

## Application Summary: 2026 - 3394 - Community Impact Grant - Community Programs and Projects

### Application ID

2026 - 3394 - Community Impact Grant - Community Programs and Projects

### Applicant Information

#### Organization Information

Wood Buffalo Military Museum Centre  
9317 Huggard St  
Fort McMurray, AB, T9H 1C4

#### Primary Contact

Kevin Rodgers  
9317 Huggard St  
Fort McMurray, AB, T9H 1C4

Phone: **s.20(1)**

Email: [info@wbmm.ca](mailto:info@wbmm.ca)

## Application Summary: 2026 - 3394 - Community Impact Grant - Community Programs and Projects

### Is the organization a registered non-profit?

Applicants must be a registered non-profit organization or a community group in partnership with a registered non-profit organization. If you have any questions regarding grant eligibility, please contact [cip@rmwb.ca](mailto:cip@rmwb.ca) to book a pre-application meeting.

Yes

### Has the organization operated within the Regional Municipality of Wood Buffalo for at least one year?

Applicants must have resided or operated within the Regional Municipality of Wood Buffalo for at least one year prior to applying. If you have any questions regarding grant eligibility, please contact [cip@rmwb.ca](mailto:cip@rmwb.ca) to book a pre-application meeting.

Yes

### In the last year, have there been any significant changes to your organization or program?

Yes

#### If yes; please select the change.

- Organizational Change (e.g. governance, policies, strategic plan)
- Leadership Change (e.g. staff or board)
- Financial Change (e.g. funding, loss/gain of sponsors)
- Demographics (e.g. changes in the community you serve)
- Other

### What is your organization's Mission Statement?

To enhance Canadians' knowledge, understanding, and appreciation of military and policing events, experiences, people, and objects by collecting, preserving, studying, and accessibly exhibiting them in the Wood Buffalo region.

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### **Brief Summary of the Proposed Program(s) and/or Project(s).**

The Wood Buffalo Military Museum Centre is undertaking a digitalization project to increase accessibility to its growing collection of military and policing artefacts. All items are relevant to the Wood Buffalo region as outlined in our Strategic Plan. This initiative involves cataloguing, scanning and photographing the museum's artefacts and uploading them to an online, publicly accessible, searchable archive. This archive will be free to use by individuals, educators, community groups, and researchers both within the region and beyond.

The project directly supports the museum's strategic goals of preservation, education, and community engagement. Digital access to artefacts ensures long-term preservation of historical objects while expanding the museum's reach to our rural hamlets, including those without the means to visit in person, and giving access to our region's history to out-of-region researchers and interested groups, celebrating our region. The initiative will be supported by workshops for community members, educators, and students on how to navigate and interpret the online archive. These workshops will focus on using the database for educational, commemorative, and research purposes.

This project aligns with the museum's vision to be a trusted community institution that connects past and present for the enrichment of future generations.

There are no restrictions on participation in the digital archive or related workshops. Access to the archive will be made available to anyone with an internet connection. However, access to the digital collection may be limited by the availability of devices or internet connectivity in some remote areas. Therefore, we plan to travel to our remote hamlets to present the archive at the end of the project. Another additional benefit of the digitalization is the safe storage of vulnerable artefacts. Since our region has suffered from many destructive natural disasters, digitalization will secure the longevity of history.

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**Please note any restrictions on participating in your organization's programs, projects, services or events.**

The Wood Buffalo Military Museum Centre strives to ensure that all programs and services, including the proposed digital archive project, are accessible and open to all. There are no eligibility requirements or restrictions for participating in the project's workshops or accessing the online database.

The digital archive will be hosted on a publicly accessible website and is intended for use by individuals of all backgrounds and ages, including students, researchers, veterans, educators, and interested community members. Materials will be provided in clear and inclusive language, utilizing person-first and gender neutral language.

While the platform is accessible by default, we recognize that some users may experience challenges in accessing digital content due to lack of internet or computer access. All digital content will be compatible with standard accessibility tools such as screen readers and high-contrast displays (see: Budget).

Workshops associated with this project will also be free and open to all. They will be held at accessible locations (including in our rural hamlets) and designed to accommodate varying levels of digital literacy. Workshop materials will be made available online as well, so that those unable to attend in person can still benefit from the training.

While we strive to include all our rural hamlets, the public launch event will take place in Fort McMurray.

**Minimum number of board members according to the organization's bylaws:**

5

**Please list your current Board of Directors in the table:**

### Board of Directors

Name	Board Position	Years on Board
Dale Bendfeld	President	4
Sabrina Caterini	Treasurer/Vice President	4
Lee Anne Deans	Secretary	4
Bruce Deans	Director of Maintenance	4
Kevin Rodgers	Curator / Director of Education	4
Geoffrey Jones	Director of Preservations	4
Maike Schmieding	Director of Grants & Research	3

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**Do one or more board representatives or program staff have lived experience or expertise reflective of the demographics your organization serves?**

Yes

**If Yes; please briefly explain the lived experience or expertise.**

Several members on our board have a military and/or policing background.

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### Program/Projects Details

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#### Are you applying for more than one program or project?

If you are unsure, please contact CIP@rmwb.ca for clarification.

No

### Program/Projects

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**Step 1:** Click on the button below to enter the name of your program(s) or project(s).

