Report of the Committee on Recreation and Social Services dated February 18, 1985

Community Incentive Grant File PR

598 1. On December 3rd, 1984, your Committee on Recreation and Social Services instructed the Administration to study and report on the proposal to include annual funding in the Five Year Capital Program (1985 1989) to provide assistance to community organizations for the development of community recreation facilities. The proposal envisaged the provision of $600,000.00 funding in the 1985 budget, increasing by $100,000.00 each subsequent year until reaching $1,000,000.00 in 1989, and totalling $4,000,000.00 over the five year term. The following general criteria was suggested for such a program:

1. A one time capital grant equal to 20% 25% of the capital cost of the project.

2. Projects to qualify would be community oriented projects, non profit in nature.

3. Grant to be subject to the following conditions:

   a) balance of the capital cost to be raised by applicants
   b) all future operating costs to be borne by applicants
   c) a satisfactory financial plan for both capital and operation accounts to be approved by the Committee on Recreation and Social Services and by Council.

In recent years, budget restraint has dramatically reduced the capability of the City to develop new or expansions to recreation facilities. To a significant extent, recent Capital Works budgets have concentrated on major repair projects to maintain the existing physical plant. In order to "fill the void", several community organizations have undertaken such projects on their own initiative. They have raised funds in various ways, including obtaining grants from the Federal or Provincial governments. In addition, volunteer labour, free services donated by local professionals, and services "at cost" by local businesses (contractors, electricians, etc.) have all contributed to the successful completion of such projects as additions to existing buildings and construction of new buildings.

Such community involvement and commitment is certainly commendable and is encouraged, but it has its limitations, principally due to the large amounts of money which are necessary to carry out many of these projects. The availability of additional funds to community organizations to supplement their resources through a program such as the proposed Community Incentive Grant Program could serve as a major factor in encouraging such organizations to undertake projects which will provide a significant benefit to the City.

In developing an outline of the proposed Community Incentive Grant Program and the criteria for receiving and considering applications for funding under the program, reference was made to the information contained in the Handbook and Application for the Manitoba Community Assets

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Program (M.C.A.P.). The Manitoba Community Assets Program is a program of the Province of Manitoba under its "Jobs Fund" and has similar objectives in enhancing recreation facilities by community organizations.

The Community Incentives Grant Program is intended to supplement the annual Capital Works Budget of the Parks and Recreation Department which cannot keep pace with the increasing requirement for new or improved parks and recreation facilities to meet the community's demands, due to budget restraints. Since there can be no guarantee that sufficient applications will be received for assistance under this program to expend all available funds, the City will not incur any unnecessary borrowing costs because the monies are not borrowed until the project is approved and the funds are committed.

All Community Committees were requested to comment on this proposed program, and the following responses have been received:

Lord Selkirk West Kildonan Community Committee supports the concept in principle but if proceeded with one of the conditions be that the capital funds be allocated equally to the various Community Committees, and further that the amount not be added into the 1985 Capital Budget until both the financing of the capital budget and the amount to be included in it has been finalized by the Board of Commissioners.

City Centre Fort Rouge Community Committee concurred in principle with the Community Incentive Grant Program providing that special conditions are written into the Program enabling financially poorer areas of the City to participate; these projects to conform with the recreation priorities of the City.

Assiniboine Park Fort Garry Community Committee recommends that normal funding allocations for operating costs continue, but that any new projects not place an additional strain on the City, i.e., that all future operating costs associated therewith be borne by the applicant.

Your Committee on Recreation and Social Services recommends:

1. That the proposal to introduce a Community Incentive Grant Program to provide funds to community recreation and sport organizations to assist them in the development of community recreation and sport facilities, be approved.

Report of the Committee on Recreation and Social Services dated February 18, 1985

2. That the funds required for the Community Incentive Grant Program be included in future Capital Budgets as follows:

   1986 $500,000.00
   1987 600,000.00
   1988 700,000.00
   1989 800,000.00

3. That the description of the program and the criteria for provisions of grants by the City through the Community Incentive Grant Program as detailed in Appendix A be approved.

4. That the proper officers of the City do all things necessary to implement the foregoing.

Your Executive Policy Committee recommends that recommendation 2. be amended by adding at the beginning of the list of years and amounts therein, the following: "1985 $600,000.00".

Moved by Councillor Mitchelson,
Adoption of the clause.

In amendment,

Moved by Councillor G. Ducharme,
That the recommendation of the Executive Policy Committee be adopted.

The amendment was put.

Councillor Promislow called for the yeas and nays which were as follows:

Yea: His Worship Mayor Norrie, Councillors Angus, Brown, Clement, A. Ducharme, G. Ducharme, Eadie, Ernst, Fleisher, Gerrie, Lazarenko, Lorenc, Macdonald, Mitchelson, Reese, Savoie, Skowron, Stefanson, Taylor, Eliason and Wyatt. 21.

Nay: Councillors Douglas, Jorowski and Promislow. 3.
and the amendment was declared carried.

In amendment,

Moved by Councillor Ernst,
Seconded by Councillor Clement,
THAT Clause 1, of the Report of Recreation and Social Services dated February 18th, 1985, relating to the criteria of the Community Incentive Program, as outlined in

Report of the Committee on Recreation and Social Services dated February 18, 1985

Appendix A, under funding subsection, be amended to provide that the maximum amount per project be increased from $100,000.00 to $200,000.00.

The amendment was put.
Councillor Promislow called for the yeas and nays which were as follows:

Yea: Councillors Angus, Brown, Clement, Eadie, Ernst, Fleisher, Gerrie, Lazarenko, Lorenc, Macdonald and Stefanson. 11.

Nay: His Worship Mayor Norrie, Councillors Douglas, A. Ducharme, G. Ducharme, Jorowski, Mitchelson, Promislow, Reese, Savoie, Skowron, Taylor, Eliason and Wyatt. 13.

and the amendment was declared lost.

