

**CITY OF MOOSE JAW  
COMMUNITY PROJECTS - CAPITAL GRANT PROGRAM  
FOR SPORT, RECREATION, ART OR CULTURAL CAPITAL DEVELOPMENTS**

**I. PURPOSE**

The purpose of the Community Projects - Capital Grant Program is to enable community groups to undertake capital development or renovation projects that will result in short and long term benefits to the community. The main focus of the project must be related to improvement of parks or facilities providing recreation, sport, arts, or cultural opportunities to the community. All developments must have a minimum life span of five years.

**II. FUNDING AMOUNT**

The Community Projects - Capital Grant Program will contribute up to 50 percent of the total cost of a project to a maximum of 50% of the available funding. The minimum grants request is \$500.00.

Priority will be given to groups that have not previously received funding from this grant program.

**III. ELIGIBILITY CRITERIA**

All of the following eligibility criteria must be met to qualify for funding.

**Non-Profit Corporation Status**

A copy of the Profile Report from the Corporations Branch, which verifies that the organization applying for funding is currently incorporated, must be attached to this application. The Profile Report lists the members of the Board of Directors.

**Capital Development Projects**

Capital projects that involve new construction, renovation, and/or expansion of recreation, sport, art or cultural facilities or open space are eligible for funding through this grant program. Capital projects, which will create or enhance existing programs or opportunities, are eligible. Facility equipment is eligible, such as furnace or air conditioners.

The organization initiating the project will be responsible for all costs associated with project development. No bills/invoices should be made out to the City of Moose Jaw.

If a project from a previously approved Capital Grant has not been completed, the organization is not eligible to request additional funding until the outstanding project is complete.

**Eligible Project Locations**

Only projects on public property are eligible for grant funding. For the purposes of this grant, public property shall include:

- Buildings or land owned by the City of Moose Jaw

### **Public Support and Notification**

Applications must include letters of support from area residents or any other groups who will be affected by the project. Depending on the project, each organization may be required to organize an information campaign or host a public meeting to provide information to area residents, collect public input, and document community reaction to the project.

### **Retroactive Funding**

Project development may not be funded retroactively. However, expenditures relating to site surveying, landscape or engineering design services that are required and paid in advance, to provide a complete and accurate grant application may be included within the project budget.

## **IV. FINANCIAL REQUIREMENTS**

Each application must include a detailed project budget. Where possible, it is recommended that three written quotes be secured for expenditures to ensure the accuracy of the estimated budget. A contingency fund of approximately 10 percent of the total project budget is recommended to allow for fluctuations in pricing and unforeseen expenditures.

A letter from a financial institution stating that the organization has sufficient funding in place to proceed with the project should be attached to the application. If an organization has a substantial surplus (over \$10,000 surplus after contributing to the project), this organization will be given a lower ranking in terms of financial need.

Your organization's cash contribution cannot include funds from any other City funding source. The Capital Grant only matches the community contribution.

Donations, volunteer labour or gifts in kind may be included as part of the organization's contribution to the project to a maximum of 1/8 of the total project cost. Volunteer labour costs are calculated at provincial minimum wage standards. Only volunteer labour utilized during the construction or installation of the project may be used as part of the applicant's financial contribution.

## **V. INELIGIBLE EXPENSES**

Grant funds may not be used to purchase program supplies or program equipment. Program supplies and equipment are described as materials that are consumed or used during a program, including balls, volleyball or badminton nets, rackets or birdies, et cetera.

The grant funding cannot be used to purchase food, alcohol, gifts, or provide honorariums to instructors.

## **VI. DON'T KNOW WHERE TO START? COME TO THE GRANT WORKSHOP!**

If you need assistance or have questions about the grant program, please call 694-4447 for advice and background information to help you with the project planning and grant processes.

It is recommended that two representatives from your organization attend the information workshop. The purpose of the workshop is to provide additional information regarding the specific requirements and documentation that must be included with each application. Specific questions regarding your individual project proposals may be brought forward at this workshop.

The Grant Workshop may be held **mid January of current year**, City Council Chambers 2<sup>nd</sup> Floor, 228 Main Street North.

If you would like a working copy of the grant application package, come to the Parks & Recreation Department, 4<sup>th</sup> floor, telephone 694-4447 or visit [www.moosejaw.ca](http://www.moosejaw.ca).

## **VII. APPLICATION DEADLINE**

The grant application deadline is **January 31, of current year**.

Applications may be mailed to the following location or delivered to the 4<sup>th</sup> floor of City Hall before Noon on **January 31, of current year**.

Community Projects - Capital Grant Program  
City of Moose Jaw, Parks and Recreation Department  
228 Main Street North  
Moose Jaw SK S6H 3J8

E-mail or faxed applications will not be accepted. Late applications may not be accepted

## **VIII. APPLICATION PREPARATION**

Applicants are responsible for providing the information listed below as part of their original grant submission.

