



# Municipality of the County of Colchester

## Community Park Funding Program

### Guidelines

#### Purpose

The Community Park Funding Program supports community organizations in making capital improvements to community outdoor recreation facilities in Colchester County.

#### Eligibility

Not-for-profit, community organizations or groups (incorporated or informal) are eligible to apply.

Projects must be capital projects, i.e., new equipment and facilities, and/or upgrades or replacement of equipment and facilities. Eligible types of community outdoor recreation facilities include parks, playgrounds, playing fields, multi-purpose courts, outdoor rinks, and school sites, with emphasis on public access.

Eligible projects must be located within the Municipality of Colchester boundary. The Municipality may support eligible projects located outside the Municipality of Colchester boundary; any funding request for an eligible project located outside the Municipality of Colchester boundary will be reviewed and decision made by Council on a case to case basis.

Playground equipment and components that fall within the scope of the CSA Standard CAN/CSA-Z614 "Children's Playspaces and Equipment" must be compliant with the requirements of that Standard.

#### Evaluation Criteria

Applications will be assessed on the basis of the following criteria:

- demonstrated community need for the facility;
- demonstrated community support;
- community benefits and impacts;
- ability of the applicant to maintain the facility/equipment to ensure long term sustainability;
- demonstrated need for financial assistance;
- ability of the applicant to complete the project within the timeline indicated;
- extent to which the project provides a safe environment;
- degree of public access to the facility.

Priority will be given to projects that are accessible to people with disabilities and that are designed to benefit children and youth.

#### Funding

The Municipality may support eligible projects by contributing up to 50% of the total capital cost of the project, up to a maximum of \$40,000. Any request exceeding \$40,000 will be reviewed and decision made by Council on a case to case basis. The Municipality may consider funding a

phased project under this policy, up to a maximum of a three-year period. Upon approval of funding for any large project, the Municipality reserves the right to provide the funding over a three-year period.

Cost sharing is required. Applicants may use in-kind contributions (e.g., donations of labour, materials and equipment) and cash contributions, including grants from other sources, as part of their contribution. The applicant's total cash contribution to the project must be at least 50% of the funding requested from the Municipality.

The Municipality's role under this program is funding of the capital project. The applicant will be responsible for the purchase, installation and ongoing maintenance of the equipment/facility. The Municipality may, at its discretion, play a greater role in projects located on County-owned land.

Each year the Municipal funds will be awarded based on the number of requests meeting pre-determined criteria and the amount of funding available. In years where grant requests exceed funds available, eligible projects will be funded based on the degree to which the application meets funding criteria. Projects that are not funded that fiscal year are eligible to re-apply the following year.

### **Documentation Required**

Applications must include the following:

- Completed application form;
- Concept plan or sketch of the site/property showing the location and type of facilities/equipment (existing and proposed);
- Detailed list of materials and equipment for the proposed project;
- Detailed project costs and funding sources (indicate whether approved or pending), including any in-kind contributions at fair market value;
- Written quotes from contractors and suppliers for work totaling \$3000 or more;
- Applicant's financial statement of revenue and expenses from the last fiscal period;
- Copy of proof of ownership (deed), or proof of approval from the property owner (lease or written agreement);
- Description of previous work/projects done by the applicant;
- List of project team members if your organization is not incorporated;
- Action plan and estimated budget for all phases if the project is to be implemented over a period of two or more years.

A Grant Reporting Form will be provided to successful applicants. Upon completion of the project, the completed form must be submitted along with documentation of proof of payment of project costs as a record of work completed.

### **Application Process**

Prior to submitting an application, please contact the Parks and Trails Coordinator, Municipality of Colchester, at 902-897-3180 or [hpaquet@colchester.ca](mailto:hpaquet@colchester.ca) to discuss your project.

Please visit [www.colchester.ca/rec-grants](http://www.colchester.ca/rec-grants) for application form and application deadline.