**Step 2:** Click on the Save Draft button at the bottom of the screen.

**Step 3: Click on the "Program/Project Details" button below to complete the details of each Program/Project. Please be sure to submit the current program/project information form before moving onto the next project information form.**

**Program/Project:** Digitalization of military history artefacts for accessible access   **Status:** Completed

## Application Summary: 2026 - 3394 - Community Impact Grant - Community Programs and Projects

### Finances

#### Organization's most recent Fiscal Year End date

Please click Save Draft to update the following two questions with this date.

02/28/2025

#### Unrestricted Net Assets

Unrestricted Net Assets (accumulated net assets/surplus that the organization has not set aside for a particular purpose or earmarked by a donor for a specific program or project) from your Financial Statements ending: 02/28/2025

\$834.54

#### Total Operating Expenses

Total Expenses from your Financial Statements Ending: 02/28/2025

\$3,472.59

#### What efforts have been made in the past fiscal year to increase the financial support for your organization?

We have pursued several grant applications, including a positive outcome for a grant through Veteran's Affairs. At this point, we are waiting for reimbursement for items bought. This has not been listed as secure revenue because we do not receive the monies, but rather we get reimbursed for purchases at this point.

**Please complete the following budget table: If there are multiple programs, projects, services or events included in this application, please provide the total budget for all requests in the budget table. Additionally, attach a detailed breakdown of the budget by program, project, service or event on the Attachment tab.**

#### Secured Revenue

## Application Summary: 2026 - 3394 - Community Impact Grant - Community Programs and Projects

Revenue Sources	Description	Revenue (Jan-Dec)	
<b>Revenue in Progress</b>			
Revenue Sources	Description	Revenue (Jan-Dec)	
Expenses			
Type of Expense	Description	Total Expenses	Requested RMWB Grant
Program Materials & Supplies	Archival materials (e.g. acid free boxes, folders, gloves, labels, protective sleeves) to guarantee safe handling and storage of artefacts to be digitized	\$3,500.00	\$3,500.00
Advertising/Marketing	Display Cases (museum-grade cases for showcasing featured artefacts in the museum)	\$6,500.00	\$6,500.00
Program Materials & Supplies	DSL camera (for artefacts digitalization) + two lenses	\$3,000.00	\$3,000.00
Program Materials & Supplies	3D scanner, tripod, lightning setup	\$1,500.00	\$0.00
Program Materials & Supplies	Storage Cabinet to ensure secure artefact housing	\$3,000.00	\$3,000.00
Other (Provide Detail)	Technical Services (domain hosting and maintenance, including accessibility widget)	\$5,000.00	\$5,000.00
Other (Provide Detail)	Technical Services (contracted web developer for site build, integration and accessibility setup)	\$3,000.00	\$3,000.00
Program Staff wages & Benefits	2 PT students (approx. 16 weeks @ <b>s.20(1)</b> for 15hrs or comparable time allotment)	<b>s.20(1)</b>	
Other (Provide Detail)	Travel to remote hamlets (mileage/air fare, accommodations, meals)	\$5,000.00	\$5,000.00
Advertising/Marketing	Public Showcase Event (possible venue booking, materials)	\$4,000.00	\$4,000.00

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Program Materials & Supplies	Workshop Hosting (venue rentals, materials, printing, refreshments)	\$5,000.00	\$5,000.00
Training	OCAP for cultural/data stewardship training	\$4,000.00	\$4,000.00
Gifts for Elders / Honorariums	For consultation and events	\$2,000.00	\$2,000.00
Program Materials & Supplies	1x laptop/computer capable of high resolution editing and 2x tablets	\$5,000.00	\$5,000.00
Administration Costs 15% Maximum	for inflation and unexpected costs	\$5,000.00	\$5,000.00
Other (Provide Detail)	Artefacts (please note that it is almost impossible to determine the value of our artefacts. This conservative estimate is based on our insurance policy and compared to what we will be able to digitalize)	\$20,000.00	\$0.00

s.20(1)

### Shortfall

(Total Secured Revenue - Total Expenses)

**Total**  
**s.20(1)**

### Total RMWB Grant Request

Total

**Amount**  
**s.20(1)**

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### Total Cost of Program, Project, or Service

Total cost includes all costs of the entire program, project or service.

\$86,500.00

### Total Grant Amount Request

Up to 75% of total program, project cost up to maximum of \$100,000.

\$65,000.00

### Grant request as percentage of total cost of program, project or service

Click on the Save Draft button to calculate the percentage.

75%

### Outline any expected non-financial resources being leveraged for this program, project, service or event to demonstrate community support.

n/a

## Application Summary: 2026 - 3394 - Community Impact Grant - Community Programs and Projects

### Attachments

**Please attach a budget breakdown for each program, project, service or event if there are multiple requests included in this application.**

[WBMMC\\_CIP\\_application.xlsx](#)

16.2 KB - 10/10/2025 3:47 PM

Total Files: 1

**Please attach a Partnership Letter(s) of Support for the proposed program, project, service or event to demonstrate authentic partnership and collaboration.**

Applicants may use the [Partnership Letter of Support Template](#) or submit a customized letter.

Each letter should include the following five key elements:

1. Commitment to the partnership and shared initiatives
2. Confirmation of the community need
3. History of prior collaboration or rationale for a new partnership
4. Defined roles, responsibilities, and resource commitments
5. Contact information for the partner organization

Each letter must be signed by an authorized representative of the partner organization.

