

GUIDELINES AND PRINCIPLES FOR THE CITY OF OTTAWA COMMUNITY PARTNERSHIP MINOR CAPITAL PROGRAM

1. This program funding is available to not-for-profit organizations including community groups, sports organizations and school councils for minor capital costs related to recreational, cultural facilities and properties.
2. The program can be applied to a variety of capital projects that result in the development of fixed assets. This grant program is not intended to be used to purchase expendable recreation or operational equipment or to finance park or facility maintenance costs.
3. Proposed recreation and cultural facilities/amenities are to be accessible to the general public at all reasonable hours.
4. The landowner (for example, the School Board) must have public liability insurance for the construction of the project and the landowner must provide written concurrence for the proposed project.
5. All proposed projects will be assessed in conjunction with Corporate and Departmental strategies and priorities.
6. No proposed project will be approved if it duplicates existing recreational /cultural facilities within the community, and in particular if the proposed facility is to serve the same intended public users as any existing facilities.
7. The total contribution to community groups for services, materials and financial assistance will be limited to a maximum of \$10,000 or 50% of the total cost of the project, whichever is the lesser. In the case of projects undertaken on school board lands, services, materials and financial assistance will be limited to a maximum of \$7,500 or 33% of the total cost of the project, whichever is the lesser. The financial contribution of the School Board must be equal to or greater than that of the City. If the School Board is unable to contribute towards the cost of the project, the community group is required to contribute the Board's share. Grant applications on school land must be accompanied by written confirmation of support and approval for the project; namely, financial contribution, liability and maintenance. The School Boards will be responsible for the maintenance and liability of facilities/amenities on school sites, after installation. If the Board ceases to operate a school site that contains a play facility installed with Community Partnership Funds, the School Board must continue to maintain the recreational facility to the same high standard, as was the case before the closure. The Department reserves the right to refuse a grant request for a project on a school site that is pending closure or is subject to disposal by the School Board. The Board, in its approval letter for the Community Partnership project, must indicate whether the subject site is under consideration for closure.

8. In the case of projects on lands of public agencies other than the School Boards, the same procedures as those for School Boards will apply.
9. The total cost of a project is to be determined either by a professional contractor, and provided in writing, or by the City of Ottawa. A professional or volunteer group labour cost may be applied to the total cost of a proposed project. Said labour cost is to be provided in writing; and the City retains the right to determine the appropriateness of the volunteer labour and the cost assigned to it. Typically, the labour cost is verified by a professional quotation.
10. For projects on City owned land, the Infrastructure Services Department will be responsible to ensure proper and safe equipment installation by inspection following the completion of the project. The Public Works Department will be responsible for the maintenance of the new assets. When a project is being proposed by a community group, the Project Coordinator will advise pertinent staff in those two Departments and in the Recreation, Cultural and Facility Services Department, of the project for information and input.
11. The City will ensure that the work has been completed to City standards. The finished project must also be constructed in compliance with any other approved or applicable standards or guidelines.
12. All contributions made by community associations, parent-teacher groups, community councils, etc. will be considered as funds raised by the community. Corporate donations will also be considered as funds raised by the community. Funds raised from other government agencies will not be matched with a Community Partnership Minor Capital Program grant.
13. No grant cheque will be issued in the name of an individual; instead, the grant cheque will be made out to a recognized or accountable group with two or more signing officers.
14. There are to be no residual funds left to the group or to any individual within that group as a result of using the cost-sharing formula for calculating this grant unless such residual funds are to be applied to a subsequent phase of the project which itself has been approved by the Department. If the Department does not approve a subsequent phase of the project, the group is to return to the Department remnant funds left over from the grant provided, following completion of the specific project.
15. The verification of the community's contribution must be submitted with a completed grant application to the Department. Adequate matching funds must be shown to be available before City funds are released.
16. More than one Community Partnership project may be identified on a single City or school site in one year. The City's portion of the grant for a single project must not exceed the maximum grant amount for the program. The City's portion must not exceed \$10,000 per fiscal year for two or more projects on a single site.

17. Grant applicants are required to obtain written concurrence from (a) registered community group(s) affected by a proposed project, prior to the Department approving such projects. In a neighbourhood with no recognized or representative group, where the proposed project calls for a significant addition or amenity change to a local park or public facility, a public meeting is to be convened in order to receive concurrence of the project from the local residents.
18. Grants will not be awarded to applicants commencing work prior to the submission of a program application or prior to receiving project approval from the Department.
19. No single Community Partnership project will have a total capital cost in excess of \$50,000. Should a proposed project have a total projected cost in excess of \$50,000 staff must submit a report to Committee and Council for approval.
20. There will be two deadlines for submitting applications in each year: May 1st and September 1st and available funding will be divided between the two deadlines.

Applications must be received by Recreation, Cultural and Facility Services Department by May 1st and September 1st, not later than 3:00 p.m. local time. Late submissions will not be considered.

21. All applications received by each deadline, that meet the program criteria, will be ranked for available funding using the following factors:
 - Priority will be given to first time requests.
 - Priority will be given to projects that serve the needs of a greater number of potential users.
 - Priority will be given to projects that enhance accessibility for persons with disabilities.
 - Priority will be given to projects that provide enhanced customer service in a community-based facility.
 - Priority will be given to projects that meet the needs of youth.

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