350
Total Cost for Part 1, \$ 2450		
Part 2. Professional fees, Portland Historical Society		
<u>add Materials</u>		
Service Costs		
Item	Description	Cost
1	Pre-event Project Planning and coordination - historical information planning, collection and operational concept development.	\$2100
Service Costs		
Item	Description	Cost
2	Post-Event after action review and assessment, with special regard for post-event continuing actions for PHS	\$280
Total Cost for Part 2, \$ 2380		
Part 3. Professional fees, Big Rideau Lake Association		
<u>add Materials</u>		
Service Costs		
Item	Description	Cost
1	Pre-event Project Planning and coordination. On-the- lake activity and resource planning and preparation.	\$2100
Service Costs		
Item	Description	Cost
2	Post-Event after action review and assessment, with special regard for post-event continuing actions for PHS	\$350
Total Cost for Part 3, \$ 2450		
Part 4. Professional fees, Beautification Subcommittee		
<u>add Materials</u>		
Service Costs		
Item	Description	Cost
1	Community preparation and planning, including grounds preparation, signage and garden preparation in support of the Event	\$2100
Service Costs		
Item	Description	Cost
2	Post-Event after action review with special regard for post-event continuing actions for the Beautification Committee.	\$350

Total Cost for Part 4, \$ 2450		
Part 5. Professional fees, C&L Cochran Associates		
<u>add Materials</u>		
Service Costs		
Item	Description	Cost
1	Pre-event Project Planning and coordination - website and storyboard planning and design concepts.	\$2100
Service Costs		
Item	Description	Cost
2	Post-Event after action review with special regard for post-event continuing actions for website activities and reports in support of Canada 150, the community and the PHS	\$420
Total Cost for Part 5, \$ 2520		

Project Budget Third-Party Contributions

In addition to the requested funds, please identify any committed third-party contributions. Contributions may be cash or in-kind. Third-party contributions are encouraged in the Applicant's Guide. If none – mark 'none'.

Contribution Source	Cash or In-Kind?	Value
Big Rideau Lake Association	In-Kind	\$4,015.28
Alliance Advantage	In-Kind	\$5,950.00
Portland Historical Society	In-Kind	\$2,518.00
C&L Cochran Associates	In-Kind	\$8,185.00
United Church Women	In-Kind	\$ 460.00
Anglican Church Woment	In-Kind	\$ 460.00
Community Hall Board	In-Kind	\$ 460.00
Portland Beautification Subcommittee	In_Kind	\$5,164.00
others..	In-Kind	\$1,519.72
Total Third-Party Contributions		\$28,732.00

Partnerships

Please indicate all partnerships with groups or individuals that form a part of the project. Please do not re-list third-party cash contributors, unless their role is wider than the financial contribution. Third-party in-kind contributors may be listed to help highlight their specific role.

If none – mark 'none'.

All application specific partnership commitment letters are attached (required if partnerships are proposed).

Partner Name	ROLE
None	

Demonstration of Capacity

I

Please demonstrate your organization's capacity to effectively and efficiently deliver the project being applied for. For example, this may be based on past work and/or partnerships secured.

The community of Portland has maintained a continuing effort to engage both the residents of the region and visitors in organized memorial, educational and recreational activities presented in the community. Current and recent events of particular relevance to Canada 150 include:

- Skate The Lake:** an annual event which continues to gain in popularity in region takes place in Portland every year on the ice right in bay of Portland. The 12th annual event is set to take place on the weekend of 23 January, 2016. This year's activities will include, in addition to the popular speed skating events, public skating to music after the races, fireworks display, sleigh rides, skate trails, kids curling and opportunities to meet Canadian Olympians. Learn more at: [skate the lake portland](#)

Big Rideau Lake Association 100th Anniversary: The BRLA is well supported by the community of Portland and The Big Rideau Lake Association (BRLA) is a non-profit organization with roots back to 1911. Located on the Big and Lower Rideau Lakes in Eastern Ontario, the Association is committed to long-term environmental protection and service to all who use the lake and share its resources. The Big Rideau Lake Association supports programs in the areas of environment, recreation, government affairs and lake safety. This past August we had over 350 visitors join us for a day of history-based activities in conjunction with the Portland Historical Society, Antique Cars of the area and the feature display of Antique boats, including several Dowsett boats which were built in Portland in the 1920's, Learn more at [The BRLA 100](#)

Settlers Trek 2016: The Portland Historical Society, in collaboration with the other regional historical society is supporting a 5-day re-enactment of the arrival of the early pioneers to the Perth Military Settlement. This Settlers Trek will be a symbolic attempt to cover as much as possible of the original overland and water route from Brockville to Perth. The members of the original trek were government-

sponsored civilians from the British Isles and decommissioned soldiers from the War of 1812 and the Napoleonic conflicts." In addition to this Settlers Trek, Perth marks a milestone, celebrating their 200th anniversary. [Settlers Trek 2016](#)

These events require long term planning, regional collaboration and the commitment of the residents of Portland to organize and execute in a successful manner. These examples and the quality of this proposal are indicative of our experience and keen interest in the role that this region has played in the history and the development of Canada.