Please note: The partnership letter is a mandatory requirement for Community Sustaining applicants and optional for Community Impact Grant application.

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**Please attach signed Financial Statements for the most recent fiscal year end.**

Year-end date must fall between July 1, 2024 of last year and June 30, 2025.

[20251029-CI-CPP-WBMMC\\_Budget\\_breakdown.xlsx](#)

12.2 KB - 10/29/2025 1:54 PM

[Account\\_Balances\\_WBMM\\_Signed.pdf](#)

336.5 KB - 10/14/2025 9:00 AM

[Account\\_Transactions\\_WBMM\\_Signed.pdf](#)

1.9 MB - 10/14/2025 9:00 AM

[Balance\\_Seeht\\_WBMM\\_Signed.pdf](#)

264.6 KB - 10/14/2025 9:00 AM

[Profit\\_and\\_Loss\\_WBMM\\_Signed.pdf](#)

174.6 KB - 10/14/2025 9:00 AM

Total Files: 5

## Application Summary: 2026 - 3394 - Community Impact Grant - Community Programs and Projects

### Declaration

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Declaration: In making this application, I, the undersigned, confirm:

- that I have read the appropriate Grant Guidelines;
- that I understand that this application form and all required attachments must be completed in full and received before 2025-10-14 4:30 p.m. MT;
- that I understand that this application form and any attachments shall be part of the Community Investment Program Approval Committee (CIPAC, Council Appointed) meeting agenda and accessible through all methods that the public meeting agenda is available;
- that I understand the term of the Grant is January 1 to December 31, 2026 and that all expenditures must happen during this term; and
- that I am authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.
- that I understand the personal information collected in this application is collected under the authority of Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process your application and contact you if needed during the review of this application. If you have questions about the collection or use of your personal information, you may contact the Manager, Community Partnerships and Initiatives, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at 587-919-5522.

### Acknowledgement

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I do hereby certify that to the best of my knowledge, this application contains a full and correct account of all matters stated herein.

### Applicant Name

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Kevin Rodgers

### Position/Title

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Curator

**Date:** 10/14/2025

## Project Summary

### Digitalization of military history artefacts for accessible access

#### Program, Project or Service Name

Digitalization of military history artefacts for accessible access

#### Beginning Date

2026-01-01

#### Completion Date

Note: The term of the grant is January 1 - December 31, 2026. The program, project, service or event and all expenditures must occur during this term.

2026-12-31

#### Location program, project or service will be provided:

Note: If the grant is approved, the communities served will be included in the Grant Agreement and data collection from all communities will be required.

Do not select the rural community if the service is provided to the clients from rural communities through the urban service area.

Anzac, Conklin, Fort Chipewyan, Fort McKay, Fort McMurray, Janvier

#### Please complete the following Program/Project or Event Delivery Details.

#### Program, Project, or Event Delivery Information

Program/Project/ or Event Location	In Person (Yes/No)	Virtually (Yes/No)	Travel Budget Required (Yes/No)
Fort McMurray (WBMMC)	Yes	No	Yes
Anzac (TBD)	Yes	No	Yes
Conklin/Janvier (TBD)	Yes	No	Yes
Fort Chipewyan	Yes	No	Yes



## Project Summary

### Digitalization of military history artefacts for accessible access

**How does your organization plan to address barriers related to delivering virtual services in rural areas. This may include limited internet access, lack of devices, and limited technical support. If applicable.**

We will travel to our rural hamlets and bring tablets with us that we will utilize to showcase the online archive and support individuals who may need technical support. The online archive is also created with the end users in mind, including low-tech individuals.

**How does your organization plan to address transportation barriers to provide the program, project, service or event? If applicable.**

By hosting several workshops in several locations, we are hoping that this will address transportation barriers.

**Council approved seven funding priorities. Please indicate which funding priority/priorities are applicable to this application.**

Please select at least 3 funding priorities for the Community Sustaining and Subsidiary Grant applications. Please select at least 1 funding priority for the Community Impact Grant (Community Programs and Projects or Community Events) application.

- Community support services and wellness
- Accessibility, inclusion and belonging
- Hosting events/new business and visitors
- Partnership and collaboration
- Rural and Indigenous Communities and Relationships
- Social participation
- Value of culture, heritage and regional pride

**Describe how the proposed program, project, service or event align with these priorities.**

This project promotes accessibility/inclusion by making historical artefacts freely available online to all individuals, regardless of location or background. It fosters social participation through hands-on community workshops engaging with local history. By preserving and sharing stories of military and policing service from our region, the project strengthens regional pride/cultural identity. History is not only preserved but shared widely in an open, educational and community-driven format. It is important to us that our rural/indigenous communities are included. Therefore, we are committed to host workshops in our rural hamlets, utilizing existing relationships to support room bookings, best practices for event hosting.

## Project Summary

### Digitalization of military history artefacts for accessible access

**In the table below, please identify the total number of unique participants that you anticipate will access the funded program, project, service or event.**

#### Target Population

Age	Target Population
Children (0-12 years)	20
Youth (13-18 years)	20
Adults	20
Seniors (65+)	20
Families	5
Community	0
Total	85

**Please identify the equity deserving population the program, project, service or event will serve.**

Other

## Project Summary

### Digitalization of military history artefacts for accessible access

**How does your organization ensure that its programs, projects, services or events are accessible and inclusive for anyone who has an interest? Please share examples and success stories of accessibility and inclusivity.**

The Wood Buffalo Military Museum Centre prioritizes accessibility and inclusivity in all aspects of its operations. In alignment with our strategic plan, we commit to ensuring that our programs reach diverse audiences, including individuals in our rural hamlets. The proposed digital archive will be accessible online and built with compatibility for screen readers and other accessibility tools.

