Minutes - Executive Policy Committee – March 14, 2007

Minute No. 245
Report - Standing Policy Committee on Protection and Community Services - March 5, 2007

Item No. 4 Community Incentive Grant - Friends of Sherbrook Pool
File PR-2.6(32)

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendations of the Standing Policy Committee on Protection and Community Services and of the City Centre Community Committee and submits the following to Council:

1. That the following eligibility criteria for the Community Incentive Grant Program be waived in this instance, namely:

   A. The project is to be through the development of a sport or recreation capital project that is accessible to the community.
   B. The project is to make a significant contribution to the long-term benefit of the community-at-large in terms of improved facilities.
   C. The project is to clearly articulate a plan of activities including projected work schedules, material, labour, equipment and other project requirements, and lead to the completion of a substantial physical product.

2. That a Community Incentive Grant in the amount of $3,637.50 be approved to the Friends of Sherbrook Pool to assist with the cost of the research/proposal writer project, subject to the following conditions:

   A. Confirmation of other funding sources;
   B. Approval of final plans and specifications for the project by the Director of Community Services; and
   C. The applicant entering into a formal agreement with the City of Winnipeg.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Pursuant to the Voting Requirements By-law No. 126/2003, any Community Incentive Grant that does not comply with the terms contained in the Community Incentive Grant Policy requires approval by two-thirds of the Members present at Council.

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DECISION MAKING HISTORY:

Moved by Councillor Steeves,

That the recommendations of the Standing Policy Committee on Protection and Community Services and the City Centre Community Committee be concurred in and forwarded to Council.

Carried

The Executive Policy Committee received submissions in support of a Community Incentive Grant to assist with the cost of the research/proposal writer project from the following:

- Christine Common-Singh submitted a presentation
- Inonge Aliaga, Executive Director, Spence Neighbourhood Association, submitted a communication dated March 13, 2007

STANDING COMMITTEE RECOMMENDATION:

On March 5, 2007, the Standing Policy Committee on Protection and Community Services concurred in the recommendation of the City Centre Community Committee and submitted the matter to the Executive Policy Committee and Council.

Further on March 5, 2007, the Standing Policy Committee on Protection and Community Services received from Christine Common-Singh, Executive Member, Friends of Sherbrook Pool, two presentations in support of the Community Incentive Grant for the Friends of Sherbrook Pool.

COMMUNITY COMMITTEE RECOMMENDATION:

On January 30, 2007, the City Centre Community Committee did not concur in the administrative recommendation and recommends to the Standing Policy Committee on Protection and Community Services:

1. That the following eligibility criteria for the Community Incentive Grant Program be waived in this instance, namely:

    A. Organization is a non-profit community organization offering sport or recreation services, but not through the development of a sport or recreation capital project that is accessible to the community.
    B. Does not make a significant contribution to the long-term benefit of the community-at-large in terms of improved facilities.

Report - Standing Policy Committee on Protection and Community Services - March 5, 2007

DECISION MAKING HISTORY (continued):

COMMUNITY COMMITTEE RECOMMENDATION (continued):

C. Clearly articulates a plan of activities including projected work schedules, material, labour, equipment and other project requirements. Project does not lead to the completion of a substantial physical product.

2. That a Community Incentive Grant in the amount of $3,637.50, funded from the Daniel McIntyre Ward allocation, be approved to the Friends of Sherbrook Pool to assist with the cost of the research/proposal writer project, subject to the following conditions:

A. Confirmation of other funding sources;
B. Approval of final plans and specifications for the project by the Director of Community Services; and
C. The applicant entering into a formal agreement with the City of Winnipeg.

Winnipeg

COMMUNITY INCENTIVE GRANT PROGRAM
APPLICATION EVALUATION

Applicant:	Friends of Sherbrook Pool	Total Project Cost:	$7,275.00
Project Description:	Research/Proposal Writer	Grant Requested:	$3,637.50
		Maximum Allowed:	$3,637.50
Date of Application:	January 3, 2007	% of Total Project Cost:	50%

Funding Sources:	Amount	Confirmed
Friends of Sherbrook Pool	$1,000.00	Yes
Private Donors	$2,637.50	No
Total	$3,637.50	

	Meets Program Eligibility and Selection Criteria	Yes	No
1a)	Organization is a non-profit community organization offering sport or recreation services or is a non-profit community organization that contributes to the health and well-being of the community;	X	
b)	through the development of a sport or recreation capital project;		X
c)	that is accessible to the community.	X	
2	Makes a significant contribution to the long-term benefit of the community at large in terms of improved facilities.		X
3	Does not compete with or duplicate other community facilities.	X	
4	Benefits the community at large and remains accessible to all members of the community.	X	
5	Includes confirmation of sufficient resources to maintain and operate completed projects.	X	
6	Clearly articulates a plan of activities including projected work schedules, material, labour, equipment and other project requirements. Project leads to the completion of a substantial physical product.		X
7	Is feasible within the project management capabilities of the applicant.	X	
8	Total project funding is confirmed.		X
9	Does not include any funds from the City.	X	

Criteria Exceptions:

- Organization is a non-profit community organization offering sport or recreation services, but not through the development of a sport or recreation capital project that is accessible to the community.
- Does not make a significant contribution to the long-term benefit of the community at large in terms of improved facilities.
- Clearly articulates a plan of activities including projected work schedules, material, labour, equipment and other project requirements. Project does not lead to the completion of a substantial physical product.

