

COUNCIL POLICIES AND PROCEDURES

SECTION - G

GRANTS

SUBJECT: Capital Grant Requests Number G - 7

APPROVAL DATE: September 14, 2005

AMENDED: March 11, 2009

PREAMBLE: In order to prepare and finalize annual fiscal budgets, the Municipal Recreation Department will be implementing the following policy.

TERMS: The Municipal Recreation Facility Capital Grant Program exists to help community groups and organizations to plan, develop, construct, renovate, conserve, and acquire facilities for public recreation. Types of projects eligible for assistance are community centres, halls, athletic fields, parks, playgrounds, trails, and any other public recreational facility.

PRINCIPLES:

The principles of Municipal Recreation Facility Development are to:

- Conserve existing recreation infrastructure whenever possible.
- Improve sport or recreation opportunities for all residents of a community or the Municipality.
- Reflect recent trends, activity patterns, and shifting demographics.
- Design facilities for multiple uses, if this is possible and advantageous.
- Include public and community participation in the planning process.
- Encourage cooperation among groups within the Municipality.

ELIGIBILITY:

- Community organizations incorporated as non-profit societies under the Societies Act of Nova Scotia are eligible to apply for funding under this program.
- The applicant must have either clear title to the land involved in the project, or an appropriate long term lease (generally a minimum of ten years). A copy of the deed or lease must be attached to the application.
- New facilities and any renovated facility must include minimum standards for wheelchair access to all program and public spaces.
- Eligible work will be identified by the Municipal Recreation Director. Eligible work can include facility related, non consumable furnishings, fittings, and equipment necessary to make an area suitable for a particular use, function, or operation.

FUNDING:

- The Municipal Recreation Department acknowledges a role in assisting the development of sport and recreation facilities of all sizes. Potential applicants should note that the availability of funds under this program may be limited. This program provides capital assistance for recreation facility development and Municipal Council will also consider transferring or leasing land for a nominal fee to community groups on a case by case basis.
- Capital grants shall be up to, but shall not exceed, one third of the total capital cost of the approved project, excluding land up to a maximum of \$150,000.00.
- No more than one grant will be awarded to a facility or facility site within a four year period. This four year restriction is based on the year of approval, and not the year of payment disbursements.
- Grants may be paid out over one or two years, depending on budget availability.
- In the case of trail projects that take several years to complete, applicants must submit a multi-year development plan in the first year. Applicants are eligible to reapply each year during the maximum four year period.
- Grants must not exceed the direct cash requirements of the project.
- Facilities must be accessible to all members of the public at reasonable times and at reasonable rates.
- In order to remain eligible for funding, all projects must be completed within a two year fiscal period.

GRANT REQUESTS LESS THAN \$500.01:

Capital grant requests of less than \$500.01 are approved and distributed by the Municipal Recreation Director in his/her discretion, subject to budget.

APPLICATION REVIEW FACTORS:

We will utilize application review factors in order to prioritize and assess funding applications from each applicant. While most of these review factors are part of every application, we will consider the applications based on the extent to which each proposal meets our basic expectations for each factor.

Applicants are asked to describe in writing how the project responds to the following assessment factors:

- Community benefit and impact
- Needs assessment and project planning
- Equity and accessibility
- Long term sustainability
- Safe and secure environments
- The goals of the Municipal Recreation Department

APPLICATION PROCEDURE:

1. All non profit organizations seeking financial support from the Municipality will have to submit in writing by February 28 a Capital Grant application in order to be eligible from the Municipality in the next fiscal year (April 1 - March 31).
2. Applications must be accompanied by:
 - a description of how the project responds to the application review factors
 - a copy of each of the following:
 - organization's constitution / by laws
 - list of the executive members
 - proof of incorporation
 - deed, or lease for land involved in the project
3. Assurance and supporting evidence of:
 - Strong local support
 - Ability to generate a major portion of capital
 - Operational costs of the facility
4. Assurance of compliance of Municipal By Laws, and Provincial Building Code, if applicable.