Use of Federal Lands

Do you plan to use federally owned lands as a part your proposed project?

- No
 Yes

If Yes, please describe what lands and the specific activities.

Recreational boating and fishing activities are planned to take place on the Big Rideau Lake in the vicinity of Portland.

Official Languages

Will the project include French language opportunities?

- No
 Yes

If Yes, please describe.

The brochures produced as educational material will be prepared in both French and English languages.

Aboriginal Communities, Ethnocultural Communities and Youth

Will the project include or highlight Aboriginal communities, ethno-cultural communities and/or youth?

- No
 Yes

If Yes, please describe.

The theme of the project is **Portland - Then and Now**. The storyboard materials will feature boating, from the early history of aboriginals in the area with canoes through modern times. The storyboards will illustrate the early aboriginals in canoes in the context of Big Rideau Lake at time the early explorers and settlers. Historical archives of the Portland Historical Society and the

website will be accessible directly from the storyboards using barcode technology with smart phones to link directly to the relevant stories in the archives. to provide more detailed and interesting information for visitors to explore.

Signature

I certify on behalf of my organization and partners that the information submitted is accurate, and that I have the authority to make the request on behalf of the organization and partners.

I certify on behalf of my organization and partners that, if our project funding application is successful, that we will abide by all federal, provincial and local laws, by-laws, and regulations in delivering said project or program.

I acknowledge on behalf of my organization and partners that the Township does not guarantee funding for the project being applied for. Funding is fully conditional on federal funding. Partial funding of the consolidated application may result in our organization's project being offered partial funding and/or no funding.

I acknowledge on behalf of my organization and partners that all personal information is being collected under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and will be used, disclosed and shared publicly for the purpose of reviewing and administering the application.

I acknowledge on behalf of my organization and partners that the Township may request, and if so requested, I will be required to submit, progress and/or end of project reports, invoices for expenses incurred, and financial statements.

I acknowledge on behalf of my organization and partners that I may be required, at our own cost, to obtain insurance coverage deemed necessary and appropriate by the Township, and may be required to indemnify the Township and/or name the Township as an additional insured.

Signed _____

Dated _____

From <<http://www.twprideaulakes.on.ca/documents/Canada%20150%20Printable%20Application%20Guide%20and%20Form.pdf>>

Appendix A - Activity Costing Details

1. Cost Summary and Distribution

The Cost distribution table below shows the distribution of costs, for each activity, by category (Expense, In-Kind Contribution, Cash Contribution, Total) and the Amount of Funding Requested)

Acitivity	Description	Direct Expense	Cash Contribution	In-Kind Contribution	Total Cost	Amount Requested
1	Portland, Then and Now - The Community	\$ 5,090.00		\$ 1,395.00	\$ 6,485.00	\$ 5,090.00
2	Portland, Then and Now - The Lake	\$ 1,390.00		\$ 2,308.00	\$ 3,698.00	\$ 1,390.00
3	Commemorative Walkway, Hanna Park	\$ 19,019.00		\$ 0.00	\$ 19,019.00	\$ 19,019.00
4	Children's fishing derby	\$ 80.00		\$ 366.52	\$ 446.52	\$ 80.00
5	Flotilla Sailpast	\$ 40.00		\$ 689.92	\$ 729.92	\$ 40.00
6	Sailing Regatta	\$ 40.00		\$ 301.84	\$ 341.84	\$ 40.00
7	Music in Hanna Park	\$ 1,200.00		\$ 0.00	\$ 1,200.00	\$ 1,200.00
8	Tea Garden - 1800's Theme	\$ 5,620.00		\$ 2,645.00	\$ 8,265.00	\$ 5,620.00
9	Antique Boats, Cars and wagons.	\$ 0.00		\$ 69.00	\$ 69.00	\$ 0.00
10	Promotional Activities	\$ 2,450.00		\$ 7,120.00	\$ 9,570.00	\$ 2,450.00
11	Food Services	\$ 2,300.00		\$ 1,380.00	\$ 3,680.00	\$ 2,300.00
12	Sanitation, Portapotties	\$ 700.00		\$ 0.00	\$ 700.00	\$ 700.00
13	Refreshment Canopy for beer, wine and soft drinks	\$ 1,019.00		\$ 207.00	\$ 1,226.00	\$ 1,019.00
14	Project Planning and Management	\$ 0.00		\$ 12,250.00	\$ 12,250.00	\$ 0.00
Total Expenditures				\$ 28,732.28		
	\$ 38,948.00, \$ 28,732.28, \$ 67,680.28					
	As a Percentagle of total costs	57.55%		42.45%	100%	
Total Project Revenues (Attendance: 400)		Net Rev	\$ 1,502.00	Gross Rev	\$ 6,408.00	

Activity	Description	Direct Expense	Cash Contribution	In-Kind Contribution	Total Cost	Amount Requested
		\$ 38,948.00			\$ 67,680.28	\$ 38,948.00
	\$ 38,948.00, \$ 28,732.28, \$ 67,680.28					
	As a Percentage of total costs	57.55%		42.45%	100%	
Total Project Revenues (Attendance: 400)		Net Rev	\$ 1,502.00	Gross Rev	\$ 6,408.00	

2. Detail Estimates for Each Activity

A. Enter Attendance-Related Parameters:

These parameters enable you to evaluate costs and revenue as a function of the level of attendance.