Our website will include an accessibility widget, allowing users to customize their browsing experience to their individual needs, including text enlargement and colour contrast adjustments. At this point, we are considering the purchase of the software Userway which accounts for impacts, including but not limited to, visually impairedness, dyslexia and seizures/epilepsy.. All workshops and events associated with this project will be held in accessible venues and designed for varying levels of digital literacy.

**If applicable, please explain how your program, project, service or event celebrates Indigenous culture, serves Indigenous communities and/or promotes Indigenous healing, language, cultural restoration, or reconciliation.**

While not the focus of this project, some artefacts in the museum's collection are connected to Indigenous history and contributions to military and policing service. As part of the digitalization project, the Museum Centre will take steps to ensure respectful representation of any Indigenous-related items. This includes verifying provenance, providing appropriate contextual information, and consulting with Indigenous communities where applicable. The museum team will be trained on The First Nations' Foundations of OCAP (Ownership, Control, Access, Possession) and all relevant artefacts and items will be handled in accordance with the training and ethical standards for cultural preservation. We aim to reflect Indigenous perspectives accurately and respectfully.

The workshops associated with the digitalization effort will be open to all, including Indigenous participants, and may serve as a platform to explore local stories and histories that are underrepresented in mainstream narratives. As we expand this archive, we will remain open to dialogue and potential collaboration with Indigenous organizations interested in sharing, correcting, or adding to the stories told through our collection. We also budgeted for honorariums for Elders and tobacco, if needed.

## Logic Model



## Project Summary

### Digitalization of military history artefacts for accessible access

#### **Statement of Need: What social problem or gap do you hope to address by delivering the program, project, service or event? What evidence do you have that this problem or gap exists?**

There is a significant gap in access to regional military and policing history in northern Alberta, particularly in remote communities of the Wood Buffalo region. Traditional museum experiences are often centralized in urban areas, limiting participation by rural and remote residents. This results in an underrepresentation of northern narratives in both education and public discourse.

The Wood Buffalo Military Museum Centre is the only museum in Fort McMurray focused on preserving military and policing history. Our physical collection contains stories that are deeply relevant to the region but remain largely inaccessible to those who cannot visit in person.

Digitalizing the artefacts and making them available online addresses this gap by democratizing access to local history. It allows individuals across the region—and beyond—to engage with their heritage regardless of physical location or mobility.

By removing physical and financial barriers to access, we foster greater connection to community identity, encourage educational use, and ensure that the sacrifices and contributions of local veterans and officers are acknowledged and remembered.

#### **Broad Strategy: How will the program, project, service or event address the social problem? (e.g., What approach are you taking that you hope will lead your program, project, service or event to support the social problem?)**

This project will address the access gap by creating a free, digital archive of the museum's collection. Artefacts will be photographed, catalogued, and uploaded with supporting information to a publicly accessible platform. The digital format ensures broad reach across geographic, economic, and physical limitations.

Workshops will be conducted to teach community members, educators, and youth how to navigate and interpret the archive. These sessions will help users connect personal, family, or community stories with the broader historical record.

The project combines preservation with education. It ensures the longevity of delicate artefacts while transforming them into learning tools that are easy to access and widely shareable.

Our strategy is grounded in our strategic plan's emphasis on preservation, education, and rural outreach. At this point, community members need to travel to urban areas to access first-hand historical interaction and learning, and we are hoping to fill this gap.

## Project Summary

### Digitalization of military history artefacts for accessible access

**Rationale: What evidence or research do we have that this strategy will work? To demonstrate for example, "If [my organization] does 'x' program, project, service or event, then [this] change will happen for the target population."**

If the Wood Buffalo Military Museum Centre digitizes its collection and trains the public on how to access and interpret it, then more residents, especially in rural, remote and northern communities, will be able to engage with regional history and take pride in their heritage.

Accessible digital archives can increase participation in historical learning, especially when paired with outreach and training. This strategy supports our goals of preservation, inclusion, and education, and aligns with national trends in museum innovation.

Our own experience delivering programming has shown high interest in local stories when content is made engaging and easy to access. By building on this interest and removing physical barriers, we can reach more people, more often, and in more meaningful ways.

The digitalization project is a sustainable and scalable approach to heritage sharing. It transforms passive displays into active, participatory learning resources available anytime, anywhere.

**Inputs: What resources will be invested to achieve your goal? (e.g., staff labour, venue space, volunteers, computers, etc.)**

This project will be fully staffed by members of the Wood Buffalo Military Museum Centre's volunteer board, which includes individuals with training in archiving and historical preservation. Two students, preferably from our region, will be hired to support this endeavour and to train our youth in skills that are currently underrepresented in our community..

All physical artefacts to be digitized are already owned by the museum.

The staff will conduct photography, metadata entry, and research on each item. A dedicated portion of volunteer time will be allocated to designing and leading community workshops to teach users how to access and use the online archive.

## Project Summary

### Digitalization of military history artefacts for accessible access

#### Activities: What activities make up the program, project, service or event? (e.g., workshops, mentorship sessions, etc.)

