

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: RECREATION GRANT POLICY

PURPOSE: The City offers financial assistance to encourage volunteer community groups and organizations to further improve and develop recreation opportunities for Whitehorse citizens.

AUTHORITY: Council Resolution # 2002-06-09 dated March 25, 2002
Council Resolution # 2008-17-13 dated August 11, 2008
Council Resolution #2011-02-03 dated January 31, 2011

RECREATION GRANT POLICY

Background

Section 245 of the *Municipal Act* provides that a municipal council may by bylaw provide grants, gifts, or loans of money or municipal property to any person, institution, association, group, government or body of any kind. The City has established a Recreation Grant Policy that offers grants to community groups and organizations for recreational purposes. Projects focused on building a healthy community which use recreation as a vehicle to attain positive outcomes for the community may also be funded through this policy.

Definitions

"ACCOUNTABILITY STATEMENT" means a statement of grant revenues and expenditures for the project, filled out by the group/ organization which received the recreation grant.

"CAPITAL" means a project involving the acquisition of, or addition to, a fixed asset such as land, building or structures.

"COUNCIL" means the duly elected council of the City of Whitehorse.

"EQUIPMENT" means an item that is not part of a structure. For granting purposes there are two classes: major and minor. Major equipment is equipment that costs \$1,000 and over with a life expectancy that exceeds five years as specified by the manufacturer. Minor equipment is equipment that costs less than \$1,000 with a life expectancy that does not exceed five years or more as specified by the manufacturer.

"GOVERNING BODY" means the sole authoritative organization in the Yukon responsible for a recognized discipline, and may be affiliated with a national body. The Governing Body shall have affiliate(s), a financial accounting independent of its affiliate(s) and demonstrate a commitment to the development of a specific recreation opportunity through

the offering of administrative support, skill development, leadership development and opportunities for participation and competition.

"GROUP" means an informal association of two or more individuals who have come together for the purpose of undertaking a project.

"LEADERSHIP DEVELOPMENT" means an event which creates a teaching/learning situation for individuals who:

- (1) are responsible for, or will convey, the information to other individuals as an instructor;
- (2) are responsible for, or will convey, the information to other individuals as part of a community board, organization or club; or
- (3) provide an opportunity for personal development for program and community leaders.

"MANAGER" means the Manager of the City's Parks and Recreation Department.

"OPERATION AND MAINTENANCE" means all operational and maintenance costs including energy, heating, materials, repairs but shall exclude property taxes and rent.

"ORGANIZATION" means an association of individuals, registered under the Societies Ordinance, and in good standing, whose purpose is to provide a service(s) to the community.

"ORGANIZATION'S BUDGET" means an estimate of all income and expenses for the year and is designed to provide a basis for the yearly operation and activities.

"PROGRAM ASSISTANCE" in a program means the planned use of resources over a set period of time, in a teaching/learning situation with stated objectives, which includes:

- (1) the presentation or practice of a skill and/or activity;
- (2) socialization and enjoyment;
- (3) the use of leisure time.

"PROJECT BUDGET" means a detailed estimate of income and expenses for the project. The income shall include all grants applied for, fund raising activities, donations, volunteer labour and any financial reserves the group or organization is able to call upon.

"RECREATION" means the leisure time pursuits of the residents of the City of Whitehorse whether they be passive, active, creative or of a social nature and includes such activities as arts, social or sports events.

"TASK FORCE" means a group of Whitehorse citizens appointed by City Council for the specific purpose of reviewing and making recommendations to Council on Recreation Grant Funding.

"FESTIVALS and COMMUNITY SPECIAL EVENTS" means events that present a multi-faceted program within a defined period of time, using budgets distinct from regular operating budgets. Festivals must demonstrate broad community participation. Festival programs should offer a unique experience not duplicated by other on-going organizations and their activities.

