

CITY OF WHITEHORSE
COUNCIL POLICY



RECREATION GRANT POLICY

Policy Number:	2021-04
Approved by:	Council Resolution 2021-15-06 dated July 26, 2021
Effective date:	July 28, 2021
Department:	Recreation Services/Legislative Services

PURPOSE

Recreation grants provide funding support to community organizations and reflects the City's belief that community organizations play a crucial role in delivering active living opportunities to citizens.

POLICY STATEMENT

The City's Parks and Recreation Master Plan identifies the following Vision for the delivery of these services:

Citizens of Whitehorse enjoy accessible and quality year-round indoor and outdoor active living opportunities (programs, events and activities) that foster wellness, inclusiveness, and sustainability in a vibrant Wilderness City.

The Master Plan also identifies three overarching benefits that the City strives to achieve through its investment in parks and recreation:

Benefit	Description
Health and Wellness of our Community:	Use the delivery of public leisure services to connect people to communities of geography and interest, reduce isolation and foster community capacity.
Health and Wellness of our Citizens	Use the delivery of public leisure services to further the growth and development of all individuals, helping them to be the best that they can be.
Health and Wellness of our Places and Spaces	Use public leisure indoor and outdoor assets to deliver on the above two goals but also ensure they respect principles of civic and environmental stewardship, advocacy and overall sustainability.

Recreation will provide funding to community organizations that offer programs and initiatives that align with the City's strategic mandate for recreation services provision. While the City recognizes that funds available under the Recreation Grant Policy are valuable to community organizations and help them achieve their goals and objectives, the policy is not intended to provide core funding for organizations.

DEFINITIONS

“APPLICANT ORGANIZATION” means the organization applying for funding under the Recreation Grant Policy.

“CITY” means the City of Whitehorse.

"COUNCIL" means the duly elected council of the City.

"EQUIPMENT" means an item that is not part of a structure. For granting purposes, there are two classes: major and minor. Major equipment is equipment that costs \$2,000 or over with a life expectancy that exceeds two years as specified by the manufacturer. Minor equipment is equipment that costs less than \$2,000 with a life expectancy that does not exceed two years as specified by the manufacturer.

TASK FORCE” means a group of Whitehorse citizens appointed by Council for the specific purpose of reviewing and making recommendations to Council on recreation grant funding under the Terms of Reference set out in Appendix A to this policy.

“ACCOUNTABILITY STATEMENT” means a statement of revenues and expenditures with respect to grant funds received for the project, completed by the group or organization that received the Recreation Grant.

DEFINITION OF RECREATION

The term “recreation” can mean different things to different people. The Framework for Recreation in Canada 2015: Pathways to Wellbeing provides the following renewed definition for recreation:

Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.

Additionally, the Framework recognizes that recreation experiences include participation in physical activity and sport, and in artistic, cultural, social, intellectual, and passive activities.

The Recreation Grant Policy acknowledges this broad based definition of recreation and will consider qualified applicants accordingly.

ELIGIBILITY AND FUNDING CATEGORIES

Eligible Organizations

The following requirements will be used to determine the eligibility of applicant organizations.

1. The applicant organization must be Whitehorse based. Yukon-wide organizations will be considered for funding if sufficient evidence is provided that the organization’s membership and activities are taking place within Whitehorse.
 - a) A Yukon-wide association and the Whitehorse organization affiliate (e.g., club) may both submit applications, providing both projects take place in Whitehorse and the requests are for different projects (not components of the same project).

- b) Preference is given to local clubs and organizations that provide support for recreational activities at the community level.
2. Applicant organizations must be not-for-profit in nature, which can be demonstrated by providing proof of society status (per section 11 of the *Yukon Societies Act*) and/or proof of current registered charity status per Canada Revenue Agency.
3. Applicant groups must be in good standing with the City. Applications will not be accepted from organizations that:
 - a) Are overdue on money or obligations owed to the City; and/or
 - b) Have been suspended or removed from using space due to improper use of a facility, recurring issues, or disciplinary action that has been taken by the City.
4. Applicant organizations that have been approved for funding in the past may be disqualified if they have not provided the required reporting documentation.
5. Joint applications are acceptable. However, the groups must identify which group is responsible for finances and reporting.