Key activities of the project include:

1. Digitization of Artefacts – Photographing and cataloguing items from the museum's collection, including metadata creation and uploading to the digital archive.
2. Development of Public Archive Platform – Launching and maintaining an accessible website where artefacts can be searched and viewed.
3. Community Launch Event – an event that launches and introduces the platform to the community.
4. Community Workshops – Hosting sessions for educators, students, and general community members to learn how to use the archive and interpret its contents.
5. Outreach and Promotion – Informing the public through media and local networks about the archive and workshops.
6. Ongoing Community Engagement – Gathering feedback and expanding content based on community interest and participation.
7. Development and distribution of brochures – Information for community members on how to safely handle artefacts that community members may find in their homes.

#### Outputs: What do you deliver? (e.g., # of total participants trained, # of organizations, # of sessions, # of events, etc.). Note, each activity should have outputs.

Note: If the program, project, service or event is approved, your outputs may be included in the Grant Agreement and data collection on the outputs is required.

Expected outputs include:

- 1 complete online digital archive launched and publicly accessible.
- At least 200 artefacts digitized, catalogued, and uploaded.
- 4–6 public workshops hosted in the first year, each accommodating 10–25 participants.
- Workshop materials developed and shared digitally.
- 1 promotional campaign to raise awareness across Wood Buffalo.
- 1 Brochures created and distributed on proper artefact handling for the public, available at workshops and via the museum

Each activity will be tracked through internal records, attendance sheets, and web analytics.



## Project Summary

### Digitalization of military history artefacts for accessible access

**Outcomes: What change do you want to see for the participants by running your program, project, service or event? Organizations are required to identify at least one outcome, that will be measured through the grant period, should the application be approved.**

Note: If the program, project, service or event is approved, your outcomes will be included in the Grant Agreement and data collection on the outcomes is required.

We aim to achieve the following outcomes:

- Increased access to local military and policing history for residents of Wood Buffalo.
- Greater community engagement with regional heritage through online access and workshop participation.
- Improved digital literacy and historical knowledge among participants who attend the workshops. This can be measured by investigating website traffic, workshop attendance, and participant feedback. Longer-term, the project is expected to foster a stronger sense of pride and connection to local history, especially among youth and underrepresented groups.

#### **What tools will you use to measure the outcomes of the program, project, service or event?**

Note: If your organization is approved for funding, copies of the measurement tools selected will be requested.

Surveys, Observation, Other:

**Other:**

web traffic and attendance

## Project Summary

### Digitalization of military history artefacts for accessible access

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**Please provide details of how your program, project, service or event differs from other services being offered in the community.**

The Wood Buffalo Military Museum Centre is the only museum in Fort McMurray focused on the preservation and education of military and policing history. No other institution in the region offers a comparable collection or mandate.

This digitalization project is unique in that it does not merely display artefacts as it transforms them into accessible educational resources available to anyone with internet access. No similar initiative exists locally.

While other organizations may offer history or culture programming, this project specifically addresses a gap in local heritage preservation and access. It also combines preservation with education and community training, ensuring that the materials are not only available but understood and valued.

By focusing on regional relevance, ethical stewardship, and accessibility, the project provides a distinctive and essential service to the Wood Buffalo community

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**This grant is intended to promote an allied social profit sector within the Municipality. List the community groups or organizations that will be actively involved in the program, project, service or event delivery.**

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Type of Expense	Expense Reclassified to
Program Materials and Supplies	Program Materials and Supplies
Advertising/Marketing	Program Materials and Supplies
Program Materials and Supplies	Program Materials and Supplies
Program Materials and Supplies	Program Materials and Supplies
Program Materials and Supplies	Program Materials and Supplies
Other (Provide Detail)	Administration 15% Max
Other (Provide Detail)	Administration 15% Max
Program Staff wages and Benefits	Program Staff wages and Benefits
Other (Provide Detail)	Other (Provide Detail)
Advertising/Marketing	Advertising/Marketing
Program Materials and Supplies	Other (Provide Detail)
Training	Training
Gifts for Elder/Honorariums	Gifts for Elder/Honorariums
Program Materials and Supplies	Program Materials and Supplies
Administration 15% Max	Administration 15% Max
Other (Provide Detail)	Other (Provide Detail)

Description	Total Expenses
Archival materials (e.g. acid free boxes, folders, gloves, labels, protective sleeves) to guarantee safe ahndling and storage of artefacts to be digitized	3,500.00
Display Cases (museum-grade cases for showcasing featured artefacts in the museum)	6,500.00
DSL camera (for artefacts digitalization) + two lenses	3,000.00
3D scanner, tripod, lightning setup	1,500.00
Storage Cabinet to ensure secure artefact housing	3,000.00
Technical Services (domain hosting and maintenance, including accessibility widget)	5,000.00
Technical Services (contracted web developer for site build, integration and accessibility setup)	3,000.00
2 PT students (approx. 16 weeks @ <b>s.20(1)</b> for 15hrs or comparable time allotment)	<b>s.20(1)</b>
Travel to remote hamlets (mileage/air fare, accommodations, meals)	5,000.00
Public Showcase Event (possible venue booking, materials)	4,000.00
Workshop Hosting (venue rentals, materials, printing, refreshments)	5,000.00
OCAP for cultural/data stewardship training	4,000.00
For consultation and events	2,000.00
1x laptop/computer capable of high resolution editing and 2x tablets for inflation and unexpected costs	5,000.00
Artefacts (please note that it is almost impossible to determine the value of our artefacts. This conservative estimate is based on our insurance policy and compared to what we will be able to digitalize)	20,000.00
	<b>s.20(1)</b>
Advertising/Marketing	4,000.00
Gifts for Elder/Honorariums	2,000.00
Other (Povide Detail)	30,000.00
Program Staff wages and Benefits	<b>s.20(1)</b>
Program Materials and Supplies	22,500.00
Training	4,000.00
Administration 15% Max	13,000.00
	<b>s.20(1)</b>