In amendment,

Moved by Councillor Skowron,
Seconded by Councillor Reese,
THAT Clause 1 of the Report of the Committee on Recreation and Social Services be amended by adding to the end thereof the following:

> "5. THAT the Capital funds under this Community Incentive Grant Program be allocated equally to the various Community Committees.
>
> Failure by a Community Committee to exercise its option by September 1st, 1985, its portion of the capital funds under this program will be available to other Community Committees."

The amendment was put.

Councillor Reese called for the yeas and nays which were as follows:

Yea: Councillors A. Ducharme, G. Ducharme, Promislow, Reese, Savoie and Skowron. 6.

Nay: His Worship Mayor Norrie, Councillors Angus, Brown, Clement, Douglas, Eadie, Ernst, Fleisher, Gerrie, Jorowski, Lazarenko, Lorenc, Macdonald, Mitchelson, Stefanson, Taylor, Eliason and Wyatt. 18.

and the amendment was declared lost.

The motion for the adoption of the clause, as amended, was put and declared carried.

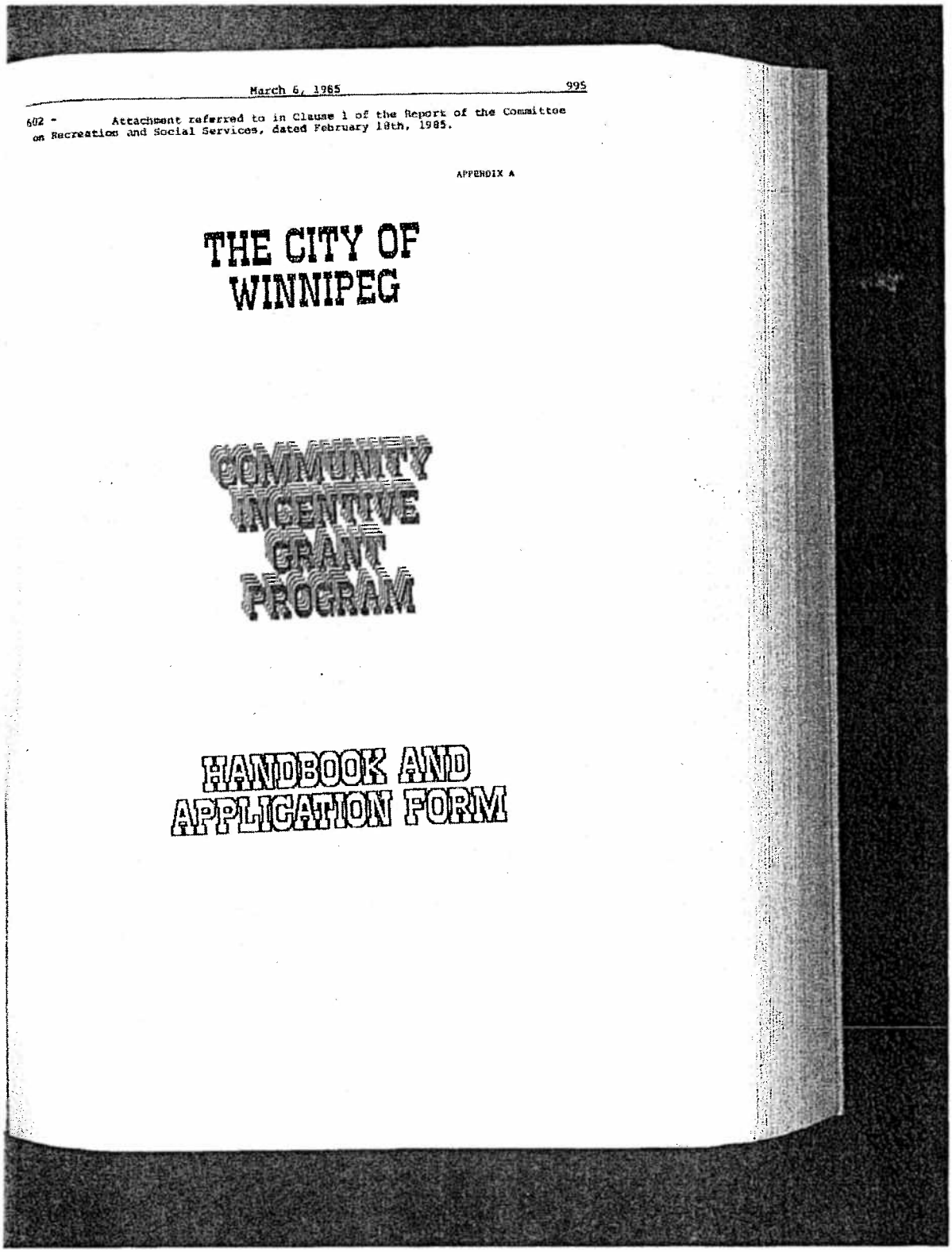
Report of the Committee on Recreation and Social Services dated February 18, 1985

Councillor Promislow asked to be recorded as having voted against the clause as amended, in accordance with Section 49.8 of the Procedure By law.

(Note: See Minute No. 602 for attachment.)

Copy of the attachment is on file in the City Clerk's Department.

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602 - Attachment referred to in Clause 1 of the Report of the Committee on Recreation and Social Services, dated February 18th, 1985.