Eligibility

1. Preference will be given to projects that include all of the following:
 - (1) The project benefits the community.
 - (2) The applicant must be a Whitehorse group or organization, or a Yukon Association where the membership and project are Whitehorse based. Corporations are not eligible for funding.
 - (3) The project takes place within the City of Whitehorse.
2. A Yukon Association and the Whitehorse organization affiliate (i.e. club) may both submit applications, providing both projects take place in Whitehorse and the requests are for different projects. That is, they cannot include different components of the same project.
 - (1) Preference is given to local clubs which provide support for recreational activities at the local community level.
3. Grant applications are not accepted from any group or organization with an outstanding Accountability Statement of more than one year.
4. Grant applications are not accepted from any group or organization that is overdue on money or obligations owed to the City of Whitehorse.
5. Joint applications are acceptable; however, the groups must identify which group is responsibility for Finances and Accountability.
6. Retroactive funding will not be considered. Retroactive funding is defined as funding of an activity/project after it has commenced or is completed. If an activity takes place between the application deadline and the awarding of funds, it will not be considered retroactive funding. However, there is no guarantee the project will be funded.

Eligible Projects

7. Categories of projects eligible for funding include:
 - (1) **Category 1** (Recreation Grants)
 - (a) Program Assistance
 - (b) Leadership Development
 - (c) Capital
 - (d) Equipment
 - (e) Operation and Maintenance
 - (2) **Category 2** (Recreation Facilities / Parks)
 - (a) Capital
 - (b) Operation and Maintenance
 - (c) Program Assistance

- (3) **Category 3 (Arts / Cultural Facilities)**
 - (a) Capital
 - (b) Operation and Maintenance
 - (c) Program Assistance

Category 1 Recreation Grants

8. Category 1 applications may include one or more project types. If applying for more than one project type, they must be prioritised with number one (1) being the highest priority. Funding may be granted for the following:

(1) Program Assistance

- (a) Ongoing projects that have proven their worth.
- (b) Innovative or special projects that will benefit the community.
- (c) Materials/supplies, expendable in nature, that are necessary to the operation of the program.
- (d) Professional wages will be considered for projects but not wages for unskilled labour. No ongoing staff wages will be considered.
- (e) Senior citizens or disabled people may apply for travel assistance where travel itself is deemed to be the major pursuit of the program. A disabled individual will mean: A person with a disability is a person first, who in some aspects of their lives may require support due to either a physical, or cognitive limitation.

NOTE: ***Items NOT eligible for funding include:***

- (a) Festivals and community special events
- (b) costumes/personal equipment
- (c) facility user fees for City operated facilities
- (d) fund raising events
- (e) individuals
- (f) trophies, medals, ribbons, plaques, pins, pictures, or other awards.
- (g) Items and programs funded by the Yukon Recreation Advisory Council (YRAC).

(2) Leadership Development

- (a) Projects designed to enhance the recreation leadership base in Whitehorse.
- (b) Airfare, accommodation and meal costs for instructors will be considered for funding:
 - (i) Meal costs at a per diem of \$40.00 per day
 - (ii) Airfare based on the cost of a return airline ticket from Calgary, Edmonton or Vancouver at the lowest economy airfare (booked 2 weeks in advance)
- (c) Professional wages will be considered on an individual application basis.

- (d) Honoraria to a maximum of \$175.00 per day.

NOTE: ***Items NOT eligible for funding include:***

- (a) facility fees for City operated facilities
- (b) registration fees
- (c) certification fees
- (d) events held outside the City of Whitehorse
- (e) gifts
- (f) vehicle rental.
- (g) fundraising events

(3) Capital

- (a) Projects of a capital nature, whose total cost exceeds \$500.00 and that have a life expectancy of four years or more, may be eligible for funding.
- (b) Capital projects will be funded on a cost sharing basis – maximum of 50% City of Whitehorse grant funds.
- (c) Applicants are advised that additional information, including the submission of a minimum of two (2) quotations, may be requested as part of the grant review process.
- (d) As part of the project description, the applicant must include:
 - (i) Plans that require approval by the City of Whitehorse Parks and Recreation Department.
 - (ii) If volunteer labour is to be used, a description/outline of relevant project expertise is required.
- (e) Any deviation from the approved project plans must have prior approval from the City of Whitehorse Parks and Recreation Department.
- (f) Applicants wishing to have the City assume responsibility for the ongoing maintenance of the completed project must request and have approval prior to submitting an application.
- (g) For applicants using volunteer labour as matching funds, wages are to be computed using the Yukon Fair Wages Schedule.
- (h) Funding will not be provided to projects that occur on privately owned property. The property must be under the jurisdiction of the City (City owned or leased to the City), or the Government of Yukon via a lease, license of occupation, or land use permit, or the Federal Government via a lease or land use permit.

