

NEIGHBOURHOOD MATCHING FUND
Policy and ProceduresEligibility Requirements for Project

Project must:

- demonstrate public benefit/accessibility.
- comply with appropriate City or Park Board policies.
- be completed in 6 months.
- emphasize community development.
- not duplicate other efforts.
- obtain necessary permits and approvals. (eg., Risk Management, PAC, Permits & Licenses).
- be specific and one time (not ongoing).
- be a capital project.
- identify source of maintenance and operating support.
- be managed and carried out by applicant organization.
- be on Park Board land or facilities.
- not be for maintenance funds.
- community centre association projects shall be limited to one per quadrant per year.

NEIGHBOURHOOD MATCHING FUND
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Requirements for Matching Funds

Park Board will match resources supplied in the form of cash, volunteer labour, donated supplies, equipment or professional services.

City granted funds will not qualify for a match.

Each element of the project for which matching funds are granted must be capable of justification.

Elements covered by matching funds must be paid for during the course of the project.

At least 50% of the resources provided by the neighbourhood must come from the neighbourhood itself.

Pledged resources submitted to qualify for matching funds must be supported by written evidence.

Matching funds will not be granted for resources already expended.

NEIGHBOURHOOD MATCHING FUND
Policy and Procedures
Application Process

A. Submit Notice of Intent to Apply/Pre-application

1. Project name & proposed site
2. Applicant organization name, description
3. Matching funds to be requested; total cost
4. Person submitting, address
5. Summary of project
6. Uses of Park Board's matching funds being requested
7. Organization's match of Park Board's funds (breakdown)
8. Describe community development aspects
9. Background on project
10. Anticipated start date

B. Review of pre-application by staff

project suitability
suggested improvements

C. Submit application

1. Summary:

- Applicant organization
- Project name
- Brief project description
- Contact person
- Organization chair/president
- Address of project
- Previous application(s)?
- Total Board Matching Fund request
- Total value of neighbourhood contribution
- Total project cost

2. Organization description

- history
- nature/purpose
- geographic boundaries
- membership requirements
- number of members

3. Project description

- goals and objectives
- problem or opportunity addressed, documentation of problem or opportunity
- what is planned, when and where

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4. Detailed workplan
 - steps, completion dates
 5. Neighbourhood involvement
 - how were/will members of neighbourhood be involved
 - how many
 6. Project budget expenditures
 - items
 - quantity
 - source
 - total costs, neighbourhood "in-kind", neighbourhood cash, city match
 - supplies, equipment, copying, printing, postage, shipping, consultants, personnel, volunteer labour
 - other costs: liability insurance, etc.
 7. Match detail/revenue
 - item
 - value
 - source
 - when available
 - other funds
 8. Match pledge form (to be developed)
 9. Letter of support or comment from community centre association in area.
- D. Review by other Park Board divisions, City departments and other agencies as appropriate
1. Conformance with City & Park Board policy
 2. Issues or areas of concern not addressed in application
 3. Improvements suggested?
 4. Departmental requirements
 5. Assistance available
 6. Any duplication of departmental activity
 7. Problems with timing
 8. Budget - realistic?
 - includes everything?
 9. Departmental contact for applicant
 10. Discussions between department and applicant

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Committee

1. Basis for recommending projects
 - a. Eligibility
 - applicant
 - project
 - b. Basic criteria (maximum of 3 points each)
 - clarity of project
 - planning of project
 - need for project
 - inclusiveness of costs
 - cost effectiveness
 - eligibility of matching funds from neighbourhood (match)
 - matching contribution in place?
 - % of match coming from neighbourhood itself
 - support/community development
 - c. Bonus points (one each)
 - project ready to proceed at time of application
 - first time applicant
 - no paid staff
 - only one application from neighbourhood
 - application revised as recommended
 - d. Tie breakers (one to two points)
 - joint sponsorship
 - involvement of diverse populations
 - innovation; uniqueness

F. Time line

1. Award decisions made within 25 days of deadline for submissions
 - any conditions must be met within another 25 days.
2. Within 50 days awards are finalized and a contract is signed between the Park Board and the organization (see section G).
3. If contract is not signed within 50 days, the award is withdrawn.
4. Deadlines for submissions are March 31, June 30, September 30, December 31.

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G. Agreement to Spend the Award -
Park Board and organization prepare a formal agreement as to:

1. what expenses will be covered by Park Board funding
2. how organizations will be reimbursed
3. insurance requirements
4. selection of consultants, contractors, and vendors
5. record keeping
6. project management
7. fiscal management

November 2, 1993

TN:ss

'Board - Nov. 8/93

November 5, 1993

Neighbourhood Matching Fund - Supplemental Report

Motion:

THAT the Neighbourhood Matching Fund Policy Report be amended by:

1. Add new # to Recommendation
3. *THAT the Board direct the Committee to consult broadly with all Community Centre Associations and other interested groups and report to the Board with final recommendations by January 31, 1994, and;*

(present #3 becomes #4)

2. In Appendix A, Advisory Committee Terms of Reference, add to 3 b):

and recommend approval of projects to the Board.

Prepared by:
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Vancouver Board of Parks & Recreation

GT/ab