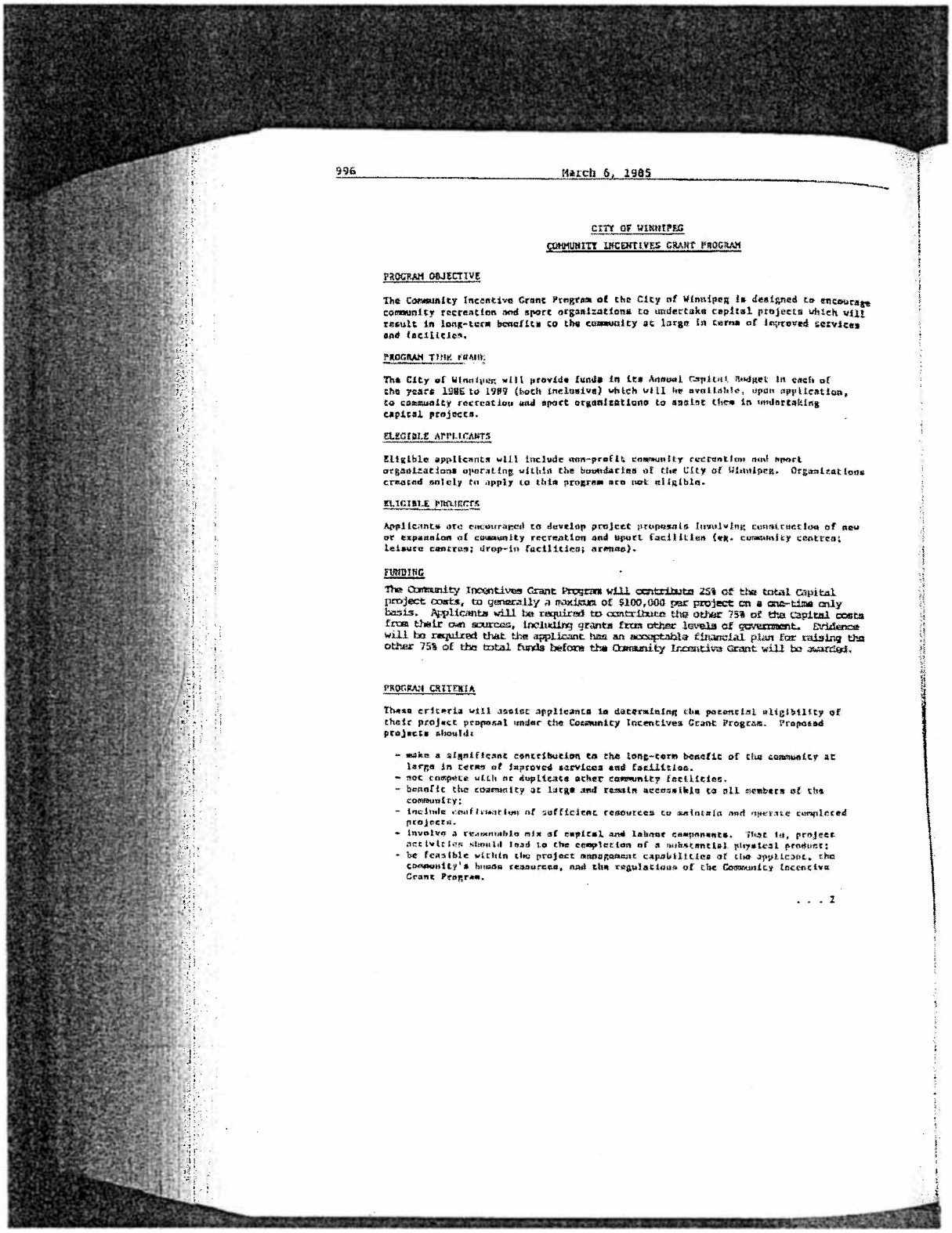
APPENDIX A

THE CITY OF WINNIPEG

COMMUNITY INCENTIVE GRANT PROGRAM

HANDBOOK AND APPLICATION FORM

Report of the Committee on Recreation and Social Services dated February 18, 1985



CITY OF WINNIPEG

COMMUNITY INCENTIVES GRANT PROGRAM

PROGRAM OBJECTIVE

The Community Incentive Grant Program of the City of Winnipeg is designed to encourage community recreation and sport organizations to undertake capital projects which will result in long-term benefits to the community at large in terms of improved services and facilities.

PROGRAM TIME FRAME:

The City of Winnipeg will provide funds in its Annual Capital Budget in each of the years 1986 to 1989 (both inclusive) which will be available, upon application, to community recreation and sport organizations to assist them in undertaking capital projects.

ELEGIBLE APPLICANTS

Eligible applicants will include non-profit community recreation and sport organizations operating within the boundaries of the City of Winnipeg. Organizations created solely to apply to this program are not eligible.

ELIGIBLE PROJECTS

Applicants are encouraged to develop project proposals involving construction of new or expansion of community recreation and sport facilities (eg. community centres; leisure centres; drop-in facilities; arenas).

FUNDING

The Community Incentives Grant Program will contribute 25% of the total Capital project costs, to generally a maximum of $100,000 per project on a one-time only basis. Applicants will be required to contribute the other 75% of the Capital costs from their own sources, including grants from other levels of government. Evidence will be required that the applicant has an acceptable financial plan for raising the other 75% of the total funds before the Community Incentive Grant will be awarded.