### **Site Plan**

The site plan should be a drawing, which may be done by hand, and includes the following information:

- The drawing should include all existing amenities – site furniture, play structure, athletic field(s) and plantings. Include sizes, species, and quantities of existing plant material.
- Identify and plot landscape elements (fences, trees, and etcetera).
- Identify dimensions and spatial relationship of the proposed components to each other, and to existing site elements.
- The Project Location should be identified (street address)

The City of Moose Jaw encourages universal accessibility in all parks, playgrounds, and facilities. Consider access for mothers pushing strollers, individuals with walkers or wheelchairs, roller bladers, and bicycle riders when planning your development.

### **Project Development Plan**

A detailed written description of the project and an explanation of the work to be done must be included in your grant submission. Be sure to include project timelines.

If your organization's project will be phased in over a number of years, please ensure that the grant application shows the funding that your organization is requesting for the current year. In addition, please include the cost for each additional phase.

### **Specifications and Warranties**

The organization applying should provide copies of all applicable warranties for equipment or structures.

#### *Site Furnishings*

Only commercial quality site furnishings will be accepted for use on public property.

#### *Play Equipment or Structures*

Current CSA standards regarding safety must be met for all new playground installations.

### **Project Development and Maintenance**

The costs associated with the ongoing maintenance of the capital project proposed must be identified within each application. If your organization will be assuming responsibility for maintenance, you must include an operating budget to show that you have sufficient funding in place to provide short-term maintenance. Capital developments will not be approved unless there is a maintenance plan in place.

## **IX. PROJECT REVIEW PROCESS**

All applications must be received on or before Noon on **January 31, of current year**. Applications that do not include all of the requested information or do not provide sufficient detail for a complete analysis of the project may be rejected.

City of Moose Jaw staff will review the technical elements of the project application to ensure the development plan is in accordance with community needs and adheres to all existing City policies and specifications.

Applications will be referred to the Parks and Recreation Advisory Board, which includes several community volunteers. Applicants may be contacted if the Parks and Recreation Advisory Board require additional information or details regarding the grant application.

**Applicants may be asked to attend a Parks and Recreation Advisory Board meeting to make a presentation on their application.**

The Parks and Recreation Advisory Board will present its recommendations for the allocation of the Community Projects - Capital Grant Program budget to City Council, after the current year's budget has been approved. **Available funding may vary year to year depending on the amount approved by City Council.** Once approved by City Council, each organization will be notified in writing of the status of their grant application. The decision of City Council is final.

## **Evaluation Criteria**

The following evaluation criteria will be used by the Parks and Recreation Advisory Board to evaluate the grant applications:

### **Impact**

Will the development or project be available for use by the general public or a specific client group?

### **Financial Issues**

What is the financial need of the organization? Does the organization have the ability to complete the project without the grant? Explain fully why the organization is requesting grant money, rather than paying for the project out of its own budget. Organizations that have the financial ability to complete the project without the grant will be assigned a lower priority. Past funding may be considered in grant approval.

### **Sweat Equity**

Are volunteers providing "sweat equity" by participating in the construction of the project? Are volunteers providing "sweat equity" by participating in the ongoing maintenance of the development?

### **Uniqueness**

Is the development unique? Is it an expansion or upgrade? Does it duplicate existing services? Why is it needed?

The following philosophical statements are considered when evaluating the uniqueness of projects.

- Priority is given to capital projects that create new opportunities in sport, recreation, art or cultural facilities, parks or open space. The need for the development must be explained and documented.
- Projects must benefit the community at large and remain accessible to a large number of residents. For example, if your project is to develop a sand volleyball court; provide information on whether the general public could use this facility or whether it is reserved only for use by your organization.
- Projects should not duplicate existing facilities or services presently available to the public. If the project is duplication, an explanation regarding the need for the development is required.
- Projects that enhance the safety or reduce the maintenance costs associated with a facility or park will receive favorable consideration.

## **X. PROJECT IMPLEMENTATION**

The Parks and Recreation Department will assist the organization's applying for funding by providing consultative services regarding the project approval and inspection processes.

Prior to commencement of any work on any project, all final detailed development plans and construction specifications shall be submitted to the Parks and Recreation Department for approval. The project must proceed in accordance with the final plans and specifications as approved. Any revisions must receive the prior approval of the Parks and Recreation Department. The applicant will be required to obtain all necessary permits and to comply with any and all applicable codes, regulations, standards, et cetera.

Projects for which funds are granted must be completed within 12 months of the date the grant funding is released. Any unspent grant funds must be returned to the City of Moose Jaw at the completion of the project.

The City of Moose Jaw must be recognized for its funding contribution. All grants applications must address this matter.

## **XI. PAYMENT OF GRANT AND FOLLOW-UP REPORT REQUIREMENTS**

Fifty percent of the approved grant will be released after the grant is approved and all required documentation is received. The Parks and Recreation Department should be contacted directly if any problems arise during construction/installation. Construction or installation may begin once a work schedule has been approved.