A complete list of eligible expenses can be found the Application Guide.

Funding Categories and Parameters

The Recreation Grant Policy has four funding categories. Applicant organizations may only submit applications for up to two categories per year (12 months) and up to a maximum amount of \$14,000 per year.

Category	Proportion of Total Recreation Grant Funds Allocated to the Category	Funding Limit per Application
A. Ongoing Projects and Initiatives	50%	\$7,000
B. New Projects and Initiatives	20%	\$7,000
C Training and Leadership Development	10%	\$2,500
D. Operational Support	20%	\$5,000

Ineligible Expenses

The Community Lottery Program provides municipalities and local authorities with funding to support programs/projects that sustain and contribute to the growth of arts, sport and recreation within their communities. By distributing money through municipalities and local authorities, Lotteries Yukon recognizes the value of enabling local decision-makers to meet community needs and create equitable access to lottery revenues for Yukoners.

However, Lotteries Yukon also identifies a number of parameters for use of the funds, which limits the resources available for operations and maintenance support.

Recognizing that operations are an important aspect of program delivery, the “Operational Support” funding category has been included within the Recreation Grant Policy to provide some limited resources to help offset important operational costs.

A complete list of ineligible expenses can be found in the Application Guide.

Retroactive funding will not be considered under the Recreation Grant Policy. Retroactive funding is defined as funding of an activity/project after it has commenced or is completed. If an activity takes place between the application deadline and the awarding of funds, it will not be considered retroactive funding. However, there is no guarantee the project will be funded.

Funding will not be provided for use towards City Facility fees.

Description of Funding Categories

A. Ongoing Projects and Initiatives Funding

The purpose of this funding stream is to support projects and initiatives that already exist, to help foster their sustainability and optimize their benefits. To be eligible for this funding stream, a project or initiative must have been existence for more than two years. Projects that have previously received funding through the “New Projects and Initiatives” funding category are eligible after that time period for the “Ongoing Projects and Initiatives” funding.

Eligible expenses available for consideration may include but are not limited to:

- Equipment replacement specific to the project or initiative
- New equipment purchases specific to the project or initiative
- Materials and supplies specific to the project or initiative

B. New Projects and Initiatives

The purpose of this funding stream is to support new projects and initiatives that address recreation opportunity gaps in the community and have the ability to be self-sustaining in the future (projects funded through this category will be eligible for funding under the “Ongoing Projects and Initiatives” category after a period of two years).

Eligible expenses available for consideration include:

- New equipment purchases specific to the project or initiative
- Costs associated with developing, renovating or retrofitting infrastructure to accommodate the new program, initiative, or activity
- For major equipment purchases, funding will be on a cost sharing basis – maximum of 50% City of Whitehorse grant funds. Equipment, materials and supplies specific to the project or initiative
- Expenses associated with staff training in order to deliver the new project or initiative (eligible expenses include costs to retain qualified instructors, travel, and training venue expenses)
- Strategic or business planning costs associated with the exploration and/or refinement of a new project or initiative.

C. Training and Leadership Development

The purpose of this funding stream is to support training and leadership development initiatives undertaken by organizations that will optimize their program offerings and enhance recreational capacity in Whitehorse.

Eligible expenses that will be considered under this stream of funding include but are not limited to:

- Airfare, accommodation and meal costs for instructors
- Honoraria for instructors
- Course registration and certification costs for organizational staff and volunteers

D. Operational Support

The purpose of this funding stream is to provide a small amount of operational funding that can help offset costs incurred by qualified organizations.