Requested RMWB Grant	Eligible	Comment
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3,500.00 3,500.00 allowed

6,500.00 - Capital

3,000.00 - Capital

- - Capital

3,000.00 - Capital

5,000.00 5,000.00 Admin

3,000.00 3,000.00 Admin

### **s.20(1)**

5,000.00 5,000.00 allowed

4,000.00 4,000.00 allowed

5,000.00 5,000.00 allowed

4,000.00 4,000.00 allowed

2,000.00 2,000.00

5,000.00 - Capital

5,000.00 -

- -  
65,000.00 42,500.00

4,000.00 4,000.00

2,000.00 2,000.00

10,000.00 10,000.00

### **s.20(1)**

21,000.00 3,500.00

4,000.00 4,000.00

13,000.00 8,000.00 15% Max

### **s.20(1)**

# Account Balances

## The Wood Buffalo Military Museum Centre

Date Range: Jan 01, 2024 to Feb 28, 2025

ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
<b>Assets</b>					
Cash on Hand	\$0.00	\$4,332.13	\$3,497.59	\$834.54	\$834.54
<b>Total Assets</b>	<b>\$0.00</b>	<b>\$4,332.13</b>	<b>\$3,497.59</b>	<b>\$834.54</b>	<b>\$834.54</b>
<b>Liabilities</b>					
Shareholder Loan	\$0.00	\$3,496.34	\$3,496.34	\$0.00	\$0.00
<b>Total Liabilities</b>	<b>\$0.00</b>	<b>\$3,496.34</b>	<b>\$3,496.34</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Equity</b>					
<b>Total Equity</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Income</b>					
Indirect Public Support		\$0.00	\$4,298.75	\$4,298.75	
Investments – Interest		\$0.00	\$8.38	\$8.38	
<b>Total Income</b>		<b>\$0.00</b>	<b>\$4,307.13</b>	<b>\$4,307.13</b>	

**Expenses**

Accounting Fees	\$1.25	\$0.00	\$1.25
Insurance – Property	\$909.00	\$0.00	\$909.00
Legal Fees	\$165.72	\$0.00	\$165.72
membership fees	\$65.00	\$0.00	\$65.00
Office Supplies	\$874.65	\$0.00	\$874.65
Repairs & Maintenance	\$1,456.97	\$0.00	\$1,456.97
<b>Total Expenses</b>	<b>\$3,472.59</b>	<b>\$0.00</b>	<b>\$3,472.59</b>
<hr/> <b>Total for all accounts</b>	<hr/> <b>\$11,301.06</b>	<hr/> <b>\$11,301.06</b>	

Reviewed by:

 Geoffrey Jones

March 5, 2025

# Account Transactions

## The Wood Buffalo Military Museum Centre

Date Range: Jan 01, 2024 to Feb 28, 2025

Report Type: Accrual (Paid & Unpaid)

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
<b>Cash on Hand</b>				
Under: Asset > Cash and Bank				
	<b>Starting Balance</b>			<b>\$0.00</b>
Mar 01, 2024	deposit to open bank account	\$25.00		\$25.00
Apr 01, 2024	bank interest	\$0.03		\$25.03
Apr 01, 2024	bank charge- deposit		\$0.25	\$24.78
May 01, 2024	bank interest	\$0.05		\$24.83
Jun 03, 2024	bank interest	\$0.05		\$24.88
Jul 01, 2024	bank interest	\$0.05		\$24.93
Aug 01, 2024	bank interest	\$0.05		\$24.98
Sep 02, 2024	bank interst	\$0.05		\$25.03
Sep 26, 2024	Keyano College	\$200.00		\$225.03
Oct 16, 2024	bank interest	\$0.05		\$225.08
Oct 17, 2024	VAC Grant	\$1,000.00		\$1,225.08
Nov 01, 2024	Bank fee		\$1.00	\$1,224.08
Nov 01, 2024	bank interest	\$1.00		\$1,225.08
Dec 04, 2024	bank interest	\$2.44		\$1,227.52
Jan 04, 2025	bank interest	\$2.40		\$1,229.92
Feb 04, 2025	bank interest	\$2.21		\$1,232.13
Feb 10, 2025	bingo proceeds- January Volunteer	\$3,098.75		\$4,330.88
Feb 10, 2025	shareholder repayment		\$3,341.34	\$989.54

DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Feb 28, 2025	shareholder repayment		\$155.00	\$834.54
<b>Totals and Ending Balance</b>		<b>\$4,332.13</b>	<b>\$3,497.59</b>	<b>\$834.54</b>
<b>Balance Change</b> Difference between starting and ending balances				<b>\$834.54</b>

