



RECREATION & ACTIVE LIVING STREAM

**2019 GUIDELINES
COMMUNITY GRANT PROGRAM**

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Recreation & Active Living Grant Stream
Version – December 11, 2018

RECREATION & ACTIVE LIVING STREAM

A. Goals

Active lifestyles, including physical activity, learning opportunities and an appreciation for natural spaces and the environment, contribute to the overall health and well-being of the community and its residents. The City of Brampton's Recreation and Active Living (RAL) Stream supports Brampton-based organizations in developing projects that support recreation and active-living.

B. Objectives

The City of Brampton RAL Stream aims:

1. To provide opportunities to support active living and learning.
2. To expand access to recreation programs that are responsive to the evolving needs of our community.
3. To build community pride and appreciation for the environment.

C. Who Can Apply - Eligibility Criteria

Applications to the RAL Stream will be accepted for projects that will take place in Brampton and delivered by Brampton-based (defined as having a permanent address in the City of Brampton) organizations including:

- A non-profit organization* which is a not-for-profit corporation;
- A non-profit organization* which is an unincorporated association of individuals provided that two (2) or more of the organization's named directors or officers execute the grant application and the City's grant agreement personally or;
- A charitable organization which is registered as a charity under the Income Tax Act of Canada and which provides acceptable evidence of a valid charitable registration number issued by Canada Revenue Agency.
- *Religious organizations are permitted to apply only if they can demonstrate clear boundaries between religious content and public programming in both the submitted proposal and budget, and all other eligible criteria is met. Grants can not be used for religious programming or projects focused on a religion.

*as defined by the Income Tax Act of Canada

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Important:

- An application that is a collaboration of two or more organizations working together on a project is permitted when at least one organization is deemed eligible. The eligible organization in the collaboration shall be the lead applicant, and accept all responsibilities and obligations for any approved grant funding and be the signatory on all funding agreements.

D. General Funding Provisions

1. Eligible organizations may submit one (1) application per calendar year to the RAL Stream.
2. The City of Brampton will fund 50% of eligible expenses to a maximum of \$12,500 per application.
3. Fundraising or capital campaign projects or events are specifically **not eligible** for funding under the RAL Stream.
4. Funds must only be used for the project approved in the original application. The City of Brampton may cancel funding in cases where the project delivered is not consistent with the project submitted as part of the application process.
5. Funding in a previous year does not guarantee future funding.

E. Eligible Expenses

The following are examples of types or categories of expenses (or expenditures) that are deemed **eligible** for funding under the RAL Stream:

- rental of audio-visual presentation equipment (screens, projectors, etc.)
- technical/installation support fees
- professional fees paid to outside professionals for expertise not available within the organization
- fees associated with training as part of professional development
- facility/venue rental fees
- resource materials
- project marketing and promotional expenses
- officials (referees, timekeepers, etc.)
- police/ security
- City permits/road closures
- City labour costs for delivery/tear-down/set-up of City equipment
- port-o-lets

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- garbage cans
- tents, staging
- picnic tables, folding tables, chairs etc.
- décor (flowers, linens, dishes, etc.)
- entertainment (artists, DJs, musicians, speakers, emcees, etc.)
- project refreshments - for attendees only (does not apply to contracted vendors providing food for sale)

F. How to Apply - Application Process and Timelines

1. The call for applications for the RAL Stream will open on Thursday, December 13, 2018. The deadline for submitting applications is Thursday, January 31, 2019 by 4:30pm.
2. Please refer to the Community Grant Program (CGP) 2019 Handbook for detailed program timelines.
3. All potential applicants that meet the eligibility criteria as identified in Section C should consult the CGP Handbook to fully understand the funding application process, documents that are required and key dates.

G. Evaluation of Applications

1. Applications to the RAL Stream will be evaluated by an internal City of Brampton staff and/or community panel with subject matter expertise.
2. Applications will be evaluated based on the merit of the application relative to the stated goal and objectives of the RAL Stream, the budget and the achievement of the criteria identified in Section H "Evaluation Criteria".
3. The determinations of the Evaluation Panel are considered as a final decision.
4. Feedback on the application evaluation will be provided to applicant's contingent upon request to the Coordinator, Community Grant Program. Feedback will be provided by appointment only.

