

GUIDE TO APPLYING



Deadline:

**4:30 p.m.
Friday, April 1, 2016**

COMMUNITY FACILITY PARTNER CAPITAL GRANT

PROGRAM PURPOSE

The grant provides funding for community organizations for the conservation and development of capital projects that enhance public use facilities in the community so Edmontonians can thrive in an active and attractive city.

The grant supports projects that enhance the quality of life through programs and services offered in public use facilities that meet community needs and protect public interests. It is not intended for funding project shortfalls or cost overruns on projects.

ELIGIBLE APPLICANTS

The Applicant's primary mandate and the project must target at least one of the five key sectors:

- Arts & Heritage
- Multi-cultural
- Recreation/Amateur Sport
- Seniors
- Social Services/Community Development

The Applicant must be a not-for-profit organization, public service provider, or private sector organization registered for more than one year.

At least 75% of the Applicant's membership and beneficiaries of its programs and services must be residents of the City of Edmonton and the majority of its programs and services offered must fit into its mandated purpose.

The Applicant should have an open membership for its organization and provide opportunities that are accessible to all Edmontonians, excepting valid program factors (such as age).

The applicant must not be in arrears to the City of Edmonton unless a repayment plan has been approved and is being followed.

INELIGIBLE

Projects eligible for the Community League Infrastructure Program, Senior Centre Facility Conservation Program, or other City infrastructure support grants will not be considered for this program.

PROGRAM PARAMETERS

City Council approves an annual budget for the grant program and approves the awards. Since 2015, the annual budget has been \$5 million. Previously approved funding commitments tie up a portion of the approved budget.

The grant provides up to 25% of eligible project costs.

Applicants may not use other City of Edmonton funding sources for the project work as a part of their required minimum 75% funding for the project.

TYPES OF AWARDS

Planning Grants

Project planning* for a future infrastructure construction project projected to cost at least \$200,000.

Submission Requirements:

No minimum request but the maximum grant will generally be \$100,000

ON City land: a project request must be submitted to the City (submit to your City liaison who forwards it to a City planner)

NOT on City land: proof required that the overall project results in a facility which is an acceptable use for the zoning as well as verification of landowner approval and board support.

Eligible Costs:

Planning grants support the development of a business case needed for applying for funding for the later stages of a project including feasibility study, appropriate planning studies, public involvement plan and basic drawings (only concept or schematic drawings are eligible, not detailed design or construction drawings)

- For projects on City land, planning grant provide funding for work needed to get concept phase approval and will only include costs for concept level drawings.
- For projects not on City land, planning grant may fund both concept and schematic drawings.

Construction Grants

Design and Build Phases* for the following capital projects projected to cost at least \$200,000:

- Preservation of Facility (capital renewal / rehabilitation / replacement of major equipment)
- Enhancement of Facility (expansion / redevelopment / new major equipment)
- New Facilities (includes purchase of land and may replace an existing facility)

Any equipment must be required for the efficient operation of the facility

Submission Requirements:

Must be projected to cost at least \$200,000

ON City land: Concept Phase approval is required from a City planner (obtained through your City liaison).

NOT on City land: landowner approval, board support and development permit compliance are required.

Eligible Costs:

Construction grants support the detailed design and construction costs.

The value of land purchased or provided for new construction projects (that is, where land does not presently exist for the project) would generally be considered as part of the City's contribution when the City contributes land. This does not include facilities with a lease or license from the City.

*See below for *Stages of a Capital Project Based on City's Model*.

All Grants

Approval for City funding in no way constitutes acceptance, tacit or otherwise, of a longer term funding commitment by the City to the project. Should any facility require additional financing in the future, then a new funding application would need to be submitted for re-assessment.

An organization may submit an application for a planning grant, for a construction grant, or for both but it is recommended that the project planning is done before applying for a construction grant so that plans are more complete and project costs are more accurate.

Applicants will generally only be awarded a single planning grant and a single construction grant for the same project.

A construction grant may be approved for multi-year funding but will only be considered for projects that can be broken into separate phases, with appropriate and mutually agreed upon key deliverables which contribute towards a useable facility.