5. Assurance that, where applicable, approval from regulatory bodies is received before construction starts. Regulatory bodies include:
 - Fire Marshall
 - Municipal Building Inspector
 - Nova Scotia Power Incorporated
 - Nova Scotia Department of Environment and Labour
 - Nova Scotia Department of Natural Resources
 - Other regulatory agencies, such as Coast Guard Canada, Fisheries and Oceans Canada

If published standards, guidelines, or legislation exist for the facility type proposed, then the facility must conform with these. For example, OHS legislation, Building Accessibility Act, and CSA Standards for playgrounds. If your facility does not conform with such standards, then your application may be rejected.

6. The source of Capital Funding of the application must be completed in full. Donated labour or materials must clearly be identified.
7. Grant recipients must conduct a process of competitive pricing, or tendering for goods and services relating to the project. For example, get three price quotes whenever possible.

In addition to assisting applicants directly with their application, the Municipal Recreation Director can provide important, relevant, information of potential value to the applicant. This information could concern other programs and grants, and the availability of resource materials and staff.

APPLICATION REVIEW AND RESPONSE PROCESS:

- The Municipality will review applications each March/April.
- Applicants will be informed of the outcome of the application review process at the earliest opportunity following approval of the Municipal Recreation budget.
- Projects receiving funds must be completed within the specified fiscal year(s), and all funding must be properly accounted for during that period.

PAYMENT OF GRANTS:

- Initial grant installments of up to 33% of the approved grant may be made on written evidence of reasonable project progress.
- Final grant payments will be made upon project completion, following the Recreation Directors site visit, and the recipients submission of statement of total expenditures (supported by receipts).

- A statement of total expenditures must be signed by the Chair/ President and one other member of the executive.
- If actual costs are less than the original cost estimate, the amount of the grant payment will be reviewed and revised accordingly.
- Changes to the purpose of the grant as originally outlined in the application are not permitted unless approved before hand by the Municipality.
- In-kind contributions for labour will be accepted at rates determined as follows:
 Non-union construction site: Schedule of wage rates: Nova Scotia - North/Central/South Zone published by Human Resources and Social Development Canada from time to time (Schedule A).
 Union construction site: Union wage rates for major construction trades - labourer, plumber, re-enforcing steel erector, carpenters published by Statistics Canada from time to time (Schedule B).
- Grant disbursements to non-profit organizations can be made with an initial one-third instalment, a second one-third instalment, and the third and final payment of one-third upon completion of the project.
- An advance payment provision be adopted as follows:
 Advance Payment Method:
 To qualify for an advance payment, an organization must:
 1. be in good standing with the Municipality, having met the terms and conditions of any previous grants provided to the applicant by the Municipality; and
 2. indicate that cash flow problems exist related to the timing of the payment of grants.

The ability to provide grant advances will be authorized for the Capital Grant Request Policy only.

The amount of the advance payment will be limited to the actual demonstrated need up to a maximum of one-third of the total Municipal Recreation Facility Capital Grant awarded. To obtain an advance payment, the organization must submit a written request to the Municipal Recreation Department documenting the need for an advance payment and outlining the cash flow problem. Staff will review each request and advise each organization as to the Department's decision.

If an advance is warranted, the Recreation Director has the authority for the issuance of a payment. Should an organization not agree with the decision taken by the Department, the group may appeal to Council.

- An organization receiving a grant is required to sign a Letter of Understanding (Schedule C).

Schedule "A"

Schedule of Wage Rates : Nova Scotia - North/Central/South Zone

Classification of Labour	Fair Wage Rate Per Hour Not Less Than
Electricians	\$20.08
Plumbers	\$19.06
Pipefitters, Steamfitters	\$26.48
Sprinkler System Installers	\$26.61
Sheet Metal Workers	\$20.46
Ironworkers	\$24.65
Carpenters	\$17.66
Bricklayers	\$23.08
Cement Finishers	\$19.91
Tilesetters (including terrazo, marble setters)	\$18.72
Lathers, Interior System Mechanics/Drywall Installers	\$23.87
Plasterers, Drywall Finishers and Tapers	\$21.21
Roofers	\$18.96
Glaziers	\$16.78
Painters	\$14.36
Construction Millwrights	\$23.12
Heavy Duty Equipment Mechanics	\$18.26
Refrigeration and Air Conditioning Mechanics	\$20.56
Crane Operators	\$22.07
Straight Truck Drivers	\$13.18
Road Tractor Drivers for Semi-Trailers and Trailers	\$13.60
Operators Heavy Equipment (ex. Cranes, Graders, Asphalt Paving)	\$16.02
Grader Operators	\$15.86
Paver and Asphalt Plant Operators	\$14.93
Packer (Road-Roller) Operators	\$12.73
Traffic Accommodation Person (Flagperson)	\$10.57
Form Setters	\$16.31
Asphalt Layers (by hand - includes rakers)	\$15.53
Trade Helpers, Labourers (excluding Asphalt Layers, Flagperson, Formsetter)	\$14.50