The final report is due one month after the final inspection has been completed. The report must include financial documentation (cancelled cheques, invoices, et cetera) to verify the expenditures supported by the grant funds.

If the full grant amount is not required, any surplus funds must be returned to the City of Moose Jaw.

The remaining 50 percent of the grant will be released after the project has received final approval and has passed the final inspection and the follow up report has been submitted.

For information on this grant program or if you have questions, please call 694-4447.

**Application Deadline is Noon on January 31, of the current year.**

**Late applications may not be accepted.**

**CITY OF MOOSE JAW  
COMMUNITY PROJECTS - CAPITAL GRANT PROGRAM**  
(Please attach additional paper as required)

ORGANIZATION NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

PHONE NUMBER (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ALTERNATIVE CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

PHONE NUMBER (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

1) Is your group registered as a non-profit organization with the Saskatchewan Government?

Yes \_\_\_\_\_ no \_\_\_\_\_

Corporation # \_\_\_\_\_

3) Project Name \_\_\_\_\_

4) Dates Project to Occur \_\_\_\_\_

5) Location of Project: \_\_\_\_\_

6) Street Address of Project \_\_\_\_\_

7) Interested in Presenting to Parks & Recreation Board \_\_\_\_ Yes \_\_\_\_ No

8) How will the City of Moose Jaw be recognized?

9) Please Attach the following:

- Project Description
- Site Plan
- Project Development Plan
- Specifications and Warranties
- Project Development and Maintenance
- Partners in the project and letters of support

10) Project Budget – Provide as much detail as possible (attach a separate sheet if required)

**INCOME**

Financial Contributions (cash contribution from your organizations)	\$
Cash Contributions from other	\$
Donations (materials, supplies or services). Attach letters to confirm values of each	\$
Volunteer Labour (“x” hours x provincial minimum wage standards) If Volunteer labour is provided, please attach a detailed list of the tasks and the number of hours to complete each task performed by volunteer	\$
<b>TOTAL OF ALL ELIGIBLE CONTRIBUTIONS (amount of four above lines)</b>	\$
Capital Grant Program Request (cannot exceed figure in the above column)	\$
<b>TOTAL REVENUE BUDGET</b>	\$

**EXPENSES**

Expenditures (materials, supplies, services, equipment rental, professional fees)	
	\$
	\$
	\$
	\$
	\$
Other Purchases (please provide details)	\$
<b>TOTAL PROJECT EXPENSES (SHOULD EQUAL LINE TOTAL REVENUE BUDGET)</b>	\$

A copy of the operating budget for the upcoming year and totals of all bank accounts, term deposits, etcetera.

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CHECKLIST**

- Have you provided proof of your Non-Profit Corporation Status from the Corporations Branch?
- Have you attached a detailed commentary that describes your project? What the objectives are of the project? Who will use it? Why it is needed? How many people will benefit? Is the project a duplication or unique? What is the impact of the development?
- Have you attached a detailed description of the project development, including specific technical information on the construction process or installation process? Include timelines. Who is responsible for maintenance?
- Have you included one copy of the manufacturer’s specifications (shop specifications) for the item or piece of equipment included in your project proposals?
- Do you have a detailed site plan, which provides all of the information requested?
- Have you reported all previous approved Capital Grant dollars received?
- Is your project on public property and do you have approval of the project? Is it for recreation, sport, art or cultural facilities or open space?
- Have you attached letters of support from the citizens or area residents affected by the project?
- Have you attached letters of support from the groups or individuals that will use the new area or structure?
- Have you provided a detailed project budget? Including both Revenue and Expenses.
- Have you provided financial information to verify that your organization has sufficient funding in place to match the grant request? A letter or financial statement from a financial institution.
- Have you partnered with another organization, and if so have you described the partnership?
- Have you recognized the City of Moose Jaw for its funding contribution?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Follow-Up Report**

PROJECT NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_  
(Print Name) (Signature)

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

TELEPHONE NUMBER: (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

TOTAL AMOUNT OF FUNDING FROM GRANT: \$ \_\_\_\_\_

PROJECT SUMMARY:

**Please note that a visual inspection will be made by the Department prior to any funding awarded for the Capital Grant Program.**

**See Over →**

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**Follow-Up Report**

**INCOME**

Financial Contributions (cash contribution from your organizations)	\$
Cash Contributions from other	\$
Donations (materials, supplies or services).	\$
Volunteer Labour (“x” hours x provincial minimum wage standards)	\$
Other	\$
Capital Grant Program Grant	\$
<b>TOTAL REVENUE BUDGET</b>	<b>\$</b>

**EXPENSES**

Expenditures (materials, supplies, services, equipment rental, professional fees)	
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>

**Note: Invoices, or copies of invoices must be attached to this form in order to receive funding.**

**SURPLUS  
(DEFICIT) \$ \_\_\_\_\_**