



**COMMUNITY MATCHING FUND
PARKS IMPROVEMENT PROGRAM**

Guidelines and Application Package

**The Parks and Recreation Department
275 Alder Street
Orangeville, ON
L9W 5A9
519-940-9092**

COMMUNITY MATCHING FUND - PARKS IMPROVEMENT PROGRAM GUIDELINES AND APPLICATION PACKAGE

WHAT IS THE MATCHING FUND?

The Community Matching Fund Parks Improvement Program is an initiative sponsored by the Town of Orangeville to provide funding support to community groups interested in enhancing neighbourhood parks. The Town of Orangeville will match contributions for community based projects that make our parks more welcoming, fun and safe. Funds are allocated through a competitive application process.

WHAT TO DO

Groups and organizations interested in applying for funding should use these guidelines to understand the application process. The organization should decide on a project that can be completed within eight months. Once a project has been chosen, the organization should compile all the information required in the application and package it according to the Submission Requirements found on page 3. Applications must be submitted by **February 19th, 2010**. If funded, the organization will be responsible for managing, completing, and maintaining the project.

PROCESS OVERVIEW

After all applications have been received, Parks and Recreation staff processes the applications and sends them to the Parks and Recreation Committee for review. The Parks and Recreation Committee reviews and scores the applications according to the review criteria on page 4. A summary of the committee's review along with a recommendation of projects to be funded is then forwarded to Town Council for final approval. Notification letters are sent by the end of March, in most cases funds can be

used by April. The process is competitive and the maximum amount of funding available is determined prior to the application submission date as part of the annual Town budget process.

WHO CAN APPLY

Applications are accepted from community based organizations. A community based organization may be one of two types of groups: 1) a recognized organization or association based in the Town of Orangeville (i.e. charitable organizations or minor sports associations) or 2) an informal group of five or more individuals that reside or own property within the Town of Orangeville and have formed a group solely for the purpose of completing a park improvement project.

The application requires the listing of a Head of Organization and a Project Manager. The Head of Organization and the Project Manager **MUST** be two separate individuals. The Head of the Organization is the recognized leader of the organization either by election, stature within the organizational hierarchy, or mutual understanding. The Project Manager must be the person responsible for the day-to-day implementation of the project and on-going communication with the Parks and Recreation Department.

Organizations are encouraged to partner with other entities to create a project. Outside entities can offer support by providing technical assistance, volunteers for the project, donations of materials and services, and/or donations of cash.

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ELIGIBLE PROJECTS

Community based organizations can apply for funding for projects in public parks. For the purpose of this program *parks* includes parks, town-owned open spaces, and trails. Projects should build a sense of community through the implementation and enhance the park once complete. Projects should focus on making parks more welcoming, fun, and safe. Proposals should be for physical improvements and may include such things as landscaping projects, tree plantings, benches, flower planters, trash receptacles, signs, kiosks, and/or play equipment. Other types of projects may also be eligible if they meet the General Eligibility Requirements.

Applicants are encouraged to contact the Parks and Recreation Department to discuss project ideas prior to moving ahead with an application. Projects must be consistent with established Parks and Recreation policies and objectives. Please contact the Director of Parks and Recreation at 519-940-9092 Ext 4102.

GENERAL ELIGIBILITY REQUIREMENTS

All projects must meet the following five eligibility requirements:

1. Be contained within the Town of Orangeville boundaries.
2. Be for a Town of Orangeville public park, open space, and/or trail.
3. Be sponsored by a community-based organization.
4. Include a timeline to be completed within eight (8) months.
5. Include a match that equals or exceeds the amount requested.

USE OF FUNDS

The Community Matching Fund Parks Improvement Program awards grants of up to \$5,000. The awarded funds can be used in the following ways:

Professional Services

The grant can be used to pay individuals or businesses for services that are directly related to the implementation of the project. This includes licensed contractors, landscape designers, and craftsmen.

Materials and Supplies

The grant can be used to pay for materials and supplies directly related to the implementation of the project. Some examples of materials and supplies are plants, paint, mulch, lumber, garden supplies, planters, trash receptacles, and benches.

Shipping and Delivery Expenses

The grant can be used to pay for shipping and delivery expenses.

Equipment Rental

The grant can be used to rent equipment needed to complete the project. Equipment should be used under the guidance of professionals.