NOTE: The applicant is requesting financial support for salaries, not development of a sport or recreation capital project.

Department Financial Implications:

Departmental Recommendations:

That this application be denied

Prepared by: Community Services Department
Date: January 10/2007

Application Evaluation Revised September 25, 2003

THE CITY OF WINNIPEG
COMMUNITY INCENTIVE GRANT PROGRAM
APPLICATION

Please refer to the "Guide to Applicants" for assistance completing this form.

1. Name of Organization: FRIENDS of SHERBROOK POOL INC.
2. Mailing Address: #403 - 15 CARLTON ST., WINNIPEG, MAN.
   Postal Code: R3C 1N8 Phone No.: 942-6241
   Fax No: _____ Email: fosp@canada.com.
3. Name of designated officials to be contacted about this application:
   Name: KRIS ROBINSON Phone (Res.): 774-4709
   Position: DIRECTOR Phone (Bus.): 235-3720.
   Name: CHRISTIAN CASCIDY Phone (Res.): [redacted] 779-8103
   Position: DIRECTOR Phone (Bus.): 944-8397
4. How long has the organization been in operation? ≈ 15 years.
5. **CIGP Requested Amount** $ 3,637.50 (Max. 50% of Total Project Cost)

LIST OTHER SOURCES OF FUNDING	AMOUNT	CONFIRMED
SOURCE # 1. FRIENDS of SHERBROOK POOL	$ 1000	YES ☑ NO ☐
SOURCE # 2. Private Foundations	$ 1,637.50	YES ☐ NO ☒
SOURCE # 3.	$	YES ☐ NO ☐
SOURCE # 4.	$	YES ☐ NO ☐
Total Project Cost	$ 7275.00	

Has this project received prior funding under the Community Incentive Grant Program? YES ☐ NO ☑

6. Name of Project: RESEARCH / PROPOSAL WRITER
7. Location of Project: VARIED in West End.
   Preferred Start Date: FEBRUARY 2007 End Date: AUGUST 2007.
8. **Detailed Project Description: Attach on separate sheets or use the reverse side of this application.**

APPLICANT SIGNATURES

I/We hereby certify that I/we am/are the authorized signing officer(s) of the applying organization and this application is accurate to the best of my/our knowledge.

SIGNATURE	TITLE/POSITION	DATE
[signature]	DIRECTOR	13 Dec 2006
[signature]	DIRECTOR	13 Dec 2006.

6038

Position Description (DRAFT)
Researcher/Proposal Writer, Friends of Sherbrook Pool

The proposal writer will be responsible for researching, writing, editing, planning, and preparing grant requests for public and major private donors for Friends of Sherbrook Pool.

Specific Job Responsibilities
In conjunction with the Friends of Sherbrook Pool Executive the primary responsibilities of this position are to:

- Coordinate the production of persuasive fundraising proposals for prospective donors including:
  - Gathering background information
    - Help develop the concept of the proposal
      - the nature of the project and how it will be conducted;
      - the timetable for the project;
      - the anticipated outcomes and how best to evaluate the results; and
      - staffing and volunteer needs
    - Researching recreation facilities in inner cities
    - Locate projects funding opportunities

- With support from Friends of Sherbrook Pool Executive, develop proposal including:
  - Executive Summary
  - Statement of Need
  - Project Description
  - Budget
  - Organization Information
  - Conclusion

Position reports monthly to Friends of Sherbrook Pool Executive.

Skills required:

- Excellent organizational skills, preference for proven ability to coordinate projects/research/events
- Excellent written and spoken English
- High level of proficiency with MS Office package (Word, PowerPoint, Excel especially)
- Ability to work independently and in a multi-cultural environment

Resources:
http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html
http://www.uticapubliclibrary.org/non-profit/directory.html
http://www.wilbers.com/grants.htm
http://www.npguides.org/guide/index.html
http://www.cpb.org/grants/grantwriting.html

Budget to Accompany Friends of Sherbrook Pool
Research and Proposal Writer Position

Research, Conduct Community and Individual Consultations: 1 month.

35 h x 4 weeks = 140 Hours

Develop Plan for Proposal: 1 week

35 hours x 1 week = 35 hours

Develop Proposal

35 hours x 8 weeks = 280 hours

Supplies, Copying

$450.00

Project Total: 455 Hours x $15.00 per hour = **$ 7275.00**