Select anticipated attendance Level:	400
Food/Breakfast unit food cost	\$ 3.5
Breakfast sell price	\$ 7.00
Breakfast demand as percent of attendance	0.5
Food/Lunch unit food cost	\$ 4.00
Lunch sell price	\$ 10.00
Lunch demand as percent of attendance	0.5
Food/Dinner unit food cost	\$ 4.00
Dinner sell price	\$ 10.00
Dinner demand as percent of attendance	0.5
Beer unit cost	\$ 2.00
Wine unit cost	\$ 3.50
Beer unit sell price	\$ 4.00
Wine unit sell price	

Select anticipated attendance Level:	400
	\$6.00
Beer demand as percent of attendance	.33
Wine demand as percent of attendance	.20
Enter number of persons per Portapotty requirement:	100

B. Enter Cost information for each Activity

Activity	Cost Information				
1, Portland, Then and Now - The Community Commemorative,	Part 1	Supplier: C&L Cochran Associates	Expense Category: Professional fees		
	Material Costs:				
	Item	Description	Unit cost	Qty	Mat'l Cost
	1	Design brochures to meet the goals of Canada 150 and to interact with the website 32 hours Category: Expense	\$ 35.00	24	\$ 840.00
	Item	Description	Unit cost	Qty	Mat'l Cost
	2	Storyboard materials, 4X8X3/4 Extira 3 sheets for historic sites, 3 sheets for panorama boats on the Rideau Category: Expense	\$ 150	7	\$ 1,050.00
	Service Costs: add Services Total Cost for Part 1,1) Direct Expense:				
	\$ 1,890.00				
	Part 2	Supplier: Graphic Printing	Expense Category: Promotional		
	Material Costs:				
Item	Description	Unit cost	Qty	Mat'l Cost	

1	Print Brochures with maps, stories and pictures to guide visitors to historic buildings and sites, paper, colour printed double sided. 11X17, folded. Category: Expense	\$ 1.00	800	\$ 800.00
Item	Description	Unit cost	Qty	Mat'l Cost
2	Colour printing, large panel graphics for story boards, 4X8 panels Category: Expense	\$ 300	4	\$ 1,200.00
Service Costs: add Services Total Cost for Part 2,1) Direct Expense: \$ 2,000.00				
Part 3	Supplier: C&L Cochran Associates	Expense Category: Professional fees		
Material Costs: add Materials				
Service Costs:				
Item	Description	Rate	Qty	Service Cost
1	Design storyboard graphics for outdoor historical presentation, Then and Now, 30 hours Service Category:In-kind Contribution	\$ 35	30	1,050.00
Item	Description	Rate	Qty	Service Cost
2	Fabricate, laminate and finish the community storyboard Units Service Category:In-kind Contribution	\$ 11.50	30	345.00
Total Cost for Part 3,4) Contribution: \$ 1395				
Part 4	Supplier: Johnny Walker Carriages	Expense Category: Materials + Supplies		
Material Costs:				
Item	Description	Unit cost	Qty	Mat'l Cost
1	Provide horses & wagon for local tour of historic Portland community Category: Expense	\$ 150	8	\$ 1,200.00
Service Costs: add Services Total Cost for Part 4,1) Direct Expense: \$ 1,200.00				
Total cost for Portland, Then and Now - The Community: \$ 6,485.00				

Costs for Portland, Then and Now - The Community:	
1. 3rd Party Expense:\$	\$ 5090
2. 3rd Party In-Kind Contribution: \$	\$ 1395
3. 3rd Party Cash Contribution:	
4. Admin Expense:	
5. Total Cost: \$	\$ 6485

Activity	Cost Information				
2, Portland, Then and Now - The Lake Commemorative,	Part 1	Supplier: C&L Cochran Associates	Expense Category: Promotional		
	Material Costs:				
	Item	Description	Unit cost	Qty	Mat'l Cost
	1	Storyboard materials, 4X8 x 3/4 Extira; 3 sheets for lake-related sites and stories Category: Expense	\$ 150	3	\$ 450.00
	Item	Description	Unit cost	Qty	Mat'l Cost
	2	Colour printing, large panel graphics for lake-related story boards, 4X8 panels, on vellum Category: Expense	\$ 180	3	\$ 540.00
	Item	Description	Unit cost	Qty	Mat'l Cost
	3	Installation materials for erection of lake-related storyboards in Hanna Park Category: Expense	\$ 200	2	\$ 400.00
	Service Costs: add Services Total Cost for Part 1,1) Direct Expense: \$ 1,390.00				
	Part 2	Supplier: C&L Cochran Associates	Expense Category: Promotional		
Material Costs: add Materials					
Service Costs:					
Item	Description	Rate	Qty	Service Cost	
1	Design lake-related storyboard graphics for history of boats on	\$ 35.00	30		