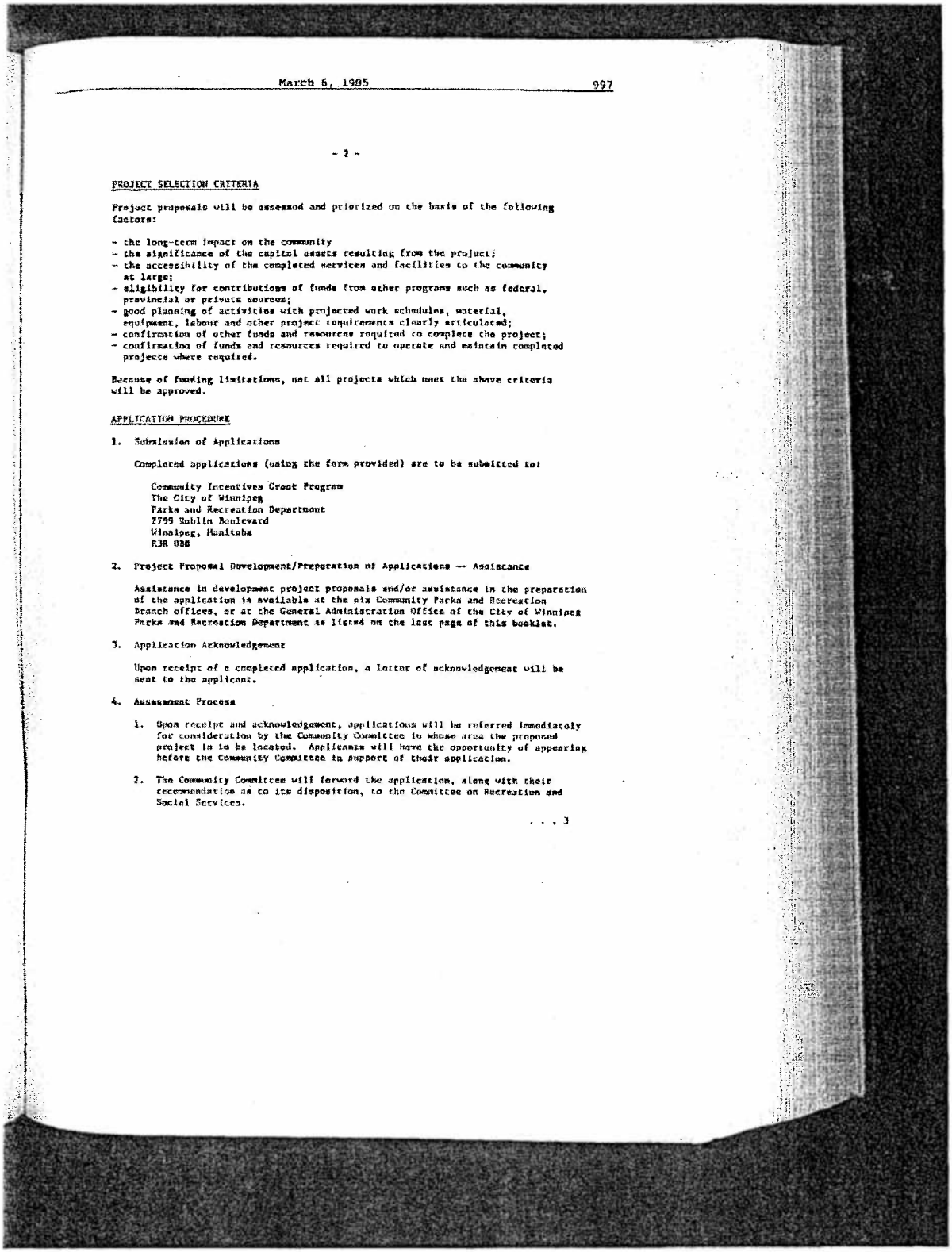
PROGRAM CRITERIA

These criteria will assist applicants in determining the potential eligibility of their project proposal under the Community Incentives Grant Program. Proposed projects should:

- make a significant contribution to the long-term benefit of the community at large in terms of improved services and facilities.
- not compete with or duplicate other community facilities.
- benefit the community at large and remain accessible to all members of the community;
- include confirmation of sufficient resources to maintain and operate completed projects.
- involve a reasonable mix of capital and labour components. That is, project activities should lead to the completion of a substantial physical product;
- be feasible within the project management capabilities of the applicant, the community's human resources, and the regulations of the Community Incentive Grant Program.

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PROJECT SELECTION CRITERIA

Project proposals will be assessed and prioritized on the basis of the following factors:

- the long-term impact on the community
- the significance of the capital assets resulting from the project;
- the accessibility of the completed services and facilities to the community at large;
- eligibility for contributions of funds from other programs such as federal, provincial or private sources;
- good planning of activities with projected work schedules, material, equipment, labour and other project requirements clearly articulated;
- confirmation of other funds and resources required to complete the project;
- confirmation of funds and resources required to operate and maintain completed projects where required.

Because of funding limitations, not all projects which meet the above criteria will be approved.

APPLICATION PROCEDURE

1. Submission of Applications

   Completed applications (using the form provided) are to be submitted to:

   Community Incentives Grant Program
   The City of Winnipeg
   Parks and Recreation Department
   2799 Dublin Boulevard
   Winnipeg, Manitoba
   R3R 0B6

2. Project Proposal Development/Preparation of Applications -- Assistance

   Assistance in development project proposals and/or assistance in the preparation of the application is available at the six Community Parks and Recreation Branch offices, or at the General Administration Office of the City of Winnipeg Parks and Recreation Department as listed on the last page of this booklet.

3. Application Acknowledgement

   Upon receipt of a completed application, a letter of acknowledgement will be sent to the applicant.

4. Assessment Process

   1. Upon receipt and acknowledgement, applications will be referred immediately for consideration by the Community Committee in whose area the proposed project is to be located. Applicants will have the opportunity of appearing before the Community Committee in support of their application.

   2. The Community Committee will forward the application, along with their recommendation as to its disposition, to the Committee on Recreation and Social Services.

. . . 3

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3. The Committee on Recreation and Social Services will consider the application, the recommendation of the Community Committee, and the evaluation and recommendation of the Parks and Recreation Department, and will issue a final decision. Applicants will have the opportunity of appearing in support of their application before the Committee on Recreation and Social Services at the time the Committee is considering the application.

4. Applications will be assessed in detail on the basis of the program criteria outlined in this booklet.

5. All applicants will be notified in writing concerning the final decision of the Committee on Recreation and Social Services.

APPLICANTS SHOULD NOT ASSUME APPROVAL OF THEIR APPLICATION UNTIL NOTIFIED IN WRITING. ANY EXPENDITURES INCURRED BEFORE PROJECT APPROVAL IS RECEIVED ARE INELIGIBLE FOR REIMBURSEMENT.

ADDITIONAL REQUIREMENTS

Applicants are advised that, upon approval of a project to receive funding under the Community Incentive Grant Program, the City of Winnipeg will require that the following conditions be met:

1. Prior to commencement of any work on the project, final plans and specifications shall be submitted to the General Manager of Parks and Recreation for the purpose of review and approval.

2. The project must proceed in accordance with the final plans and specifications as approved by the General Manager of Parks and Recreation. Any revisions must receive the prior approval of the General Manager or his designate.

3. Upon completion of the project, a final inspection of the work will be carried out by the Parks and Recreation Department.

4. Evidence of liability insurance, satisfactory to the City of Winnipeg's Finance Department (Insurance Supervisor), must be provided.