Eligible project costs are those within the scope of the submitted project phase and incurred after April 1 of the year before the project is submitted, based on the invoice date.

EVALUATION

FUNDING PRIORITIES

Priority will be given to projects that:

- Result in public facilities that enable programs and services to be provided that enhance the quality of life of Edmontonians.
- Demonstrate a notable benefit and impact a significant number of Edmontonians,
- Address health & safety issues,
- Restore, renew or enhance existing assets on City land.

EVALUATION CRITERIA

Application submissions will be considered using the following criteria:

Project Viability

Applicant experience and capacity including fiscal responsibility and responsible governance
Fiscal responsibility
Project feasibility

Community Need

Need for facility
Demographics of users
Community support

Project Benefits

Project objectives
Community benefit (direct & indirect)
Extent of public facility access
Demographics of those served including proportion of Edmontonians

Viability and Readiness

Cost/benefits
Financial readiness
Sustainable facility operational model (for after project completed)
Project readiness*

*Applicants are encouraged to apply only for project phase(s) that can be completed by November 30 of the second year after having funding approved. Thus, it must be feasible that a project approved for single year funding be completed within two and a half years, and a project approved for funding in three budget years be completed within four and a half years.

Alignment with City Policies, Plans, and Program

Contribution to City's 10-year strategic goals and corporate outcomes

Adherence to Community Facility Partner Capital Grant Program requirements

Other Considerations

Project specific

PROGRAM PROCESS

APPLICATION:

- A separate submission is required for each project.
- Multiple applications will be considered from an organization.
- All parts of the application form, various worksheets, other templates and guides plus the final project report form can be found on the City of Edmonton website at http://www.edmonton.ca/programs_services/funding-grants.aspx

REQUIRED DOCUMENTATION
1. Application Forms <ol style="list-style-type: none">1) Parts A & B – Applicant Information and Project Information2) Part C – Project Budget and Cost/Benefit Analysis spreadsheet3) Part D – Business Case [use the version for either a Planning or a Construction* Project] * For detailed design phase through completion or for planning through completion4) Electronic Funds Transfer (EFT) Payment Registration to update contact information or register for EFT payments
2. All supporting documentation listed in Checklists

FUNDING AGREEMENT:

Once Council approves funding, recipients must sign a funding agreement which includes a list of conditions that must be met before funds will be disbursed which includes funding for the entire project must be in place, a qualified project manager must be used for the overall project, a contingency plan to address increased project costs, and, in the case of construction projects, all necessary development permits are in place.

VERIFICATION of MATCHING FUNDS and FUNDS DISBURSEMENT REQUIREMENTS:

These two forms must be completed to confirm successful applicants have sufficient funds and meet the other funding criteria for the program. These forms are provided to recipients at the time the funding agreement is being executed. The forms are to be submitted to the Grants Office to provide a status report on the availability of matching funds. They are requested at the time the funding agreement is being executed and as requested until the funding is disbursed.

DISBURSEMENT OF FUNDS:

Organizations must fulfill a number of requirements before funds are disbursed that include an executed funding agreement, 3:1 matching funds and sufficient funds to complete project or at least a phase acceptable to the City as per the funding agreement, and compliance with the funds disbursement requirements.

FINAL REPORT:

Organizations must submit a Final Project Report. The final report forms may be obtained from the CFPCG web page. Recipients are encouraged to review the templates as soon as possible to be aware of the required supporting documentation needed to complete report.