(4) Equipment

- (a) For major equipment purchases, funding will be on a cost sharing basis – maximum of 50% City of Whitehorse grant funds.

- (b) Groups or organizations funded for equipment purchases under this policy are responsible for the proper care, maintenance and security of the equipment.
- (c) Groups and organizations must be prepared to share City funded equipment with other responsible groups and organizations within the City.
- (d) For organizations registered under the *Societies Act*, ownership of equipment purchased through this policy rests with the organization. Should the organization cease to exist, ownership of purchased equipment automatically reverts to the City.
- (e) For groups, not registered under the *Societies Act*, ownership of all equipment purchased under this policy rests with the City.
- (f) Equipment purchased with funds granted under this policy cannot be traded, disposed of, or sold without the approval of Council.

NOTE: ***Items that will NOT be considered for funding include:***

- (a) costumes, uniforms, trophies, medals, crests, etc.
- (b) office furniture and office equipment including computers/software.
- (5) Operation and Maintenance
 - (a) Funding may be available to volunteer non-profit recreation groups and organizations to assist with the maintenance of non-City owned facilities.

Category 2 Recreation Facilities / Parks

- 9. Funding may be available for use in ongoing operation and maintenance costs for non-City owned public recreation facilities. Funding is also considered for program and assistance capital improvements. (as outlined under Category 1)
 - (1) Park enhancement projects that include a neighbourhood park development must involve a neighbourhood group, community association, or service club.
- 10. Where the City of Whitehorse maintains a lease on the property, but not the facility, a group is still eligible to apply for funding. (See item Capital (h))
- 11. The facilities must be operated by non-profit societies, groups and organizations..

Category 3 Arts / Cultural Facilities

- 12. Funding may be available for use in ongoing operation and maintenance costs for non-City owned public facilities of an arts and / or heritage nature. Funding is also considered for program assistance and capital improvements (as outlined under Category 1)
- 13. Where the City of Whitehorse maintains a lease on the property, but not the facility, a group is still eligible to apply for funding.
- 14. The facilities must be operated by non-profit societies, groups and organizations.

Application Deadlines

15. The availability of financial assistance will be advertised to the community a minimum of one month prior to the deadline. Application forms are available from the City of Whitehorse Parks and Recreation Department.
16. There are two deadlines per year:
 - (1) Category 1 Applications – March 15 and September 15
 - (2) Category 2 and Category 3 Applications – March 15
17. All applications must be received by the City of Whitehorse prior to 4:30 p.m. on the deadline date. Should the application deadline occur on a non-business day, the application deadline shall be 4:30 p.m. of the next business day.

Application Procedures

18. Applications must be type-written or legibly printed using black ink.
 19. For organizations registered under the *Societies Act*, the name of the applicant must be the official name as registered under the *Societies Act*.
 20. Applications must be completed in full and shall contain:
 - (1) A brief description of the project, *not to exceed two pages*.
 - (2) A description of the target group involved.
 - (3) Why the project is needed and how it will benefit the community.
 - (4) Budget for the project.
 - (5) Organization's budget for the current year.
 - (6) Financial statement for the previous year. A Financial Statement prepared and signed by at least two members of the organization is acceptable if an independent audit is not available.
 - (7) For projects requiring matching funds (capital and major equipment) the source of matching funds must be specified.
 - (8) For organizations that are affiliated with a governing body, the application must be endorsed by the governing body. See definition of "governing body".
 - (9) For organizations that are not affiliated with a governing body the application must be endorsed by the membership as defined in the constitution and/or bylaws. A copy of the motion endorsing the submission of the application must be included.
- NOTE: ***If the application does not contain the financial information requested, the application will be rejected as incomplete.***
21. For groups or organizations showing a surplus (excess of revenue over expenditures) on the organization's budget or financial statement, a statement of intended use must be included in the application.