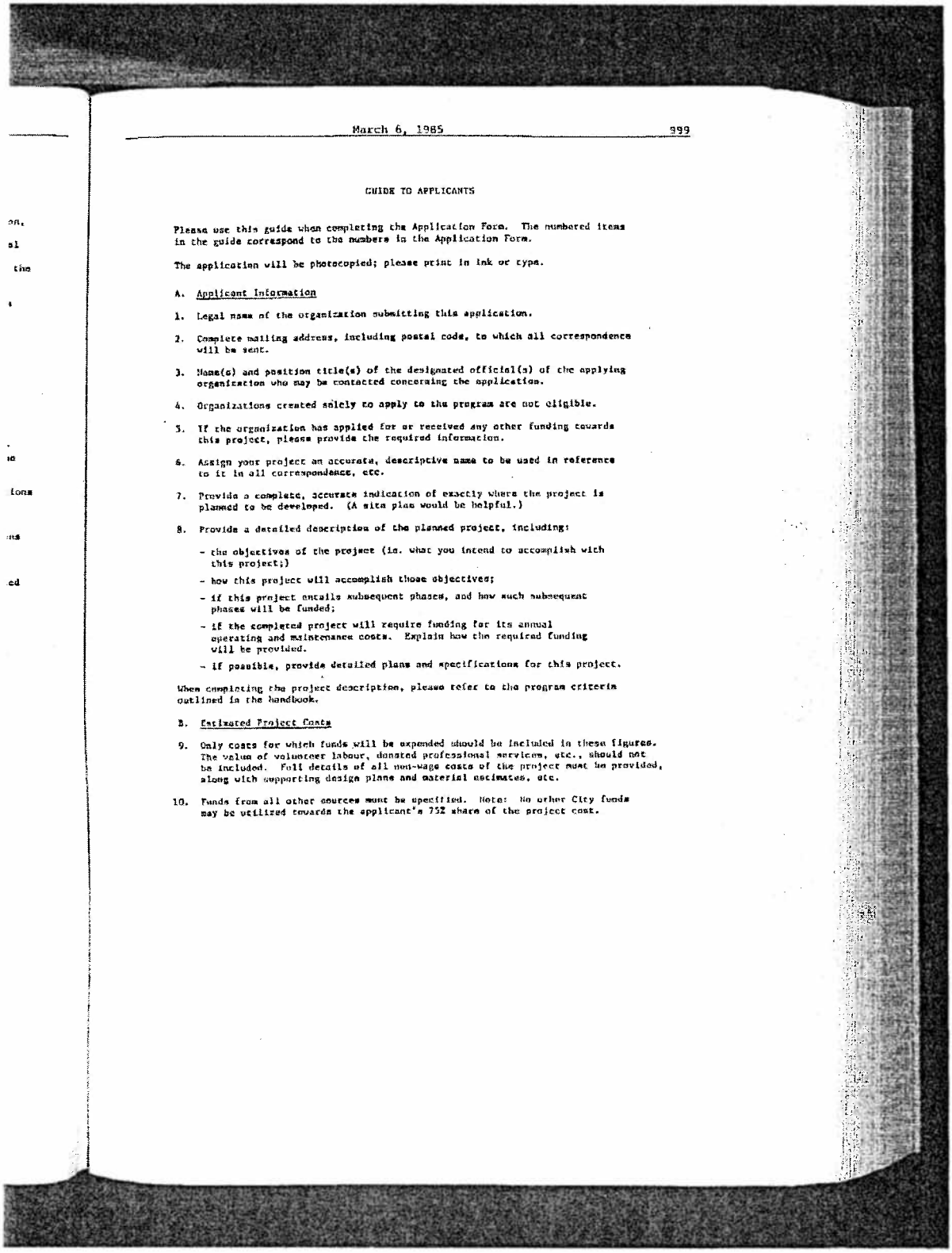
5. Periodic audited financial statements or other evidence satisfactory to the City Auditor may be required to verify that the project was undertaken as planned and that the funds were expended solely for the intended purpose.

6. A formal agreement, satisfactory to the City Solicitor, may be required.

7. The applicant will be required to obtain all necessary permits, etc. and to comply with any and all applicable codes, regulations, etc.

8. Any works undertaken on property owned by the City of Winnipeg become the property of the City of Winnipeg.

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GUIDE TO APPLICANTS

Please use this guide when completing the Application Form. The numbered items in the guide correspond to the numbers in the Application Form.

The application will be photocopied; please print in ink or type.

A. Applicant Information

1. Legal name of the organization submitting this application.

2. Complete mailing address, including postal code, to which all correspondence will be sent.

3. Name(s) and position title(s) of the designated official(s) of the applying organization who may be contacted concerning the application.

4. Organizations created solely to apply to the program are not eligible.

5. If the organization has applied for or received any other funding towards this project, please provide the required information.

6. Assign your project an accurate, descriptive name to be used in reference to it in all correspondence, etc.

7. Provide a complete, accurate indication of exactly where the project is planned to be developed. (A site plan would be helpful.)

8. Provide a detailed description of the planned project, including:

   - the objectives of the project (ie. what you intend to accomplish with this project;)
   - how this project will accomplish those objectives;
   - if this project entails subsequent phases, and how such subsequent phases will be funded;
   - if the completed project will require funding for its annual operating and maintenance costs. Explain how the required funding will be provided.
   - if possible, provide detailed plans and specifications for this project.

When completing the project description, please refer to the program criteria outlined in the handbook.

B. Estimated Project Costs

9. Only costs for which funds will be expended should be included in these figures. The value of volunteer labour, donated professional services, etc., should not be included. Full details of all non-wage costs of the project must be provided, along with supporting design plans and material estimates, etc.

10. Funds from all other sources must be specified. Note: No other City funds may be utilized towards the applicant's 75% share of the project cost.