STAGES OF A CAPITAL PROJECT BASED ON CITY'S MODEL

Preparatory Phase Project Planning Design & Construction Stages

Eligible Costs...*

Ineligible Costs



Planning Grant will generally fund only Strategy & Concept stage costs

<p>Anything providing information required for Business Case development including:</p> <ul style="list-style-type: none"> • Community and facility needs assessments • Development of project scope / options • Evaluation of risks / value • Identification of operating, property & public impacts • Development of mitigation strategies • Project duration • Aesthetic principles • Public involvement plan • Public consultation • Studies as required (e.g. geotechnical, traffic, environmental) • Concept plan • Concept / schematic drawings • Concept cost • Project proposal • Decision to proceed to detailed design <p>Final Product: Business Case and Concept phase approval from City (projects on City land)</p>	<ul style="list-style-type: none"> • Development Permit Application • Building Permit Application • Other permit applications as required • Detailed drawings & specifications • Furniture, fixtures & equipment (FFE) cost • Design details • Pre-construction estimates • Tender documents • Utility Coordination • Public consultation <p>Final Product: Authorization to proceed to construction</p>	<ul style="list-style-type: none"> • Construction Contract • Substantial Completion Certificate (SCC) • Construction Completion Certificate (CCC) • Final Acceptance Certificate (FAC) • Occupancy Permit • Operation and Maintenance Manuals • As Built & Record Drawings <p>Final Project: Facility ready for public use</p>
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OTHER USEFUL DOCUMENTS

The following City Policies and Plans provide the vision and direction for the City of Edmonton and its partners to make Edmonton a vibrant, connected and engaged community. Guiding documents include:

- City Policy C187A - Enhancing Community Facility Services through Partnerships;
- City Policy C562 - Community Facility Partner Capital Grant Program Policy.
- City Vision & Strategies – Transforming Edmonton and *The Ways* documents
 - The Way Ahead 2009-2018 (updated in 2011)
 - The Way We Finance
 - The Way We Green
 - The Way We Live
 - The Way We Move
 - The Way We Prosper
- The Recreation Facility Master Plan 2005-2015- especially the trends and principles

CONTACT INFORMATION

If you have any questions regarding funding guidelines, eligibility, or completing your application,

1. Please call your City of Edmonton liaison
2. If you do not have a City liaison, you may contact:

City of Edmonton Grants Office

Address: P.O.Box 2359

Edmonton Alberta, T5J 2R7
Phone: 780-496-4933 or 496-4932
Email: grants@edmonton.ca

DEFINITIONS

- **“Arts”** - means all those symbolic representations transmitted through the media of music, drama, dance, visual arts, literature and craft and combinations thereof
- **“Community Activity”** - means programs and activities provided by Applicants which help the City's citizens to strengthen personal or community life.
- **“Community Facilities”** - have defined boundaries, managed access and the prime activity involves a paid or programmed use.
- **“Constitutional Documents”** - documents by which an applicant is incorporated) and may include the following (depending whether a society or corporation):
 - application for incorporation,
 - articles of incorporation,
 - objects of organization as registered with Corporate Registries
 - memorandum of association,
 - articles of association,
 - incorporation certificate,
 - constitution and bylaws,
 - Initial Public Offering (IPO)

Constitutional documents submitted for grants must include date stamp from corporate registries showing date filed/registered/issued
- **“Heritage”** - means activities and experiences relating to the history, or traditions of individuals, organizations or groups as related to or through the Edmonton story.
- **“Multicultural”** - means the promotion of human and group relations, in which ethnic, racial, religious, and linguistic similarities and differences are valued, respected and exchanged.
- **“Recreation/Amateur Sport”** - consists of those activities and experiences in which an individual chooses to participate in his/her leisure time and includes, but is not limited to, athletic, physical, historical, natural science, cultural, social and intellectual activities.
- **“Partnership”** – two or more organizations working together towards a joint interest, where there is
 - Definition of authority and responsibility among partners,
 - Joint contribution of input costs (e.g. time, funding expertise, information),
 - Sharing of risk among partners,
 - Mutual or complementary benefits.
- **“Planning Costs”** consist of the work contributing towards the development of the key deliverables in the Strategy and Concept Stages of a capital project. (see above: Stages of A Capital Project Based on City's Model)
- **“Project Planning** - Planning for specific capital projects is required in determining cost, scope or nature of future works. The requirements for concept level approval (to progress to development/construction phase) may include the following; feasibility studies, business cases, public involvement plans, concept/schematic design, environmental reviews, site location studies, pre-engineering, etc. Project planning requests must consist of work not already included within the scope of another project.
- **“Social Services”** are the social programs and activities that help the citizens of Edmonton to strengthen personal or community life.