

Appendix I

Terms of Reference Distributing Park Board Funds to the Community

Overview:

The Fundraising and Development Program is working to promote to the public who we are and what we do, and provide a means for the community to become involved by making outright and legacy gifts to the Park Board. The program has now evolved in a way that it can further assist the Park Board in its ability to meet its mandate as set out in the strategic plan:

- Improving Customer Service – donors have a better understanding of who we are and why the Park Board needs additional support;
- Renewal of Parks and Facilities – donor support is helping to renew, upgrade and enhance public green space and facilities and programs for future generations;
- Improving Fiscal Efficiency – the Park Board can now take an active role in stewarding our donors and providing them with information on how their support has made a difference;
- Building Relationships with Stakeholders – the ability for the Park Board to provide stakeholders with financial support which will further help to build stronger relationships within the community.

Objectives:

1. To support the Park Board's mandate as outlined above;
2. To actively promote the development and sustainability of park and recreation programs;
3. To provide financial support for requests from the community;
4. To provide support to stakeholders who have the potential to bring direct economic, social, health and community development benefits to Vancouver.

Eligibility:

1. Applicants are eligible to request funding once per year; applicants who are part of a larger group are restricted to one application per group per year.
2. Request must be in writing and supported by a business case for support.
3. The applicant must provide background on fiscal responsibility relating to the project.

Application Procedure:

1. A written submission is required which clearly outlines a business case for support.
2. Applicants may be contacted for further information and may be requested to attend a meeting with staff for the purposes of reviewing the submission.

Application Requirements for Consideration of Funding Requests:

1. Application for funds must be for parks and recreation programs.
2. The applicant must be able to provide leadership within the community and staffing or volunteers to carry out the project.
3. The applicant must be able to demonstrate financial need and provide a track record of success and fiscal accountability on other projects.

4. Only programs without alternative funding sources will be considered. Maximum funds per program will be 50% of the program total gross operating budget to a maximum of \$10,000 or the remaining Endowment Fund available in that year.
5. The applicant must present a budget for the project, including any advertising and promotion for the project; in-kind contributions should be noted as such.
6. Funding only to a maximum of 50% of the total gross operating budget.
7. The applicant can request assistance from the Park Board in making the application.
8. The applicant must be able to provide a detailed plan such as demographic information on the group targeted for support by the project, explanation of the program, the target group that will be supported, when and where the program will be conducted and expected outcomes from the project (social, cultural, health and environmental benefits).
7. The successful applicant must agree to provide a written summary evaluation of the project, e.g., how funds were used, what the outcome was and the benefits for the community within 30 days on completion of the project. This report will be used by the Park Board to report back to donors who provided financial support through the donations program. Failure to provide the summary evaluation after the project may prevent the applicant from being considered for future funds.

Task Force

A Task Force made up of staff and community representatives will be established to provide pre-application advice, meet with the applicant, review and approve applications.