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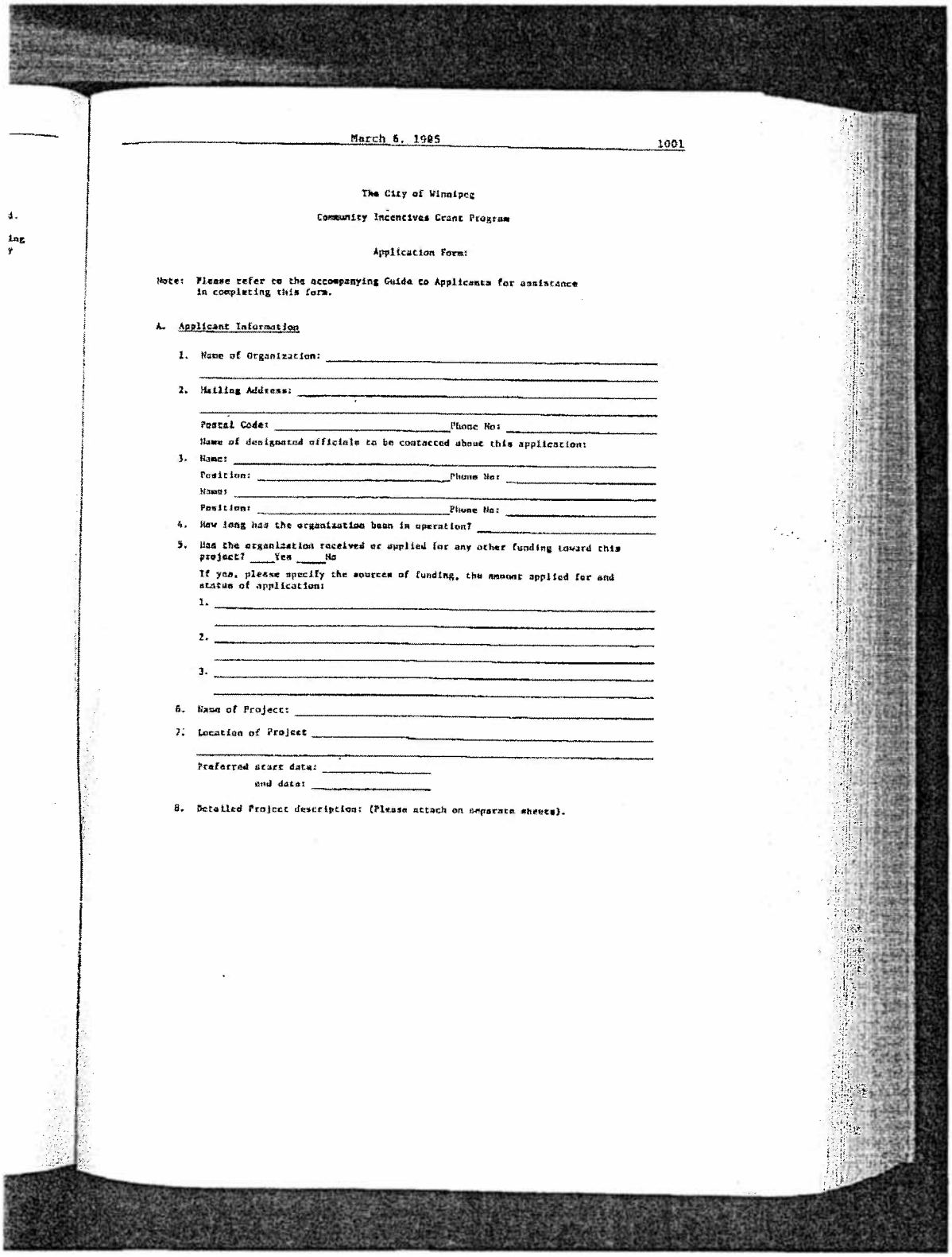
11. Only anticipated actual operating and maintenance costs should be listed. The value of volunteer labour, donated services, etc. should not be included.

12. The application must be signed by two legally designated officers with signing authority for the organization. Please ensure that the application is fully completed to avoid unnecessary delay in processing.

Note:

A.

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The City of Winnipeg

Community Incentives Grant Program

Application Form:

Note: Please refer to the accompanying Guide to Applicants for assistance in completing this form.

A. Applicant Information

1. Name of Organization: _____

2. Mailing Address: _____

Postal Code: _____ Phone No: _____

Name of designated officials to be contacted about this application:

3. Name: _____

Position: _____ Phone No: _____

Name: _____

Position: _____ Phone No: _____

4. How long has the organization been in operation? _____

5. Has the organization received or applied for any other funding toward this project? ____Yes ____No

If yes, please specify the sources of funding, the amount applied for and status of application:

