
RECREATION/PARKS PARTNERSHIP PROGRAM

Increased access to sport, physical recreation facilities and green space has a positive effect on the health of our population. This capital program is intended to encourage the development and enhancement of such facilities in order to increase public participation in sport, physical recreation. Examples of such facilities would include: recreation and/or community centres or halls, indoor/outdoor pools, arenas, athletic fields, parks, playgrounds, trails and other facilities that promote sport and physical recreation.

Goals

The goals of the Recreation/Parks Partnership Program include:

- Increase sport and physical recreation opportunities through the improvement of existing facilities and the development of new facilities
- Enhance the quality of life of Chatham-Kent citizens
- Promote healthy communities
- Encourage partnerships

Priorities

Priority will be given to Recreation/Parks projects that:

- Demonstrate significant/widespread community benefit
- Benefit the greatest number of citizens
- Enhance existing and develop new infrastructure based on demonstrated need
- Improve public sports and recreation opportunities and/or leisure facilities
- Reflect recent trends in physical activity patterns and acknowledge changing demographics
- Design facilities for multiple use
- Demonstrate long-term sustainability
- Demonstrate financial commitment of the applicant
- Improve access to facilities open to use by the general public for persons with disabilities
- Demonstrate/promote environmental efficiency or sustainability

Eligibility

Eligible applicants must:

- a) Be based in Chatham-Kent
- b) Provide services which directly benefit the communities within Chatham-Kent
- c) Make services available without discrimination
- d) Demonstrate fiscal and management responsibility and show financial need regarding the proposed project

Restrictions

This program will not fund:

- Administrative costs including wages unless directly related to the project
- Research or publication of studies
- Training, conferences, workshops, or travel outside the community
- Activities of religious organizations that serve primarily their membership and/or their direct religious purposes and, any other organization serving primarily their membership
- Organization-specific advertising, marketing, videos, etc.
- Fundraising activities

Funding Terms and Conditions

There will be only two rounds of funding for this program (2010 and 2011).

- The minimum grant amount which can be requested is \$20,000. The maximum grant amount which can be requested is \$50,000.
- Grant requests may not exceed 50% of the eligible project costs.
- Stacking of Municipal grant funding is not permitted (e.g. CPF funding cannot be used to leverage this funding)

Council Direction/Goal 1.1 - "We will invest \$2M to enhance recreational amenities to respond to local residents, partners and tourists."

- Applicants are only permitted to receive funding under this program once
- No more than 25% of the overall project budget may be considered in-kind
- For the purchase of any goods or services which cost more than \$5,000, grant recipients must demonstrate a competitive process (no fewer than 3 quotes)
- Applicants MUST demonstrate that their project is sustainable
- Proof of appropriate interest in the subject property - through ownership, a long-term lease (minimum of 10 years) or a joint-use agreement for the facility is required.
- Projects carried out on municipal property will be carried out in partnership with the municipal department involved. All such applications must be reviewed by the municipal contact prior to submission of a letter of intent and a letter of support from the relevant department is required.
- Applications will be considered only if they are submitted **before** the project begins and any eligible costs associated with the project are incurred. **PROJECTS WILL NOT BE FUNDED RETROACTIVELY.**
- Grant recipients agree to indemnify and hold harmless the Municipality of Chatham-Kent from any and all claims arising out of the providing/withdrawal of funds, construction of projects or any other use of grant funds provided under this program
- All applicants consent to the public release and Municipal use of information contained in the materials submitted to the Recreation/Parks Partnership Program and agree that the information may form a public record that can be accessed by the public.
- If information in the application proves to be inaccurate or if the project is not being completed in accordance with the application information, or if the applicant does not follow these Terms and Conditions, the Municipality of Chatham-Kent reserves the right, at its sole discretion, to withhold grant payment and not issue any further funds.
- The Municipality of Chatham-Kent shall have the right to review the applicant's books and records regarding the Recreation/Parks Partnership Program-funded project.
- By accepting funding the applicant consents to the release to the Municipality of Chatham-Kent of financial/project

information by any other organization providing funding or financial support to the applicant regarding the same project.

- Approved projects must be completed within 2 years of the date of approval, unless an extension of time is granted in writing prior to the expiry of this 2-year period.

Application Procedure

- 1) **A letter of intent must be submitted by Friday, April 30, 2010.** All letters of intent received will be screened for compliance with these guidelines and for alignment with this program's granting priorities. Only those applicants whose projects are compliant and meet this program's granting priorities will be asked to submit detailed applications.
- 2) Those detailed applications will be reviewed by a Review Committee, which will then make funding recommendations for approval by Council.

Payment of Grants

- Applicants will be informed of the outcome of the application review process following final approval by Council.
- Successful applicants may request an advance of up to 50% of the total grant amount, if required and subject to approval on a per project basis.
- Final grant payment is made on the completion of the project and submission and review of a final report. The report must be accompanied by a detailed financial statement, supported by all receipts relating to the project.
- Grant recipients must keep all records, invoices and other documents relating to the project in a careful and consistent manner and must make them available for review by the Municipality of Chatham-Kent upon request.
- If actual costs are less than the original estimate, the amount of the grant may be reviewed and revised accordingly.
 - If, for any reason, an organization is unable to proceed with a project, or needs to make substantial changes to a project as outlined in the application, the Municipality must be informed in writing as soon as possible. Changes to the scope or nature of the

project are not permitted without prior approval.

Grant Recognition

Recreation/Parks Partnership Program grant recipients must acknowledge the support of the Municipality of Chatham-Kent in all advertising,

publicity, signage, plaques, etc. related to the project.

Branding, signage, and logo usage pertaining to the Corporation of the Municipality of Chatham-Kent must be approved by the municipal Communications Division prior to use or inclusion in any marketing/communications or other project materials.