



Rideau Lakes Canada150 Parks and Recreation Fund

Program Terms - July 2017

As a part of celebrating Canada150, the Township will support community partners invest \$150,000 in local parks and recreational assets, through a matching-dollar fund. The following principles and terms have been established for the program.

The first intake will close September 1, 2017. The second will close February 15, 2018 (subject to funds remaining available).

All non-profit community recreation partners are welcomed to apply. Only projects that meet the established principles and terms will be considered. **Please review them carefully in advance of making a submission.** Proposal amendments will not be permitted following the close of the intake.

Program Principles:

- The program will operate on a matching funds basis to further enhance the community impact of any funding provided. This will also generate community engagement, and support community buy-in and 'ownership' of park and recreation assets that are renewed or developed under the program.
- Preference will be given to projects that have a wide community impact (number and diversity of potential participants, range of uses, regional draw and/or character of asset, active and healthy community benefit, level of accessibility etc.).
- Preference will be given to projects that match community need and are self-sustaining over the long-term (no significant long-term operating or life-cycling costs).
- Preference will be given to proposed improvements that align with the Township's Strategic Plan and Recreation Master Plan.
- Funds will be made available for capital asset renewal and development. No operating costs or programming will be considered. The asset must be located within the Township of Rideau Lakes.
- Preference will be given to Committees of Council and/or established community non-profit recreation partners with a demonstrated capacity to deliver on the project as proposed.

Program Terms:

Scope

- The program will allocate up to \$75,000 from the Parkland Reserve Fund for potential projects. This will leverage up to \$150,000 in Parks and Recreation investment, in honour of Canada150.
- Funding allocation will be on a dollar-for-dollar matching basis.
- Funds that can be matched include government grants, community/individual donations, corporate donations, non-profit/charitable organization contributions and foundation contributions.
- Funds derived from other Township programs and/or sources (Community Grants program etc.) will not be matched. This is not meant to capture funds held in trust by the Township, such as local Committee accounts.
- In-kind contributions will not be matched.
- No application can be made for work or an expenditure if it was completed or incurred before the applicable intake date.

Application

- Any person or group seeking funding must first gain approval in principle from Council.
- The first intake will close September 1, 2017. The second intake will close February 15, 2018 (subject to funds remaining available).
- A detailed written request must be made outlining the project scope, maximum matching funding requested, anticipated budget by expenditure type, planned timeline to completion, key project individuals or partnerships and anticipated community impact.
- Council may elect to provide a commitment for all, a portion, or none of the requested funds at its sole discretion.
- The Township may place conditions on any approval granted under the program.

Administration

- The Treasurer is responsible for the management of this program. If a project is approved by Council, requests for release of matching funds must be coordinated with, and approved by, the Treasurer.
- Proof of funds raised and received will be required along with evidence that the proposed project is 'shovel ready', will proceed within the following 6 months, and that any conditions imposed by Council have/will be met.
- To ensure good value for dollar, the proponent must undertake a competitive procurement process, and be able to show proof of multiple bids/quotes for suppliers and/or contractors.
- A project summary report must be submitted to the Treasurer within 90 days of project completion, including a detailed summary of expenses by expenditure type.

- If the project does not proceed within 6 months and/or contributed funds remain unspent at the close of the project, the applicable municipal portion of the funding must be returned.
- A request for payment to the Treasurer can only be made one time and in the amount approved by Council.
- If a project is modified and a lesser amount of matching funds is required and requested, funds will be released upon the approval of Council.
- No consideration will be given to release funds in an amount in excess of the original request.
- All projects must adequately recognize the contribution of the Township through the 'Rideau Lakes Canada150 Parks and Recreation Fund', and co-ordinate said recognition in consultation with the Clerk.
- Council may discontinue this program and/or modify it at any time at its sole discretion.

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