1. _____

2. _____

3. _____

6. Name of Project: _____

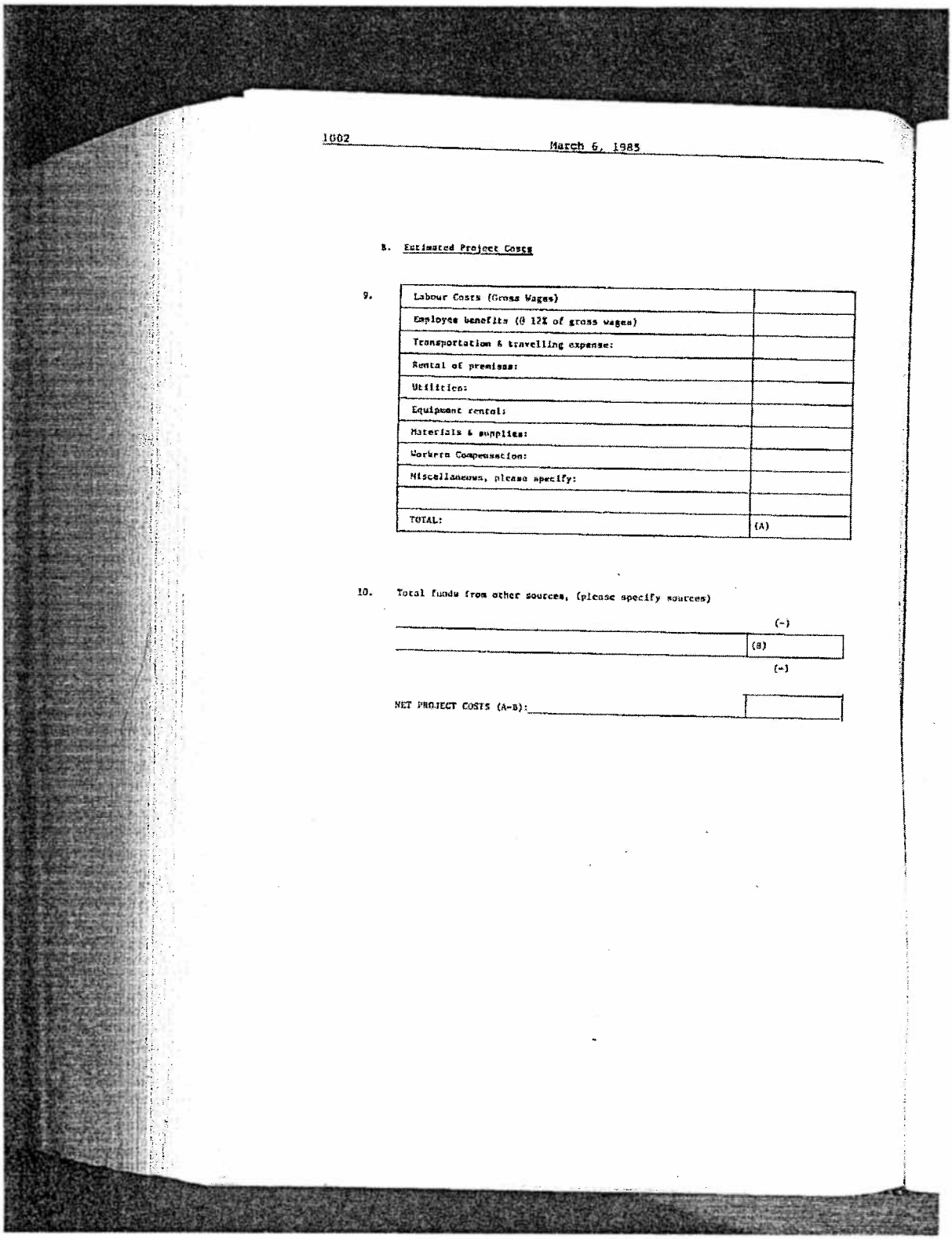
7. Location of Project _____

Preferred start date: _____

end date: _____

8. Detailed Project description: (Please attach on separate sheets).

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8. Estimated Project Costs

9.

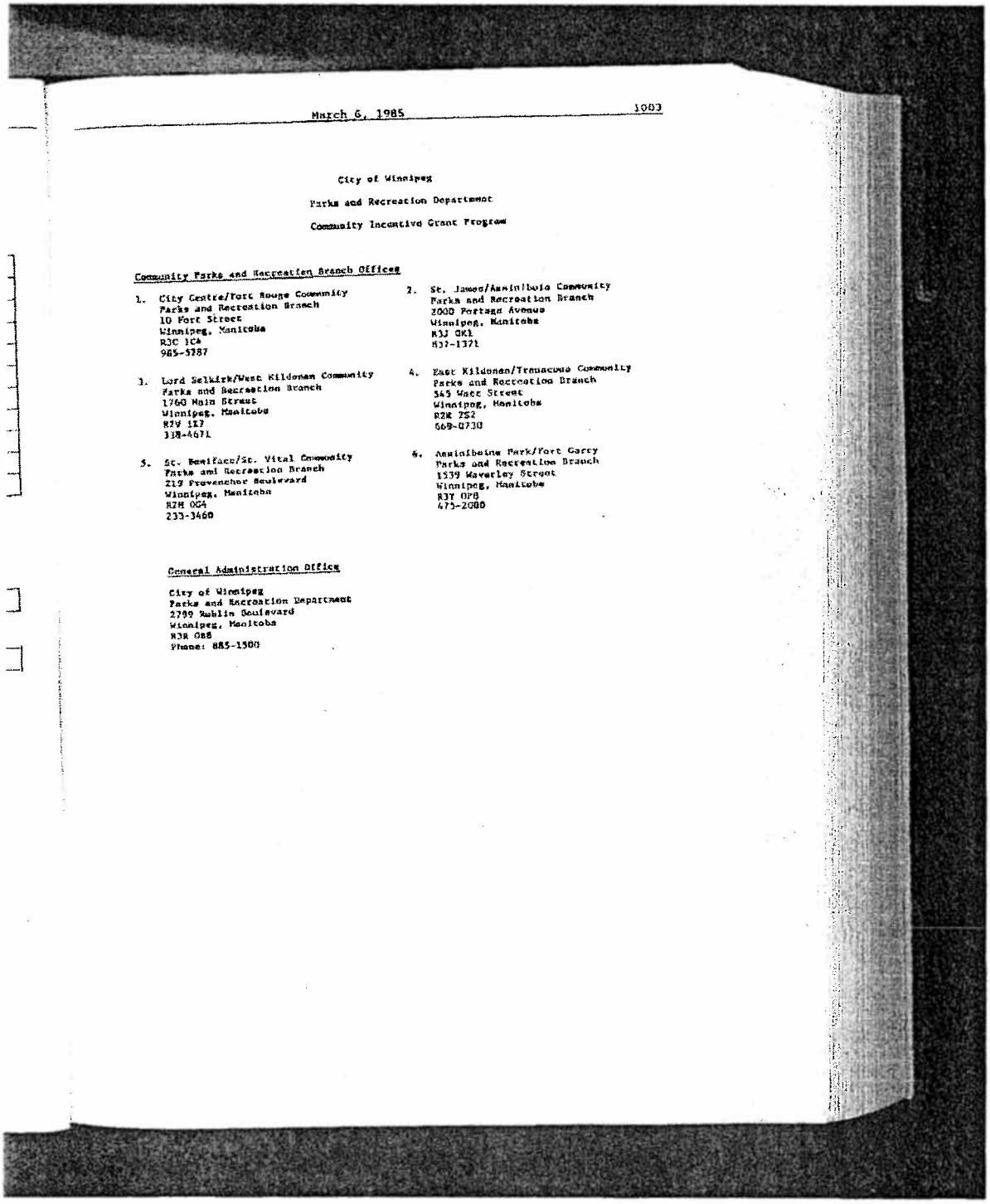
Labour Costs (Gross Wages)	
Employee benefits (@ 12% of gross wages)	
Transportation & travelling expense:	
Rental of premises:	
Utilities:	
Equipment rentals	
Materials & supplies:	
Workers Compensation:	
Miscellaneous, please specify:	
TOTAL:	(A)