Item	Description	Rate	Qty	Service Cost
	the Rideau a panorama, 30 hours Service Category: In-kind Contribution			1,050.00
Item	Description	Rate	Qty	Service Cost
2	Fabricate, laminate and finish the lake-related storyboard Units, 30 hours Service Category: In-kind Contribution	\$ 35.00	32	1,120.00
Total Cost for Part 2,4) Contribution: \$ 2170				
Part 3	Supplier: Portland Historical Society	Expense Category: Promotional		
Material Costs: add Materials				
Service Costs:				
Item	Description	Rate	Qty	Service Cost
1	Erect, and install lake-related storyboards in Hanna Park Service Category: In-kind Contribution	\$ 11.50	12	138.00
Total Cost for Part 3,4) Contribution: \$ 138				
Total cost for Portland, Then and Now - The Lake: \$ 3,698.00				
Costs for Portland, Then and Now - The Lake:				
1. 3rd Party Expense:\$		\$ 1390		
2. 3rd Party In-Kind Contribution:\$		\$ 2308		
3. 3rd Party Cash Contribution:				
4. Admin Expense:				
5. Total Cost: \$		\$ 3698		

Activity	Cost Information				
3, Commemorative Walkway, Hanna Park Commemorative,	Part 1	Supplier: Local Cement contractor	Expense Category: Materials + Supplies		
	Material Costs:				
	Item	Description	Unit cost	Qty	Mat'l Cost
	1	Install 1000 sq ft of stamped concrete walkways in Hanna Category: Expense	\$ 18	1053	\$ 18,954.00
Item	Description		Qty		

		Unit cost		Mat'l Cost
2	Stamped concrete materials included in the installation Category: Expense	\$ 65	1	\$ 65.00
Service Costs: <u>add Services</u> Total Cost for Part 1,1) Direct Expense: \$ 19,019.00				
Total cost for Commemorative Walkway, Hanna Park: \$ 19,019.00				
Costs for Commemorative Walkway, Hanna Park:				
1.	3rd Party Expense:\$			\$ 19019
2.	3rd Party In-Kind Contribution: \$			\$ 0
3.	3rd Party Cash Contribution:			
4.	Admin Expense:			
5.	Total Cost: \$			\$ 19019

Activity	Cost Information			
4, Children's fishing derby Community Building,	Part 1	Supplier: Big Rideau Lake Association	Expense Category: Materials + Supplies	
	Material Costs:			
	Item	Description	Unit cost	Qty
	1	Registration materials, name tags and signs, 1 lot Category: Expense	\$ 50.00	1
	Item	Description	Unit cost	Qty
	2	Trophies, 1st 2nd, 3rd places Category: Expense	\$ 10	3
Service Costs:				
Item	Description	Rate	Qty	Service Cost
1	Volunteer staff to conduct the registration, fishing, weigh-in, and awards presentation, 4 persons, 4 hrsService Category:In-kind Contribution	\$ 10.78	34	366.52
Total Cost for Part 1,1) Direct Expense: \$ 446.52				
Total cost for Children's fishing derby: \$ 446.52				
Costs for Children's fishing derby:				

Costs for Children's fishing derby:	
1. 3rd Party Expense:\$	\$ 80
2. 3rd Party In-Kind Contribution: \$	\$ 366.52
3. 3rd Party Cash Contribution:	
4. Admin Expense:	
5. Total Cost: \$	\$ 446.52

Activity	Cost Information				
5, Flotilla Sailpast Commemorative,	Part 1	Supplier: Big Rideau Lake Association	Expense Category: Materials + Supplies		
	Material Costs:				
	Item	Description	Unit cost	Qty	Mat'l Cost
	1	Trophy prizes (4) Category: Expense	\$ 10.00	4	\$ 40.00
	Service Costs:				
	Item	Description	Rate	Qty	Service Cost
	1	Volunteers to staff the organization and the conduct of the sailpast operation.Service Category:In-kind Contribution	\$ 10.78	64	689.92
	Total Cost for Part 1,1) Direct Expense: \$ 729.92				
	Total cost for Flotilla Sailpast : \$ 729.92				
	Costs for Flotilla Sailpast:				
1. 3rd Party Expense:\$		\$ 40			
2. 3rd Party In-Kind Contribution: \$		\$ 689.92			
3. 3rd Party Cash Contribution:					
4. Admin Expense:					
5. Total Cost: \$		\$ 729.92			

Activity	Cost Information				
6, Sailing Regatta Celebratory,	Part 1	Supplier: Big Rideau Lake Association	Expense Category: Materials + Supplies		
	Material Costs:				