#### Shareholder Loan

Under: Liability > Due to You and Other Business Owners

Starting Balance			\$0.00
Jan 01, 2024	NUAANS Search #1	\$57.86	\$57.86
Feb 01, 2024	Incorporation Fee	\$50.00	\$107.86
Feb 01, 2024	NUAANS Search # 2	\$57.86	\$165.72
Feb 01, 2024	OMMC membership	\$65.00	\$230.72
Mar 01, 2024	deposit to open bank account	\$25.00	\$255.72
Mar 04, 2024	Plexiglass	\$217.35	\$473.07
Apr 15, 2024	Jacks for jeep display	\$69.99	\$543.06
Jun 03, 2024	Lighting	\$37.30	\$580.36
Jun 03, 2024	Motion Detector	\$38.84	\$619.20
Jun 03, 2024	Business Cards	\$87.79	\$706.99
Jun 21, 2024	Helmet stands	\$18.90	\$725.89
Jul 01, 2024	Jeep Insurance	\$159.00	\$884.89
Jul 08, 2024	Postage	\$20.93	\$905.82
Aug 03, 2024	Turret Move- Drinks for workers	\$94.36	\$1,000.18
Sep 10, 2024	Wordpress	\$88.20	\$1,088.38
Sep 12, 2024	stuffed dummy	\$104.99	\$1,193.37
Sep 14, 2024	Chieftain Move- drinks for workers	\$69.08	\$1,262.45

**Shareholder Loan**

Under: Liability &gt; Due to You and Other Business Owners

Sep 18, 2024	Domain registration	\$25.13	\$1,287.58
Oct 10, 2024	gloves for artifact handling	\$23.92	\$1,311.50
Oct 10, 2024	signage	\$288.62	\$1,600.12
Oct 11, 2024	Gift Cards	\$75.00	\$1,675.12
Oct 11, 2024	Gloves for handling artifacts	\$23.92	\$1,699.04
Oct 11, 2024	Nameplates for displays	\$59.96	\$1,759.00
Oct 16, 2024	tablet	\$210.83	\$1,969.83
Oct 16, 2024	Liability Insurance for WBMMC	\$750.00	\$2,719.83
Oct 17, 2024	Artifact Scanner	\$385.97	\$3,105.80
Oct 17, 2024	cabinet locks	\$30.44	\$3,136.24
Jan 07, 2025	monthly fee for email	\$4.99	\$3,141.23
Feb 07, 2025	monthly email fee	\$4.99	\$3,146.22
Feb 07, 2025	filing cabinet purchase	\$75.00	\$3,221.22
Feb 10, 2025	OMMC membership renewal	\$75.00	\$3,296.22
Feb 10, 2025	storage container	\$45.12	\$3,341.34
Feb 10, 2025	shareholder repayment	\$3,341.34	\$0.00
Feb 22, 2025	APC move lunch for contractors	\$155.00	\$155.00
Feb 28, 2025	shareholder repayment	\$155.00	\$0.00
<b>Totals and Ending Balance</b>		<b>\$3,496.34</b>	<b>\$0.00</b>
<b>Balance Change</b>			<b>\$0.00</b>
Difference between starting and ending balances			

**Indirect Public Support**

Under: Income &gt; Income

<b>Starting Balance</b>		\$0.00		
Sep 26, 2024	Keyano College	\$200.00		\$200.00
Oct 17, 2024	VAC Grant	\$1,000.00		\$1,200.00
Feb 10, 2025	bingo proceeds- January Volunteer	\$3,098.75		\$4,298.75
<b>Totals and Ending Balance</b>		\$0.00	\$4,298.75	\$4,298.75
<b>Balance Change</b>				\$4,298.75
Difference between starting and ending balances				

**Investments – Interest**

Under: Income &gt; Other Income

<b>Starting Balance</b>		\$0.00		
Apr 01, 2024	bank interest	\$0.03		\$0.03
May 01, 2024	bank interest	\$0.05		\$0.08
Jun 03, 2024	bank interest	\$0.05		\$0.13
Jul 01, 2024	bank interest	\$0.05		\$0.18
Aug 01, 2024	bank interest	\$0.05		\$0.23
Sep 02, 2024	bank interst	\$0.05		\$0.28
Oct 16, 2024	bank interest	\$0.05		\$0.33
Nov 01, 2024	bank interest	\$1.00		\$1.33
Dec 04, 2024	bank interest	\$2.44		\$3.77
Jan 04, 2025	bank interest	\$2.40		\$6.17
Feb 04, 2025	bank interest	\$2.21		\$8.38
<b>Totals and Ending Balance</b>		\$0.00	\$8.38	\$8.38
<b>Balance Change</b>				\$8.38
Difference between starting and ending balances				

**Accounting Fees**

Under: Expense &gt; Operating Expense

<b>Starting Balance</b>		\$0.00		
Apr 01, 2024	bank charge- deposit	\$0.25		\$0.25
Nov 01, 2024	Bank fee	\$1.00		\$1.25
<b>Totals and Ending Balance</b>		<b>\$1.25</b>	<b>\$0.00</b>	<b>\$1.25</b>
<b>Balance Change</b>			\$1.25	
Difference between starting and ending balances				