General operations and maintenance expenses that will be considered include:

- Primary utilities (heat, water, electricity)
- Program staff salaries (applicants must demonstrate that these costs are critical to program delivery and are not applicable to ongoing staff wages)
- General administration, minor repairs, and maintenance

APPLICATION DEADLINE AND PROCEDURES

The application deadlines under the Recreation Grant Policy are:

- Spring intake deadline: March 15th
- Fall intake deadline: September 15th

Additional information on the application procedures, decision-making dates, and reporting deadlines will be available on the City's website. The City also reserves the right to adjust the above-noted application deadlines on a year-to-year basis.

Should an applicant wish to withdraw or cancel their application, a written request must be submitted to the Recreation Department.

APPLICANT ACCOUNTABILITY

Applicants awarded a recreation grant shall be held accountable for the expenditure of the grant funds.

Funds granted under this policy are not transferable between projects or groups/organizations and must be used for the specific purposes outlined in the application. Where a change in project is requested, a written request shall be submitted to Recreation Services. For requests involving a significant change in the nature of the project, approval from Recreation Services and City Council will be required.

Accountability shall be in the form of an Accountability Statement supplied to Recreation Services by March 15 (for projects funded in the spring) or September 15 (for projects funded in the Fall) of the calendar year following receipt of the grant.

The Accountability Statement must contain:

1. A description of the completed project including:
 - a) Project evaluation for programs, special events, and leadership workshops, including attendance figures, pictures, newspaper clippings, dates of the project;
 - b) Demonstration of recognition for City support;
 - c) For equipment purchased, model and serial numbers if applicable.
2. Copies of receipts and/or cancelled cheques. A receipt would show proof of purchase. Cancelled cheques must have both sides copied.
3. A financial statement for the project, listing all expenses and revenues pertaining to the project, and the exact use of funds granted by the City. Upon submission of a written request prior to the deadline for the submission of the Accountability Statement, a six-month extension may be granted by City Council, on recommendation from Recreation Services.

If an applicant finds that it cannot use some or all of grant funds approved, a written notice must be submitted to Recreation Services.

Any funds found to be surplus to the specific project and uses approved, shall be returned to the City along with the Accountability Statement. This applies if:

The applicant has been approved for funding, and;

- a) the funding has not been used; or
- b) an extension has not been requested prior to the date the Accountability Statement is due.

Note: if the application does not contain the financial information requested, the application will be deemed incomplete and will therefore be rejected.

DECISION MAKING

The Recreation department will undertake an initial review of applicants to assess baseline eligibility per the criteria outlined in the Recreation Grant Policy. Applications that proceed through this initial screening will then be summarized and standardized for presentation purposes prior to review and adjudication by a standing Task Force operating under the terms of reference outlined in Appendix A.

The following steps will be used to undertake decision making:

1. Initial screening by Recreation Department to confirm:
 - a) The application is complete with all of the mandatory information;
 - b) The organization is eligible for funding; and
 - c) If the organization has previously received funding, all of the reporting and accountability requirements have been sufficiently fulfilled.
2. The Task Force scores applications for each of the four funding categories using the scoring criteria provided;
3. Determination of funding amounts within each category is based on the ranked scores. If required, the Task Force will have the flexibility to adjust the categories and funding amounts by a factor of no more than +/- 20% in order to maximize the number of organizations that are funded, or to provide additional funding if there are excess funds available;
4. City Administration presents the recommended funding decisions to Council for final approval;
5. All applications, recommendations, and rationale of the Task Force pertaining to grant applications shall remain confidential until City Council has adopted the recommendations via Council Resolution.
6. Applicant organizations are notified of the decision pertaining to their application when the aforementioned process is complete.