Item	Description	Unit cost	Qty	Mat'l Cost
1	Trophies Category: Expense	\$ 10.00	4	\$ 40.00
Service Costs:				
Item	Description	Rate	Qty	Service Cost
1	Volunteers to staff to setting up the course markers, committee boat, Registration, race management.Service Category:In-kind Contribution	\$ 10.78	28	301.84
Total Cost for Part 1,1) Direct Expense: \$ 341.84				
Total cost for Sailing Regatta : \$ 341.84				
Costs for Sailing Regatta:				
1. 3rd Party Expense:\$		\$ 40		
2. 3rd Party In-Kind Contribution: \$		\$ 301.84		
3. 3rd Party Cash Contribution:				
4. Admin Expense:				
5. Total Cost: \$		\$ 341.84		

Activity	Cost Information				
7, Music in Hanna Park Celebratory,	Part 1	Supplier: Local musician	Expense Category:Professional fees		
	Material Costs:				
	Item	Description	Unit cost	Qty	Mat'l Cost
	1	Provide Musical entertainment Category: Expense	\$ 200	6	\$ 1,200.00
	Service Costs: add Services Total Cost for Part 1,1) Direct Expense: \$ 1,200.00				
	Total cost for Music in Hanna Park : \$ 1,200.00				
	Costs for Music in Hanna Park:				
	1. 3rd Party Expense:\$		\$ 1200		
	2. 3rd Party In-Kind Contribution: \$		\$ 0		
	3. 3rd Party Cash Contribution:				
4. Admin Expense:					

Costs for Music in Hanna Park:	
5. Total Cost: \$	\$ 1200

Activity	Cost Information				
8, Tea Garden - 1800's Theme Commemorative,	Part 1	Supplier: Portland Beautification Committee	Expense Category: Professional fees		
	Material Costs:				
	Item	Description	Unit cost	Qty	Mat'l Cost
	1	Rental of tables, chairs and canopies Category: Expense	\$ 200	1	\$ 200.00
	Item	Description	Unit cost	Qty	Mat'l Cost
	2	Rental of dishes and accessories Category: Expense	\$ 200	1	\$ 200.00
	Item	Description	Unit cost	Qty	Mat'l Cost
	3	Rental of garden shrubs and plants Category: Expense	\$ 700	1	\$ 700.00
	Item	Description	Unit cost	Qty	Mat'l Cost
	4	Rental of period costumes for servers and guides Category: Expense	\$ 100	30	\$ 3,000.00
Item	Description	Unit cost	Qty	Mat'l Cost	
5	Consumables, tea, scones, biscuits Category: Expense	\$ 120	1	\$ 120.00	
Item	Description	Unit cost	Qty	Mat'l Cost	
6	Rental of deck modules, 24ftX16ft Category: Expense	\$ 400	1	\$ 400.00	
Item	Description	Unit cost	Qty	Mat'l Cost	
7			5		

Celtic musicians Category: Expense		\$	200	\$ 1,000.00
Service Costs:				
Item	Description	Rate	Qty	Service Cost
1	Volunteer staff to plan and conduct the tea garden services, 10 persons, 8 hrs Service Category: In-kind Contribution	\$ 11.50	80	920.00
Item	Description	Rate	Qty	Service Cost
2	Volunteer staff to clean up and prepare the property Service Category: In-kind Contribution	\$ 11.50	150	1,725.00
Total Cost for Part 1,1) Direct Expense: \$ 8,265.00				
Total cost for Tea Garden - 1800's Theme: \$ 8,265.00				
Costs for Tea Garden - 1800's Theme:				
1. 3rd Party Expense:\$		\$ 5620		
2. 3rd Party In-Kind Contribution:\$		\$ 2645		
3. 3rd Party Cash Contribution:				
4. Admin Expense:				
5. Total Cost: \$		\$ 8265		

Activity	Cost Information				
9, Antique Boats, Cars and wagons. Commemorative,	Part 1	Supplier: Portland Beautification committee	Expense Category: Promotional		
	Material Costs: add Materials				
	Service Costs:				
	Item	Description	Rate	Qty	Service Cost
	1	Volunteer staff to register and manage the setup and conduct of the exhibit. 4 persons Service Category: In-kind Contribution	\$ 11.50	6	69.00
	Total Cost for Part 1,4) Contribution: \$ 69				
Total cost for Antique Boats, Cars and wagons.: \$ 69.00					
Costs for Antique Boats, Cars and wagons.:					
1. 3rd Party Expense:\$				\$ 0	
				\$ 69	

Costs for Antique Boats, Cars and wagons.:	
2. 3rd Party In-Kind Contribution:	
\$	
3. 3rd Party Cash Contribution:	
4. Admin Expense:	
5. Total Cost: \$	\$ 69