Administrative Costs (2.5%)

Organizations are allowed to include a line item in the budget entitled "Administrative Costs" for up to 2.5% of the total funded amount. Administrative costs shall be limited to postage, copying costs, and refreshments for workdays. As many of these costs will not be determined until the final stages of the project, no explanation is

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necessary in the application. Project Managers must account for these costs in their final report.

Plaque or Sign Acknowledgement

All projects **MUST** acknowledge participants, including the Town of Orangeville and commemorate the project with a plaque or sign purchased with a portion of the grant funds.

Ineligible Use of Grant Funds

The awarded funds CANNOT be used to pay for:

- Work performed managing the project.
- Miscellaneous items such as t-shirts, books, and entertainment.
- Administrative salaries or an organization's operational expenses.
- Trainees or other training costs.
- Advertisements.
- Ongoing maintenance expenses.
- Reimbursements for expenses prior to award notification.

Funding Disbursement

Awarded funds will be disbursed upon signing a Letter of Agreement and obtaining required written authorizations. Parks and Recreation staff will approve funds for disbursement either by reimbursement or directly to a vendor.

Applications will be awarded for the total amount requested. However, funds will not be disbursed towards line items that are not listed under the Use of funds Section on page 2. Organizations will have the opportunity to modify budget requests after receiving notification of funding.

THE MATCH

The match is the organizations contribution towards the project. The organization must provide documentation that shows a contribution that equals or exceeds the grant amount requested.

The pledged match should come from resources accumulated by the organization to be used towards the implementation and completion of the project. Some examples of valid matching contributions are:

- The value of donations of professional services.
- The value of donations of materials and supplies.
- Volunteer time to be valued at \$15 per hour.
- Cash donations.

Organizations can have their contributions count toward the match from the time of funding notification (mid-March) until completion of the project.

Volunteers can contribute towards the match by working on, planning, organizing, or preparing the project. Pledges of volunteer labour should be documented and included in the application.

Funds received from other Town grants or programs cannot be used as a match.

APPLICATION SUBMISSION

Organizations must submit three (3) copies of the application by February 19th, 2010. One of the three copies is placed on file. The two remaining copies will be reviewed for funding.

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Applications may be delivered in person or sent via mail (postmarked no later than February 19th, 2010). Applications should be addressed to:

Director of Parks and Recreation
275 Alder Street
Orangeville, ON
L9W 5A9

An email will be sent to the Project Manager verifying receipt of the application within 48 hours of submission.

Submission Requirements

- The APPLICATION SUMMARY SHEET must be the first visible page of the submitted application.
- All letters of support and supplemental materials must be submitted with the original application.
- When including attachments, number them sequentially and place them behind the corresponding application sheet. For example, 2.1, 2.2, 2.3, etc.
- Proposals must be submitted on the forms provided.
- Application pages should be bound by a paper or binder clip and should not be stapled.
- Applications cannot be added to or modified in any way after February 19th, 2010.

APPLICATION REVIEW PROCESS

The number of projects funded overall will be determined by the amount of funding available, the amount of applications received per region, and the amount requested by the applicants. Every effort is made to share the money available as equitably as possible throughout the Town.

Applications are reviewed by Parks and Recreation staff for completeness and adherence to the guidelines and applicable Town policies. They are then evaluated by the Parks and Recreation Committee. The Committee is comprised of one Town Council member and several members of the public who have been appointed by Town Council for the duration of the Council term. The Parks and Recreation Committee will make a recommendation to Council for final approval.

REVIEW CRITERIA

The Parks and Recreation Committee assigns scores based on the following criteria:

1. The **budget** is realistic, appropriate, secure, and supported with quotes.
2. The **match** is realistic, appropriate, secure, documented, and comes from various sources.
3. The **organization** is capable of completing the project.
4. The **work plan** is detailed, specific, and feasible.
5. The project is **supported** by the community partners.
6. The project implementation process will **build a sense of community**.
7. The completed project will **enhance** the park making it more **welcoming, fun, and safe**.
8. The **application** overall is clear and logical.

Each of the eight (8) criterion can receive a score of up to five (5) points, with a maximum point value of forty (40) for each application.

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AFTER SUBMISSION

Notification letters will be mailed to the Head of Organizations and Project Manager by the end of March. Detailed information regarding the final decision can be obtained from Parks and Recreation staff. The award notice will be accompanied by contingencies that must be met prior to accessing funds. General contingencies for all projects include signing a Matching Fund Agreement with the Town and attending a meeting with a member of the Parks staff. Many projects will also have specific contingencies such as requests for updated work schedules, approvals, permits, and additional project information. Organizations cannot access grant funds until all contingencies have been met.