Assessment Procedure

22. The Parks and Recreation Department will review all applications for completeness, accuracy, and compliance with this policy. Applications not complying with this policy will be deemed to be incomplete and will not be forwarded for review.
23. The appointed task force will meet to consider the applications within four weeks following the application deadline.
24. In a closed session, the task force will thoroughly review and discuss each application and make recommendations to City Council, as deemed necessary.
25. The task force may request that applicants make a presentation on the project.
26. Task Force Member Conflict of Interest
 - (1) Where a member of the task force has a direct personal interest in any grant application under review, the member shall leave the room during the review and discussion of the application and shall not have a vote on the question.
 - (2) Personal interest shall be interpreted as such when the task force is reviewing an application where:
 - (a) a member is an executive member of the club/organization under review;
 - (b) a member is an employee of the club/organization or commercial/business operation that will stand to gain financially.
27. All recommendations and rationale of the task force pertaining to grant applications shall remain confidential until City Council has dealt with the applications.
28. Administration and/or task force delegates will make a formal presentation of the grant applications to City Council, and an in-camera meeting may be held as required.
29. Administration and/or task force delegates will be present at a Council Committee Meeting where Recreation Grants are presented to Council.
30. Within ten weeks of the application deadline, applicants will be notified in writing as to their status.

Assessment Criteria

31. Applications will be assessed using the following criteria:
 - (1) The applicant is a volunteer group or organization.
 - (2) The applicant must demonstrate the ability to contribute in a significant manner to the project. (Example, volunteer labour, financial contribution).
 - (3) The application must reflect a clear, accurate and credible proposal.
 - (4) Demonstration of the project being of direct benefit to the community.

- (5) Financial need of the applicant for the specific project being applied for.
- (6) Stability of the group or organization, i.e. the ability of the applicant to undertake the project.

Accountability

32. Applicants awarded a Recreation Grant (all categories) shall be held accountable for the expenditure of the funds.
33. Funds granted under this policy are not transferable between projects or groups/ organizations and must be used for the specific purposes outlined. Where a change in project is requested, a written request shall be submitted to the Manager of Parks and Recreation. For requests involving a significant change in the nature of the project, approval from the Parks and Recreation Department and City Council will be required.
34. Should an applicant wish to withdraw or cancel their application, a written request shall be submitted to the Manager, Parks and Recreation.
35. Accountability shall be in the form of an Accountability Statement supplied to the Parks and Recreation Department by March 15 (for project funded in the spring) or September 15 (for projects funded in the Fall) of the following calendar year.
36. The Accountability Statement must contain:
 - (1) A description of the completed project including:
 - (a) Project evaluation for programs, special events, and leadership workshops, including attendance figures, pictures, newspaper clippings, dates of the project.
 - (b) Demonstration of recognition for city support.
 - (c) For equipment purchased, model and serial numbers if applicable.
 - (2) Copies of the receipts and/or cancelled cheques. A receipt would show proof of purchase. Cancelled cheques must have both sides copied.
 - (3) A financial statement for the project, listing all expenses and revenues pertaining to the project, and the exact use of funds granted by the City. Upon submission of a written request prior to the deadline for the submission of the Accountability Statement, a six month extension may be granted by City Council, on recommendation from the Parks and Recreation Department.
37. Any funds found to be surplus to the specific project and uses approved, shall be returned to the City with the Accountability Statement.
38. If the applicant has been approved for funding, and;
 - (1) the funding has not been used; or
 - (2) an extension has not been requested prior to the date the Accountability Statement is due,

the project will be considered incomplete and the previously approved funds will be available for reallocation.

39. The City of Whitehorse must receive recognition of the funds received under the Recreation Grant (City logo on all printed material, advertisements, displays as well as verbal acknowledgement, where applicable).

Disbursement of Funds

40. Under this policy, a group or organization shall only be granted funds once in a twelve month period. In the event of extraordinary circumstances, and only if grant funds have been completely refunded, Council may consider a second application from a group or organization within a twelve month period.
41. Funding will be committed out of current funds only.
42. The City is unable to provide guaranteed funding beyond the current year. e.g. an allocation of assistance each year over a three year period.
43. For groups or organizations not in good standing under the *Societies Act*, funds will be dispersed once proof of good standing has been submitted to the Parks and Recreation Department.

General

44. On special occasions Council may at its discretion, in consultation with the Parks and Recreation Department, give grants to groups and organizations and may approve other conditions regulating the expenditure of the grant funds.
45. Successful applicants will be made aware of the terms and conditions of this policy, and must acknowledge acceptance of the same and any other conditions that the City may specify.

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