Activity	Cost Information				
10, Promotional Activities Promotional,	Part 1	Supplier: Alliance Advantage	Expense Category: Promotional		
	Material Costs: add Materials				
	Service Costs:				
	Item	Description	Rate	Qty	Service Cost
	1	Develop and coordinate promotional campaign Service Category:In-kind Contribution	\$ 35	100	3,500.00
	Total Cost for Part 1,4) Contribution: \$ 3500				
	Part 2	Supplier: C&L Cochran Associates	Expense Category: Promotional		
	Material Costs:				
	Item	Description	Unit cost	Qty	Mat'l Cost
	1	Website maintenance and new development, purchased components and services Category: Expense	\$ 900.00	1	\$ 900.00
Service Costs:					
Item	Description	Rate	Qty	Service Cost	
1	Website design and integration of upgrades and new services, including on line registration and purchase of promotional items.Service Category:In-kind Contribution	\$ 35.00	60	2,100.00	
Total Cost for Part 2,1) Direct Expense: \$ 3,000.00					
Part 3	Supplier: Lake 88 FM Radio	Expense Category: Promotional			
Material Costs:					
Item	Description	Unit cost	Qty	Mat'l Cost	

1	Radio advertising campaign, summer 2017 Category: Expense	\$ 450	1	\$ 450.00
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Service Costs: [add Services](#) Total Cost for Part 3,1) Direct Expense:
\$ 450.00

Part 4	Supplier: Record News	Expense Category: Promotional	
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Material Costs:

Item	Description	Unit cost	Qty	Mat'l Cost
1	Newspaper promo campain, spring summer 2017 Category: Expense	\$ 400	1	\$ 400.00

Item	Description	Unit cost	Qty	Mat'l Cost
2	Vinyl banners, Category: Expense	\$ 35	20	\$ 700.00

Service Costs:

Item	Description	Rate	Qty	Service Cost
1	Install banners on hydro poles using cherry picker.Service Category:In-kind Contribution	\$ 200	1	200.00

Total Cost for Part 4,1) Direct Expense: \$ 1,300.00

Part 5	Supplier: C&L Cochran Associates	Expense Category: Professional fees	
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Material Costs: [add Materials](#)

Service Costs:

Item	Description	Rate	Qty	Service Cost
1	Graphical design of BannersService Category:In- kind Contribution	\$ 35	32	1,120.00

Total Cost for Part 5,4) Contribution: \$ 1120

Part 6	Supplier: Joe's electrical	Expense Category: Equip Rental	
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Material Costs: [add Materials](#)

Service Costs:

Item	Description	Rate	Qty	Service Cost
1	Rental of "cherry picker" for installation of banners on	\$ 200	1	

Item	Description	Rate	Qty	Service Cost
	hydro polesService Category:In-kind Contribution			200.00
Total Cost for Part 6,4) Contribution: \$ 200				
Total cost for Promotional Activities : \$ 9,570.00				
Costs for Promotional Activities:				
1.	3rd Party Expense:\$			\$ 2450
2.	3rd Party In-Kind Contribution: \$			\$ 7120
3.	3rd Party Cash Contribution:			
4.	Admin Expense:			
5.	Total Cost: \$			\$ 9570

Activity	Cost Information				
11, Food Services Food,	Part 1	Supplier: United Church Women	Expense Category: Food + Refreshment Service		
	Material Costs:				
	Item	Description	Unit cost	Qty	Mat'l Cost
	1	Breakfast Category: Expense	3.5 \$	200 sell price \$7 200	\$ 700.00
			3.5		
	Service Costs:				
	Item	Description	Rate	Qty	Service Cost
	1	Volunteer staff for meal preparation, table service, and cleanupService Category:In-kind Contribution	\$ 11.50	40	460.00
	Total Cost for Part 1,1) Direct Expense: \$ 1,160.00				
	Breakfast, Qty = 200.00				
Sell price		Revenue		Net Revenue	
\$ 7.00		\$ 1,400.00		\$ 240.00	
Part 2	Supplier: Anglican Church Women	Expense Category: Food + Refreshment Service			
Material Costs:					
Item	Description	Unit cost	Qty	Mat'l Cost	
1					

Lunch	4	200	
Category: Expense	\$	sell price \$10	\$ 800.00
	4	200	

Service Costs:

Item	Description	Rate	Qty	Service Cost
1	Volunteer staff for meal preparation, table service, and cleanup Service Category: In-kind Contribution	\$ 11.50	40	460.00

Total Cost for Part 2,1) Direct Expense: \$ 1,260.00

Lunch , Qty = 200.00

Sell price	Revenue	Net Revenue
\$ 10.00	\$ 2,000.00	\$ 740.00

Part 3	Supplier: Community Hall board	Expense Category: Food + Refreshment Service
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Material Costs:

Item	Description	Unit cost	Qty	Mat'l Cost
1	Dinner Category: Expense	4 \$	200 sell price \$10	\$ 800.00
		4	200	

Service Costs:

Item	Description	Rate	Qty	Service Cost
1	Volunteer staff for meal preparation, table service, and cleanup Service Category: In-kind Contribution	\$ 11.50	40	460.00