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**THE APPLICATION PACKAGE FOR THE
COMMUNITY MATCHING FUND - PARKS
IMPROVEMENT PROGRAM FOLLOWS
THIS PAGE.**

**THE GUIDELINES BEGIN ON PAGE 1.
READ THE GUIDELINES CAREFULLY.**

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APPLICATION SUMMARY SHEET

PROJECT NAME (6 words or less)		
PROJECT DESCRIPTION (50 words or less)		
PROJECT SITE NAME (Park or Trail Name, Open space location)		
PROJECT COMPLETION DATE		
LEAD ORGANIZATION NAME		
HEAD OF ORGANIZATION (Name)	MS. MR.	TITLE
MAILING ADDRESS		
DAY PHONE	EVENING PHONE	CELL PHONE
EMAIL ADDRESS		FAX
PROJECT MANAGER (Name)	MS. MR.	TITLE
MAILING ADDRESS		
DAY PHONE	EVENING PHONE	CELL PHONE
EMAIL ADDRESS		FAX

BY SIGNING BELOW, I agree to the terms of the Community Matching Fund Parks Improvement Program Guidelines. I also acknowledge that the information submitted in this application is accurate to the best of my knowledge.

HEAD OF ORGANIZATION SIGNATURE

DATE

PROJECT MANAGER SIGNATURE

DATE

GRANT REQUEST

MATCH CONTRIBUTION

TOTAL PROJECT VALUE



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PROJECT DESCRIPTION SHEET

PROJECT DESCRIPTION

Empty box for project description.

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PROJECT PLANNING SHEET

Work Plan (Please describe how and when the project will be completed)

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ORGANIZATION SHEET

ORGANIZATION NAME
ORGANIZATION ADDRESS (IF APPLICABLE)
ORGANIZATION DESCRIPTION

TOTAL MEMBERS	The proposal must include the names and SIGNATURES of 5 members of the organization.	YEAR ESTABLISHED
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BY SIGNING BELOW, I declare in good faith that I am a member of the organization named above. I realize that the Parks and Recreation Department may contact me to verify my membership and participation in this organization.

NAME	ADDRESS	PHONE	SIGNATURE

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BEFORE IMAGE SHEET

Attach before images to this sheet or design your own sheet. Include text explanations.

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PROJECT RENDERING SHEET

Attach conceptual images or sketches of the project to this sheet or design and print your own sheet. Include text explanations.

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QUOTES FOR PURCHASES SHEET

Attach quotes or estimates for purchases over \$250 that will be paid for by Community Matching Fund dollars.

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PLEDGE OF CONTRIBUTION SHEET

Use this form to document donations of cash, discounts, materials, services, and volunteer labor.

PROJECT NAME	DATE
ORGANIZATION	

NAME OF DONOR ENTITY	CONTACT PERSON
ADDRESS	PHONE

DESCRIPTION OF PLEDGE	
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	TOTAL VALUE OF PLEDGE
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BY SIGNING BELOW, I declare in good faith that I will contribute the in-kind donation toward the project. I declare that the value of the pledge is based on fair market value.

I understand that this organization is seeking funding through the Town of Orangeville Community Matching Fund Parks Improvement Program in which the grant award must be matched dollar-for-dollar with donations of cash, materials, services, and/or volunteer labor. I understand that the project will begin after notification of award.

SIGNATURE

DATE



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COMMUNITY SUPPORT SHEET

Use this sheet to document community members' support. This sheet may also be used to document pledges of volunteer hours.

Parks and Recreation values time spent working on the project at \$15 an hour.

PROJECT NAME	ORGANIZATION
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SHEET TOTAL	TOTAL VOLUNTEERS:	TOTAL PLEDGED HOURS:	TOTAL VALUE:
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BY SIGNING BELOW, I declare that I support the proposed project as described by the named organization. I also declare that if I pledge volunteer hours towards the named project, I will fulfill my commitment if the project is funded. I understand that this organization is seeking funding through the Town of Orangeville Community Matching Fund Parks Improvement Program. I understand that the project will take place between April and December of the current year.

NAME	ADDRESS	SIGNATURE	DATE SIGNED	WORK PLEDGED	HOURS PLEDGED
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Please use additional sheets if required.

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LETTERS OF SUPPORT SHEET

Include letters of support from the community behind this page. Letters that state something unique about the project or from people who will be directly affected by the project will have a greater impact.