**Insurance – Property**

Under: Expense &gt; Operating Expense

<b>Starting Balance</b>		\$0.00		
Jul 01, 2024	Jeep Insurance	\$159.00		\$159.00
Oct 16, 2024	Liability Insurance for WBMMC	\$750.00		\$909.00
<b>Totals and Ending Balance</b>		<b>\$909.00</b>	<b>\$0.00</b>	<b>\$909.00</b>
<b>Balance Change</b>			\$909.00	
Difference between starting and ending balances				

**Legal Fees**

Under: Expense &gt; Operating Expense

<b>Starting Balance</b>		\$0.00		
Jan 01, 2024	NUAANS Search #1	\$57.86		\$57.86
Feb 01, 2024	Incorporation Fee	\$50.00		\$107.86
Feb 01, 2024	NUAANS Search # 2	\$57.86		\$165.72
<b>Totals and Ending Balance</b>		<b>\$165.72</b>	<b>\$0.00</b>	<b>\$165.72</b>
<b>Balance Change</b>			\$165.72	
Difference between starting and ending balances				

**membership fees**

Under: Expense &gt; Operating Expense

<b>Starting Balance</b>		\$0.00		
Feb 01, 2024	OMMC membership	\$65.00		\$65.00
<b>Totals and Ending Balance</b>		<b>\$65.00</b>	<b>\$0.00</b>	<b>\$65.00</b>
<b>Balance Change</b>			\$65.00	
Difference between starting and ending balances			\$65.00	

**Office Supplies**

Under: Expense &gt; Operating Expense

<b>Starting Balance</b>		\$0.00		
Jun 03, 2024	Business Cards	\$87.79		\$87.79
Jul 08, 2024	Postage	\$20.93		\$108.72
Sep 10, 2024	Wordpress	\$88.20		\$196.92
Sep 18, 2024	Domain registration	\$25.13		\$222.05
Oct 10, 2024	signage	\$288.62		\$510.67
Oct 11, 2024	Gift Cards	\$75.00		\$585.67
Oct 11, 2024	Gloves for handling artifacts	\$23.92		\$609.59
Oct 11, 2024	Nameplates for displays	\$59.96		\$669.55
Jan 07, 2025	monthly fee for email	\$4.99		\$674.54
Feb 07, 2025	monthly email fee	\$4.99		\$679.53
Feb 07, 2025	filing cabinet purchase	\$75.00		\$754.53
Feb 10, 2025	OMMC membership renewal	\$75.00		\$829.53
Feb 10, 2025	storage container	\$45.12		\$874.65
<b>Totals and Ending Balance</b>		<b>\$874.65</b>	<b>\$0.00</b>	<b>\$874.65</b>
<b>Balance Change</b>			\$874.65	
Difference between starting and ending balances			\$874.65	

**Repairs & Maintenance**

Under: Expense &gt; Operating Expense

<b>Starting Balance</b>		<b>\$0.00</b>
Mar 04, 2024	Plexiglass	\$217.35
Apr 15, 2024	Jacks for jeep display	\$69.99
Jun 03, 2024	Lighting	\$37.30
Jun 03, 2024	Motion Detector	\$38.84
Jun 21, 2024	Helmet stands	\$18.90
Aug 03, 2024	Turret Move- Drinks for workers	\$94.36
Sep 12, 2024	stuffed dummy	\$104.99
Sep 14, 2024	Chieftain Move- drinks for workers	\$69.08
Oct 10, 2024	gloves for artifact handling	\$23.92
Oct 16, 2024	tablet	\$210.83
Oct 17, 2024	Artifact Scanner	\$385.97
Oct 17, 2024	cabinet locks	\$30.44
Feb 22, 2025	APC move lunch for contractors	\$155.00
<b>Totals and Ending Balance</b>	<b>\$1,456.97</b>	<b>\$0.00</b>
		<b>\$1,456.97</b>

**Balance Change**

Difference between starting and ending balances

\$1,456.97

Reviewed by:



March 5, 2025



Geoffrey Jones

# Balance Sheet

## The Wood Buffalo Military Museum Centre

As of Feb 28, 2025

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Feb 28, 2025
<b>Assets</b>	
<b>Cash and Bank</b>	
Cash on Hand	\$834.54
<b>Total Cash and Bank</b>	<b>\$834.54</b>
<b>Other Current Assets</b>	
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Long-term Assets</b>	
<b>Total Long-term Assets</b>	<b>\$0.00</b>
<b>Total Assets</b>	<b>\$834.54</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Long-term Liabilities</b>	
<b>Total Long-term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>

**Equity**

<b>Retained Earnings</b>	
Profit for all prior years	-\$1,908.72
Profit between Jan 1, 2025 and Feb 28, 2025	\$2,743.26
<b>Total Retained Earnings</b>	<b>\$834.54</b>
<b>Total Equity</b>	<b>\$834.54</b>

Reviewed by:



March 5, 2025



Geoffrey Jones

# Profit and Loss

## The Wood Buffalo Military Museum Centre

Date Range: Jan 01, 2024 to Feb 28, 2025

Report Type: Accrual (Paid & Unpaid)

### ACCOUNTS

Jan 01, 2024  
to Feb 28, 2025

Income	\$4,307.13
Cost of Goods Sold	\$0.00
<b>Gross Profit</b>	<b>\$4,307.13</b>
As a percentage of Total Income	100.00%
Operating Expenses	\$3,472.59
<b>Net Profit</b>	<b>\$834.54</b>
As a percentage of Total Income	19.38%

Reviewed by:

March 5, 2024

Geoffrey Jones