Total Cost for Part 3,1) Direct Expense: \$ 1,260.00

Dinner, Qty = 200.00

Sell price	Revenue	Net Revenue
\$ 10.00	\$ 2,000.00	\$ 740.00

Food Services Total Cost \$3680, Revenue: \$ 5,400.00 Net Revenue: \$ 1,720.00

Costs for Food Services:

1. 3rd Party Expense:\$	\$ 2300
2. 3rd Party In-Kind Contribution: \$	\$ 1380

Costs for Food Services:	
3. 3rd Party Cash Contribution:	
4. Admin Expense:	
5. Total Cost: \$	\$ 3680

Activity	Cost Information				
12, Sanitation, Portapotties Sanitation,	Part 1	Supplier: Pottie2Go	Expense Category: Materials + Supplies		
	Material Costs:				
	Item	Description	Unit cost	Qty	Mat'l Cost
	1	Portapotty rental, 5 units Category: Expense	\$ 100	6	\$ 600.00
	Item	Description	Unit cost	Qty	Mat'l Cost
	2	Delivery and pickup Category: Expense	\$ 100	1	\$ 100.00
	Service Costs: add Services Total Cost for Part 1,1) Direct Expense: \$ 700.00				
	Total cost for Sanitation, Portapotties: \$ 700.00				
	Costs for Sanitation, Portapotties:				
	1. 3rd Party Expense:\$				
2. 3rd Party In-Kind Contribution: \$					\$ 0
3. 3rd Party Cash Contribution:					
4. Admin Expense:					
5. Total Cost: \$					\$ 700

Activity	Cost Information				
13, Refreshment Canopy for beer, wine and soft drinks Spirits,	Part 1	Supplier: Big Rideau Lake Association	Expense Category: Food + Refreshment Service		
	Material Costs:				
	Item	Description	Unit cost	Qty	Mat'l Cost
	1	beer Category: Expense		132 sell	

		2 \$	price \$4.0	
		2	132	\$ 264.00
Item	Description	Unit cost	Qty	Mat'l Cost
2	wine Category: Expense	3.5 \$	80 sell price \$6	\$ 280.00
		3.5	80	
Item	Description	Unit cost	Qty	Mat'l Cost
3	Rental of dispensing equipment Category: Expense	\$	1	\$ 100.00
		100		
Item	Description	Unit cost	Qty	Mat'l Cost
4	Rental of refreshment canopy and barriers Category: Expense	\$	1	\$ 300.00
		300		
Item	Description	Unit cost	Qty	Mat'l Cost
5	Festival permit, LCBO Category: Expense	\$	1	\$ 75.00
		75		
Service Costs:				
Item	Description	Rate	Qty	Service Cost
1	Volunteer SMART servers, 2@6 hours eaService Category:In-kind Contribution	\$ 11.5	12	138.00
Item	Description	Rate	Qty	Service Cost
2	Delivery and installation of canopy, barriers and equipment, cleanup pack and returnService Category:In-kind Contribution	\$ 11.5	6	69.00
Total Cost for Part 1,1) Direct Expense: \$ 1,226.00				
Total Servings Beer and Wine 215.00				
Sell price		Revenue	Net Revenue	
Beer: \$ 4.00 ea, 132.00 servings		\$ 1,008.00,	\$ -218.00	
Wine: \$ 6.00 ea, 80.00 servings		\$ 1,008.00	\$ -218.00	
Refreshment Canopy for beer, wine and soft drinks Total Cost \$1226, Revenue: \$ 1,008.00 Net Revenue: \$ -218.00				

Costs for Refreshment Canopy for beer, wine and soft drinks:	
1. 3rd Party Expense:\$	\$ 1019
2. 3rd Party In-Kind Contribution: \$	\$ 207
3. 3rd Party Cash Contribution:	
4. Admin Expense:	
5. Total Cost: \$	\$ 1226

Activity	Cost Information				
14, Project Planning and Management Project Mgmt,	Part 1	Supplier: Alliance Advantage	Expense Category: Professional fees		
	Material Costs: add Materials				
	Service Costs:				
	Item	Description	Rate	Qty	Service Cost
	1	Pre-event Project planning and coordination - Event scheduling, promotional planning and preparation.Service Category:In-kind Contribution	\$ 35.00	60	2,100.00
	Item	Description	Rate	Qty	Service Cost
	2	Post-Event after action review and assessmentService Category:In-kind Contribution	\$ 35.00	10	350.00
	Total Cost for Part 1,4) Contribution: \$ 2450				
	Part 2	Supplier: Portland Historical Society	Expense Category: Professional fees		
	Material Costs: add Materials				
Service Costs:					
Item	Description	Rate	Qty	Service Cost	
1	Pre-event Project Planning and coordination - historical information planning, collection and operational concept development.Service Category:In-kind Contribution	\$ 35.00	60	2,100.00	
Item	Description	Rate	Qty	Service Cost	
2	Post-Event after action review and assessment, with special regard for post-event	\$ 35.00	8	280.00	

