



2017 Community League Infrastructure Program (CLIP)

Application Deadline: 11:59 pm, Friday, March 24, 2017

Purpose of the Program

The Community League Infrastructure Grant Program is intended to provide limited financial assistance to support the conservation and development of community league facilities/amenities which may include but are not limited to buildings, fences, basketball courts, tennis courts, skating rinks, rink shacks, batting cages, parking lots, lights, and landscaping that community leagues have on licensed land.

Eligibility Conditions and Requirements:

Projects must:

- Be within the community league's Tripartite licensed area;
- Have City approval as indicated in the Tri-Partite License Agreement and be at the required notification/approval phase from the City (Parkland Change Process projects must minimally have Concept Phase approval, other projects must have approval from the CRC);
- Have a projected completion date within two years of funding being approved unless otherwise approved in writing by the City of Edmonton

Applicants must:

- Be a registered not-for-profit Edmonton community league in existence for more than one year or have proof of filing for incorporation;
- Be a member in good standing of the Edmonton Federation of Community Leagues;
- Be in good financial and legal standing with the City of Edmonton;
- Have signed the most current Tripartite License Agreement for facilities on City land.
- Agree to provide community based programs and services to residents; and
- Agree to optimize the use of their facility by allowing use of the facility by other not-for-profit and multicultural groups at such times as the Community League is not using the facility, for activities that align with the terms of the Tri-partite License Agreement.

Eligible Expenses

Include but may not be limited to:

- Detailed design costs (for example – cost of engineering drawings)
- Construction and/or installation costs (including any demolition required for project)
- Site preparation including servicing costs
- Development, building, mechanical, electrical & HVAC, etc. permits
- Major fixed mechanical/electrical equipment required for operation of facility (for example – furnace, water heater, security system, lighting)
- Major kitchen appliances
- Removal of hazardous materials (for example – asbestos, mold)
- Project Management
- The costs incurred in developing the business case and getting concept phase approval for project.
- Cost of replacing an insured item beyond the amount received in an insurance claim



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Ineligible Expenses

Include but may not be limited to:

- Project expenses incurred outside the grant period. That is, expenditures incurred prior to March 1, last year and expenditures after the term of the funding agreement. For 2015, the eligible period is March 1, 2014 through August 31, 2017.
- Maintenance costs (see definitions)
- Projects located outside the community league's licensed area
- Furniture and operational equipment (e.g. tables, chairs, snow blowers, etc.)
- Non-fixed and small kitchen appliances and equipment
- Sport and other program equipment
- Debt reduction (e.g. loan repayment costs)
- Volunteer time or labour and donated professional services
- Donated materials/equipment (e.g. gifts in kind)
- Costs incurred to further a commercial venture
- Wages for community league employees
- Cost of replacing an insured item covered for which payment has or will be made by an Insurance Company

Evaluation Criteria

Project Need and Benefits (Relating to Community and Infrastructure)

- Addresses infrastructure issue(s) identified in a formal assessment/inspection (where applicable)
- Public health and safety/accessibility (How does the project contribute to increasing the health and safety of participants? How will physical accessibility be changed or improved?)
- Effective use of space through community league programs and working with other community groups and partners (Will the project increase access and/or provide new opportunities for the community league and for other groups?)

Project & Financial Viability

- Long-term viability and sustainability (Can you operate the facility once the project is complete?)
- What is your plan for the on-going maintenance or operational expenses?
- Does the project provide a long-term cost saving?

Project Readiness

- Amount of funds the community league has to match the infrastructure grant request
- Amount of funds the community league has to complete the project
- Status of approvals and permits
- Overall readiness to proceed with the project (Concept Phase Approval is the minimum.)

Multiple component projects:

- All components of a multiple component project must fit into the same project type
- League must explain and justify in describing the project WHY the smaller components belong together as a single project and contribute to an overall outcome having the same need & benefit

All Projects:

- Consideration will be given to how the project will assist the applicant in aligning with the City of Edmonton's strategic plans, and other applicable policies relating to the facility and its location. Community league projects must contribute to the City's strategic goal *Improve Edmonton's Livability*.



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Application Frequency and Award Categories

- A community league may be awarded funding for only one project per year.
- Grants are awarded in three categories based on eligible project costs and the grant request. The size of grant awarded will determine when a league will be eligible for another grant in that size category:
 - **Small awards** (up to \$25,000) may be awarded every year.
 - **Medium awards** (\$25,001 to \$100,000) may be awarded every 3 years.
 - **Large awards** (\$100,001 to \$400,000) may be awarded every 10 years.
- A community league may request a grant for less than the maximum for which it is eligible based on eligible project costs.
- Applications for projects with total eligible project costs less than \$5,000 will not be considered.

Award Payment:

- The City of Edmonton's Finance Department is moving towards the electronic funds transfer (EFT) system which deposits funds directly into the recipient's bank account. If your league has not already registered, or if a change to the current bank account information is required, please submit an EFT form which can be found on the City's website.

Notification and Approval Process:

- The applicant will receive notification confirming receipt of its application.
- The City of Edmonton will review and evaluate the applications and make recommendations for approval by the General Manager (or designate) of the Community Services Department.
- The applicant will be notified of the decision regarding its application which is final.

Funding Availability

- Due to limited funds, not all requests that meet the established criteria will be approved. City Council sets the amount available for the Community League Infrastructure Program annually. A portion of this budget has been allocated for planning grants.

Funding Conditions for Approved Projects

- The applicant and its grant application must satisfy the terms and conditions set out in the Community League Grant Policy C502A.
- The Applicant must enter into a funding agreement that outlines conditions, timelines, insurance, reporting etc.
- Proof that all project funds are in place must be provided before funds will be disbursed.
- For extensive projects the Community League will be required to use a qualified Project Manager to oversee the implementation of their project. It is recommended that a Project Manager is brought into the project in the planning stages. The Project Manager expense is an eligible expense under the Community League Infrastructure Program.
- The City shall have the right to audit all project related documents.

Grant Submission:

- For information regarding the application form or grant process, please contact the Community Grants Office directly at grants@edmonton.ca or at 780-496-4933 or on the City of Edmonton website at www.edmonton.ca.