H. Evaluation Criteria

The following criteria will be considered when reviewing applications:

Organizational Capacity (20 points):

- Clearly demonstrate the organization's collective experience, expertise and achievements in managing similar projects.
- Outline sources of additional funding this project has in place including grants, donations, sponsorships and support from other levels of government.
- Describe your marketing and promotions plan in detail.
- Evaluation plan to measure the success of the project. What are the key performance measures?
- Clear and achievable project management plan for implementing the program or project, including resources and timelines for completion.

Merit (40 points):

- Description of the project, describing clearly if this is a new or existing project within Brampton.
- Demonstration of new partnerships.
- Identifying or address a unique need in the City of Brampton and how the project will address this need. Applications replicating City of Brampton Recreation programs will not be considered.
- How does your project or initiative align with the goals and objectives of the stream in support of recreation and active living?

Community Impact (40 points):

- Does the project identify and demonstrate community needs?
- Does it provide opportunities for relationship building through recreation activities, Benefits to the community beyond the funded period.
- Is the project inclusive of all residents within Brampton? Will the project impact an underserved target population? How you will ensure that the event is open, inclusive and accessible to people in Brampton?

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- Is this initiative free of cost to the people of Brampton? If not, can you clearly articulate why and what the revenue would be used for within the objectives of the stream?
- Volunteer opportunities for community members as part of the festival, including plans on how to recruit, train and support those volunteers.

I. Evaluation Timing

- Please refer to the Community Grant Program 2019 Handbook for detailed program timelines.

J. Notice of Application Status

- Applicants will be notified by email regarding the final status of their application.

K. Agreement

- All fund recipients must sign a Community Grant Program agreement that includes details regarding reporting, indemnity, accessibility, accountability, insurance and disclosure of conflict. Agreements must be signed in-person at the CGP Recipient Review Meeting with the Coordinator, Community Grant.
- Approved funds will not be paid out until funding from other sources is established (usually by letter of intent).
- Successful applicants will receive funds by electronic transfer to the bank account of the recipient noted in the application form.
- 90% of approved funding will be provided initially with 10% of approved funding released upon receipt of the Project Close-Out Report, budget statements and receipts to the satisfaction of the Coordinator. The City of Brampton reserves the right to request bank statements for the project period and/or audited financial statements.
- Funding from any other City of Brampton sources (including Mayor, Council Members) will be deducted from the awarded amount.
- All approved events and associated spending must take place in the calendar year the funds are awarded in. Any unspent funds must be returned to the City of Brampton and may not be carried over to subsequent fiscal years.

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- In the case of an event cancellation, repayment of the entire amount of funding issued by the City of Brampton through the CGP will be required.
- Applicants are responsible for keeping expense receipts to account for all project costs.
- Recipients will be provided with City of Brampton logo files and guidelines for mandatory recognition of RAL Stream support.

L. Final Report Requirements

1. A mandatory requirement of the RAL Stream is that each fund recipient is required to submit a "Project Close-Out Report" within sixty (60) days after the completion of the exhibit/installation or by end of calendar year, whichever date comes first.
2. The "Project Close-Out Report" must include the following:
 - a) a description of the project/initiative
 - b) the results or outcomes of the exhibit/installation
 - c) a final project budget (template provided) including a complete and itemized listing of all costs/expenses incurred supported with either original receipts or copies of all receipts

"Project Close-Out Reports" that do not include these required components will impact future funding opportunities for the applicant.

Report templates will be made available as part of the Community Grant 2019 Handbook as well as on the Community Grant page at:
<http://www.brampton.ca/EN/City-Hall/grants/Pages/Welcome.aspx>

The City of Brampton encourages all recipients of the RAL Stream to include photos, videos, anecdotes, project samples, etc. with their Project Close-Out Report. Please ensure individuals appearing in photos or videos sign a photo release form so that images and clips may be shared on [brampton.ca](http://www.brampton.ca) and social media. A photo/video release form is available in the Community Grant Program 2019 Handbook or on the Community Grant page on [brampton.ca](http://www.brampton.ca).

All applicants are strongly encouraged to review the Community Grant Program 2019 Handbook and/or the Community Grant page on [brampton.ca](http://www.brampton.ca) for full program details.