Item	Description	Rate	Qty	Service Cost
	continuing actions for PHSService Category:In-kind Contribution			
Total Cost for Part 2,4) Contribution: \$ 2380				
Part 3	Supplier: Big Rideau Lake Association	Expense Category: Professional fees		
Material Costs: add Materials				
Service Costs:				
Item	Description	Rate	Qty	Service Cost
1	Pre-event Project Planning and coordination. On-the- lake activity and resource planning and preparation.Service Category:In-kind Contribution	\$ 35.00	60	2,100.00
Item	Description	Rate	Qty	Service Cost
2	Post-Event after action review and assessment, with special regard for post-event continuing actions for PHSService Category:In-kind Contribution	\$ 35.00	10	350.00
Total Cost for Part 3,4) Contribution: \$ 2450				
Part 4	Supplier: Beautification Subcommittee	Expense Category: Professional fees		
Material Costs: add Materials				
Service Costs:				
Item	Description	Rate	Qty	Service Cost
1	Community preparation and planning, including grounds preparation, signage and garden preparation in support of the EventService Category:In-kind Contribution	\$ 35.00	60	2,100.00
Item	Description	Rate	Qty	Service Cost
2	Post-Event after action review with special regard for post-event countinuing actions for the Beautification Committee.Service Category:	\$ 35	10	350.00
Total Cost for Part 4,4) Contribution: \$ 2450				

Part 5	Supplier: C&L Cochran Associates	Expense Category: Professional fees		
Material Costs: add Materials				
Service Costs:				
Item	Description	Rate	Qty	Service Cost
1	Pre-event Project Planning and coordination - website and storyboard planning and design concepts.Service Category:In-kind Contribution	\$ 35	60	2,100.00
Item	Description	Rate	Qty	Service Cost
2	Post-Event after action review with special regard for post-event continuing actions for website activities and reports in support of Canada 150, the community and the PHSService Category:In-kind Contribution	\$ 35	12	420.00
Total Cost for Part 5,4) Contribution: \$ 2520				
Total cost for Project Planning and Management: \$ 12,250.00				
Costs for Project Planning and Management:				
1. 3rd Party Expense:\$		\$ 0		
2. 3rd Party In-Kind Contribution:\$		\$ 12250		
3. 3rd Party Cash Contribution:				
4. Admin Expense:				
5. Total Cost: \$		\$ 12250		

In-Kind Contributions

Activity	Contributor	In-Kind Value
1, Portland, Then and Now - The Community:	add Services add Services	
	1) C&L Cochran Associates,	\$ 1,050.00
	2) C&L Cochran Associates,	\$ 345.00
2, Portland, Then and Now - The Lake:	add Services	
	1) C&L Cochran Associates,	\$ 1,050.00
	2) C&L Cochran Associates,	\$ 1,120.00

Activity	Contributor	In-Kind Value
	1) Portland Historical Society,	\$ 138.00
3, Commemorative Walkway, Hanna Park:	add Services	
4, Children's fishing derby:	1) Big Rideau Lake Association,	\$ 366.52
5, Flotilla Sailpast:	1) Big Rideau Lake Association,	\$ 689.92
6, Sailing Regatta:	1) Big Rideau Lake Association,	\$ 301.84
7, Music in Hanna Park:	add Services	
8, Tea Garden - 1800's Theme:	1) Portland Beautification Committee,	\$ 920.00
	2) Portland Beautification Committee,	\$ 1,725.00
9, Antique Boats, Cars and wagons.:	1) Portland Beautification committee,	\$ 69.00
10, Promotional Activities:	1) Alliance Advantage,	\$ 3,500.00
	1) C&L Cochran Associates,	\$ 2,100.00
	add Services	
	1) Record News,	\$ 200.00
	1) C&L Cochran Associates,	\$ 1,120.00
11, Food Services:	1) Joe's electrical,	\$ 200.00
	1) United Church Women,	\$ 460.00
	1) Anglican Church Women,	\$ 460.00
12, Sanitation, Portapotties:	add Services	
13, Refreshment Canopy for beer, wine and soft drinks:	1) Big Rideau Lake Association,	\$ 138.00
	2) Big Rideau Lake Association,	\$ 69.00
14, Project Planning and Management:	1) Alliance Advantage,	\$ 2,100.00
	2) Alliance Advantage,	\$ 350.00
	1) Portland Historical Society,	\$ 2,100.00
	2) Portland Historical Society,	\$ 280.00
	1) Big Rideau Lake Association,	\$ 2,100.00
	2) Big Rideau Lake Association,	\$ 350.00

Activity	Contributor	In-Kind Value
	1) Beautification Subcommittee,	\$ 2,100.00
	2) Beautification Subcommittee,	\$ 350.00
	1) C&L Cochran Associates,	\$ 2,100.00
	2) C&L Cochran Associates,	\$ 420.00
	Total In-Kind Contributions:	\$ 28,732.28