



**Heartwood**  
Better Together | Ensemble c'est bien mieux

404 McArthur Avenue  
Ottawa, Ontario K1K 1G8

## **MEMBERSHIP INFORMATION + APPLICATION FORM**

### **BACKGROUND**

#### **Our History**

Heartwood House was incorporated on March 12, 2001. Its birth is the vision of a group of highly dedicated people who believed in the benefits of non-profit organizations working together under one roof. Heartwood opened its doors at 153 Chapel Street on September 1, 2001 and its development has grown to a home of its own, now located at 404 McArthur Avenue in the Vanier/Overbrook community. Heartwood House owns a 26,000 square foot facility just east of downtown Ottawa.

#### **Heartwood Board of Directors 2023**

Barbara Merriam (Chair), Anshu Appal (Secretary), Vikki Broesamle, John Pelletier, Marg Fallis, Uniymeabasi Odong, Barrie Wallis, Tanya Wayne and Ghislaine Lefebvre

#### **Heartwood Executive Director**

Maureen Moloughney

#### **Our Mission**

Heartwood House serves the residents of Ottawa who are marginalized, living in poverty, and/or in need of educational, mental health, emotional, physical, economic, employment, training, or recreational support through collaboration and the development of formal and informal partnerships within the greater community by: Providing an affordable, accessible workplace for small non-profit and charitable organizations, to enable them to maximize their services through a mutually supportive, hospitable and empowering environment for their clients and participants.

#### **Our Vision**

"One roof, many voices; a community model for social change."

## **Our Values**

- **Community:** We are welcoming, inclusive and respectful, and share a common set of values with our member organizations in our quest to serve the community and their clients.
- **Collaboration:** We are far better together than we could be working in isolation. Through cooperation and collaboration, member organizations are able to better serve the community and their clients.
- **Accountability:** We are accountable to our member organizations, our community partners, the community we serve and those that fund our organization.
- **Responsibility:** We take our responsibility to our member organizations seriously and know our members in turn, understand their responsibilities to Heartwood House.
- **Sustainability:** We work to ensure Heartwood House is sustainable for the future. We consider the long-term effects of our planning decisions.

## **Community Collaboration**

Our Member Groups commit to:

- a) Creating a welcoming and hospitable environment;
- b) Defining an evolving process through which we will share and grow together;
- c) Meeting on a monthly basis to discuss the needs of our community.

## **RENTAL INFORMATION AND OTHER DETAILS**

1. **Membership options:** Membership fees offset the costs of Heartwood services which directly benefits the Heartwood House community. Rent payments offset Heartwood House property management costs.
  - a) Member Groups without space - \$55 per month
  - b) Member Groups with storage space - \$142 per month
  - c) Member Groups sharing space - \$55 + shared space costs
  - d) Member Groups with permanent space - \$67 or \$134 per month - 2023 square footage rate is \$22.46 per sq. ft. (ex. – 100 square feet of space is \$187.17 per month)
2. **Internet** service through Rogers. Included in membership fee.
3. **Phone system** is with Rogers for landline phones.
4. **Meeting rooms** available to accommodate up to 125 people – Member fees:
  - Gallery (4 to 6) – no charge
  - Heartwood Hub (1 to 5) – \$6 per hour or Heartwood Hub (5 to 10) – \$8 per hour
  - UUFO conference room (1 to 35) – \$10 per hour
  - UUFO sanctuary (10 to 50) – \$20 per hour
  - UUFO event space (50 to 125) - \$25 per hour

5. **Parking** - full-time - \$55 per month - part-time parking rates are also available. On-street three hour parking is available.
6. **Community print shop** - 11 cents black and white - 45 cents colour - Fax machine available in reception office.
7. **Reception office operating hours:**  
Regular reception desk schedule  
Monday - 8:30am to 6:00pm  
Tuesday to Friday - 8:30am to 5:00pm  
The intercom is available for visitors to access the building at all other times.
8. **Mail and courier** packages received by reception staff each day. Member group mailboxes are in the reception office.
9. **Daily garbage pick-up** – please leave garbage and recycle materials (plastic bottles, cans) in designated bins on all floors.
10. **Common spaces** - washrooms, hallways and meeting rooms are cleaned each day from Monday to Friday.
11. **Community kitchen** and kitchenette available for members.
12. **On-site African and Canadian food restaurant.** Fast food services across the street.
13. **Communication and Collaboration:** Monthly member meetings - all members are expected to attend the meetings.
14. **HH community email system** for on-going communication.
15. **Security cameras** for interior and exterior building surveillance and fire alarm system.
16. **Elevator** at front entrance - fully accessible building
17. **OC Transpo bus access** - number 14 stops at our building. This bus travels to the Rideau and St. Laurent Centres.



## FULL-TIME SPACE APPLICATION

Please complete and return this application to Maureen Moloughney – Executive Director.  
Maureen can be reached at **613-241-5937**. Heartwood fax number (613) 241-4170  
Email **[moe@heartwoodhouse.ca](mailto:moe@heartwoodhouse.ca)**

Full-time space applicants must:

- a) Be a registered not-for-profit or a registered charitable organization;
- b) Support the mission and values of Heartwood;
- c) Have liability insurance;
- d) Host the majority of organization's administration at Heartwood House;
- e) Be willing to attend Heartwood's monthly member meetings, and participate in two Heartwood fundraisers per year.

### APPROVAL

The Heartwood Board is responsible for approving all groups for full-time membership in the Heartwood community.

### GENERAL INFORMATION (please print)

Name of Organization:

Name of Contact Person:

Position in Organization:

Address of Organization (street # and name, city, province, postal code) :

Telephone:

Fax:

Email:

Website:

**BACKGROUND INFORMATION**

What year was your organization incorporated?

What is your charitable or non-profit registration #?

Do you have a Board of Directors?  How many paid staff do you have?

Do you have volunteer staff?  What are your operating hours?

What is your mission?

What service(s) do you provide? Please describe your delivery of service activities:

How many people do you serve?  Do you have a membership?

If yes – How many members?

**FINANCIAL INFORMATION**

**Audited statement will be requested prior to interview with board committee.**

What are your sources of funding?

What is your annual operating budget?  Revenues:

Expenses:  Do you fundraise?  Please describe your fundraising activities:

What is your annual fundraising target?

**LANDLORD INFORMATION**

What is the name of your landlord?

Name of contact:  Telephone:

Please describe what your current space looks like:

What is your monthly rent?  When does your lease expire?

What is the maximum monthly rent you can afford?

Does your rent include parking?  Does your rent include utilities?

How many parking spaces do you need?

**INSURANCE INFORMATION**

Does your organization have insurance?

What is the name of your insurance provider?

Insurance is a requirement at Heartwood (not less than \$2,000,000 is required – Heartwood must be additional insured on your policy). **Copy of insurance must be provided, if accepted.**

**HEARTWOOD HOUSE**

Why is your organization interested in Heartwood?

If accepted, when would you like to move into Heartwood (pending space availability)?

What are the important needs for your space? Please describe what your space would look like:

Name of person who completed this application:

Signature:  Date:

Please contact Maureen (Moe) Moloughney – Executive Director at **613-241-5937** or **[moe@heartwoodhouse.ca](mailto:moe@heartwoodhouse.ca)** for further information.