Schedule "B"

Capital Expenditure Price Statistics – April to June 2008

Table 3-2
 Union wage rates for major construction trades — Labourer, plumber, reinforcing steel erector, structural steel erector

June 2008	Labourer		Plumber		Reinforcing steel erector		Structural steel erector		Carpenters		Electricians	
	Basic rate	Including supplements	Basic rate	Including supplements	Basic rate	Including supplements	Basic rate	Including supplements	Basic rate	Including supplements	Basic rate	Including supplements
Selected metropolitan areas												
dollars per hour												
Halifax, Nova Scotia	23.67	31.46	28.58	38.33	22.19	31.08	29.63	38.76	30.00		35.00	

Source(s): CANSIM table number 327-0003.
 See "Data quality, concepts and methodology — Construction union wage rates and indexes" section

SCHEDULE "C"

Sample Letter of Understanding:

(Date)

(Organization name,

Address, etc.)

RE: 9 year)(name of program) (name of project)

Dear (contact person):

At its meeting of (date) City Council of the Municipality of the District of Guysborough authorized that a grant in the amount of (\$) be made to (organization's name) for (service or project name). This represents the total amount of the grant, including any applicable taxes and disbursements. The grant will be payable in accordance with the Municipality's Municipal Recreation Facility Capital Grant Program policy.

(Add any conditions specific to this grant here, e.g., release of the funds in conditional on the organization providing)

The facility to be built with this funding must be located within municipal boundaries unless otherwise specified. The facility to be constructed is to be provided are:

(Description from application.)

These facility is to be completed by (date). Material changes to the nature of, or budget for the activities for which the grant has been made, must receive prior written consent from the Municipality and are subject to the provisions of the Municipality's Municipal Recreation Facility Capital Grant Program policy.

The support of the Municipality's Municipal Recreation Facility Capital Grant Program policy must be acknowledged by the recipient on any materials, reports, events, signage or publicity which are paid for, in full or in part with this funding.

Reports outlining the progress and including any financial statements required are to be provided in accordance with Municipality's Municipal Recreation Facility Capital Grant Program policy. Please submit all reports to (staff name) your municipal contact for this grant.

Any unused portion of the grant remains the property of the Municipality and shall be returned immediately to the Municipality. If you breach any of the terms and conditions of the grant, as set out in this letter and in or of the Municipality's Municipal Recreation Facility Capital Grant Program policy, or if you cease operating; cease to operate as a non-profit organization or collective; wind up or dissolve; merge or amalgamate with any other party; commence or have commenced against you any proceedings in bankruptcy, or are adjudged a bankrupt; knowingly provide false information in the grant application; use grant funds for purposes not approved by Council; or breach any of the provisions of Municipal by- laws of federal and provincial statutory requirements in your operations, the grant must, at the request of the Municipality be repaid in whole or in part to the Municipality.

The Municipality shall not be liable for any damages, injury or any loss of use or profit of the Recipient arising out of, or in any way related to, the grant Recipient's operations. The grant recipient shall indemnify the Municipality, its officers, employees and agents, against all costs, damages and expenses incurred as a result of a claim or proceedings related to the grant recipient's operations, unless such costs, damages or expenses arise from the negligence or wilful act of an officer, employee or agent of the Municipality.

Two copies of this Letter of Understanding are provided. Please retain one copy for your files. Sign and return the second copy to your Municipal contact person for the grant at the address below:

(Program contact name and address)

When a signed copy of the Letter of Understanding is received by this office, arrangements will be made for you to receive your cheque.

Yours truly,

(Authorized Municipal Official)

I/we have read, understand and agree to comply with the terms and conditions contained in this Letter of Understanding. I/we have authority to bind the organization.

Name _____

Title _____

Signature _____

Date _____

Name _____

Title _____

Signature _____

Date _____