10. Total funds from other sources, (please specify sources)

	(-)
	(B)
	(-)

NET PROJECT COSTS (A-B):

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City of Winnipeg

Parks and Recreation Department

Community Incentive Grant Program

Community Parks and Recreation Branch Offices

1. City Centre/Fort Rouge Community
Parks and Recreation Branch
10 Fort Street
Winnipeg, Manitoba
R3C 1C4
985-5787

2. St. James/Assiniboia Community
Parks and Recreation Branch
2000 Portage Avenue
Winnipeg, Manitoba
R3J 0K1
837-1371

3. Lord Selkirk/West Kildonan Community
Parks and Recreation Branch
1760 Main Street
Winnipeg, Manitoba
R2V 1Z7
338-4671

4. East Kildonan/Transcona Community
Parks and Recreation Branch
545 Wade Street
Winnipeg, Manitoba
R2K 2S2
669-0730

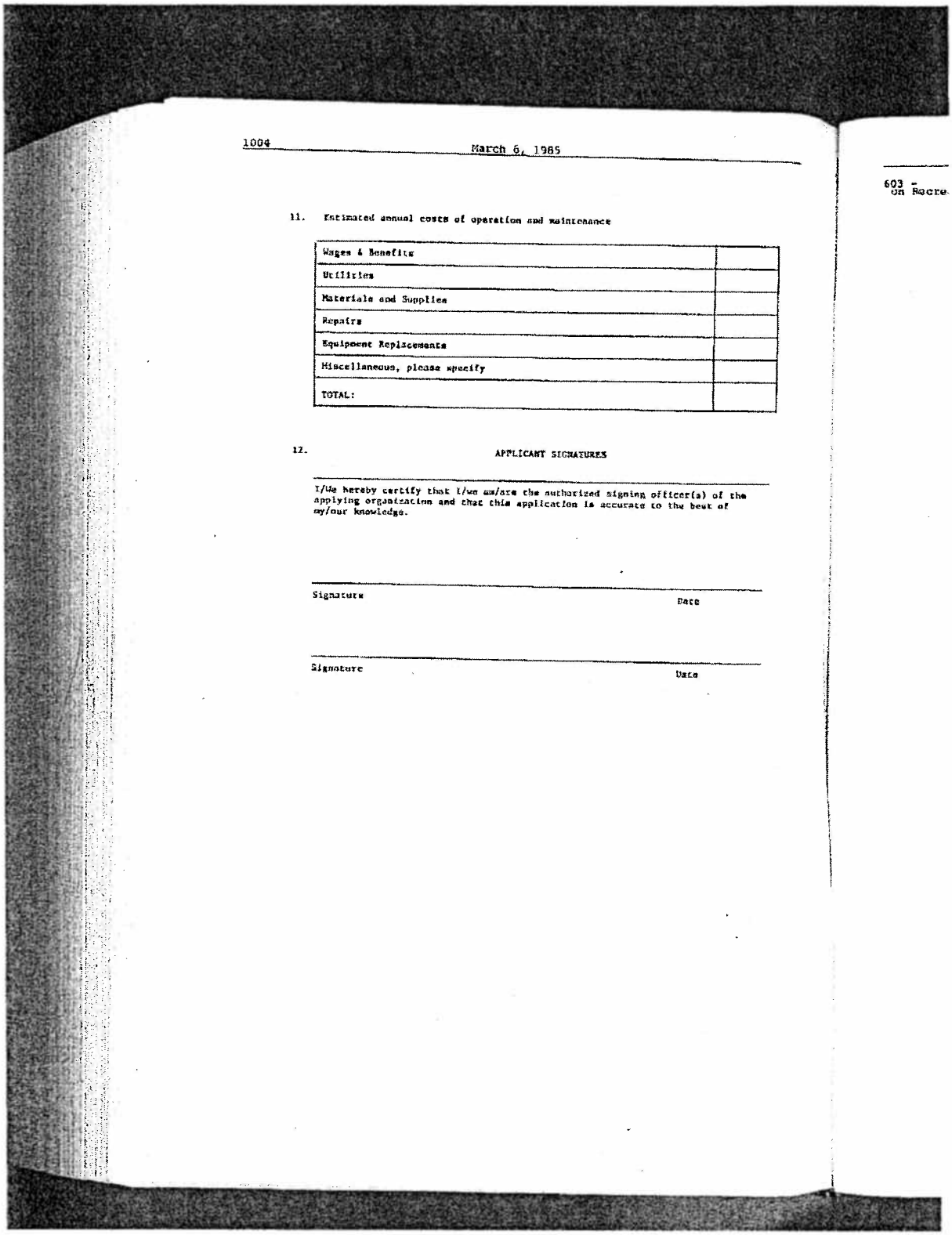
5. St. Boniface/St. Vital Community
Parks and Recreation Branch
219 Provencher Boulevard
Winnipeg, Manitoba
R2H 0G4
233-3469

6. Assiniboine Park/Fort Garry
Parks and Recreation Branch
1539 Waverley Street
Winnipeg, Manitoba
R3T 0P8
475-2080

General Administration Office

City of Winnipeg
Parks and Recreation Department
2799 Roblin Boulevard
Winnipeg, Manitoba
R3R 0B5
Phone: 885-1500

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11. Estimated annual costs of operation and maintenance

Wages & Benefits	
Utilities	
Materials and Supplies	
Repairs	
Equipment Replacements	
Miscellaneous, please specify	
TOTAL:	

12. APPLICANT SIGNATURES

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

Signature Date

Signature Date