Scoring Criteria

This Recreation Grant Policy does not specify matching grant requirements or place restrictions on funding based on other funding sources. However, it is important to note that these factors have been taken into consideration in the prioritization and ranking matrix that follows, which will be used to score and rank applications for each category:

Criteria	Scoring Metrics	Weight
For all applicants and categories		
Alignment with the Guiding Principles as outlined in the Parks and Recreation Master Plan	3 points: The project or initiative furthers four or more of the Guiding Principles 2 points: The project or initiative furthers three of the Guiding Principles 1 point: The project or initiative furthers two of the Guiding Principles 0 points: The project or initiative does not further more than one of the Guiding Principles	3

Criteria	Scoring Metrics	Weight
Contribution to the Project or Initiative	<p>3 points: The applicant organization has committed to securing >75% of the funds for the specified expense items identified in the application</p> <p>2 points: The applicant organization has committed to securing 50% to 74% of the funds for the specified expense items identified in the application</p> <p>1 point: The applicant organization has committed to securing 25% to 49% of the funds for the specified expense items identified in the application</p> <p>0 points: The applicant organization has committed to securing <25% of the funds for the specified expense items identified in the application.</p>	2
Applicant Accountability	<p>3 points: The applicant's accountability statement sufficiently meets all applicable requirements.</p> <p>1 point: The applicant's accountability statement meets some but not all of the applicable requirements.</p> <p>0 points: The applicant's accountability statement does not sufficiently meet the applicable requirements.</p>	2
Applicable to Category A applicants only		
Previous Use of Recreation Grant Policy Funds	<p>3 points: The applicant organization has clearly demonstrated the impacts and benefits of the project or initiative in the accountability reporting from the previous year(s). This has occurred by identifying alignment between objectives and outcomes, testimonials from participants or partners, or other forms of reporting.</p> <p>1 points: The applicant organization has generally demonstrated the impacts and benefits of the project or initiative in the accountability reporting from the previous year(s). However, opportunity exists to further reflect outcomes through better outcomes identification and reporting.</p> <p>0 points: The applicant organization has not demonstrated sufficient impacts and benefits in the previous year(s) outcome reporting or did not submit an adequate report.</p>	1

Criteria	Scoring Metrics	Weight
Applicable to Category B applicants only		
Recreation Gap Assessment	3 points: The new project or initiative clearly demonstrates that it's addressing a recreation opportunity gap. 1 point: The new project or initiative is enhancing the provision of a recreation opportunity that already exists. 0 points: The new project or initiative is deemed to be duplicating a recreation opportunity that is already sufficiently supplied.	1

REPEAL OF EXISTING POLICY

The Recreation Grant Policy adopted by Council resolution 2018-22-05, including all amendments thereto, is hereby repealed.

FORCE AND EFFECT

This policy shall come into full force and effect upon adoption by Council.

Supporting References

Municipal Act RSY 2002, c.154

History of Amendments

Date of Council Decision	Reference (Resolution #)	Description
August 10, 2020	2020-18-09	Initial Approval Date
July 26, 2021	2021-15-06	Amended

APPENDIX A

TASK FORCE TERMS OF REFERENCE

Task Force Composition

The Task Force consists of between seven and nine citizens of Whitehorse, who have been recommended by Recreation Services and appointed by Council.

Citizens are required to apply to sit on the Task Force. Applications are reviewed by Recreation Services and brought forward to Council for approval. The call for applications occurs as required to maintain the complement.

Each member serves a term of five years. Terms of individual members are staggered by one year to ensure continuity of service.

A chair for the Task Force will be assigned by Recreation Services to guide the process and present the results with administration to City Council.

Responsibilities

The Task Force will be required to meet at least twice annually, and within two weeks of the application deadlines, to thoroughly review the qualified applications.

Task Force members must commit to participating fully in the evaluation process and maintaining confidentiality as to decisions and associated rationale.

Conflict of Interest

Task Force members shall remove themselves from the review and adjudication process if any of the following conflict of interest circumstances are present.

1. Where a member of the Task Force has a direct personal interest in any grant application under review. Personal interest could include, but is not limited to, any of the following:
 - a) A Task Force member is currently, or has been within the past five years, an executive member of an applicant organization;
 - b) A Task Force member is an employee of the club/organization or commercial/business operation that will stand to gain financially.
2. The Task Force member has assisted in the preparation of the application;
3. The Task Force member has a personal conflict or bias that may affect decision making.