

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
REPORT**

TO: Chair, Parks Recreation and Trails Advisory Committee
FROM: Community and Recreation Co-ordinator- Jennifer Schnier
DATE: August 25, 2008
SUBJECT: Criteria for Evaluating Requests for Projects involving Parks and Recreation Facilities and/or allocation from Parks Fund

Recommendation

For information only

Origin: Community and Recreation Co-ordinator

Background:

The attached Criteria for Evaluating projects should be reviewed and evaluated.

The objective of the criteria is to develop a clear path, regarding process and delivery of a project within our community.

Please review the Criteria, and provide feedback to the Community and Recreation Co-ordinator on how to downsize the form and make the process easier for residents.

Respectfully submitted

Jennifer Schnier
Community and Recreation Co-ordinator

**Criteria for Evaluating Requests for
Projects Involving Parks and
Recreation Facilities and/or
allocation from Parks Fund**

Thank you for applying to modify or enhance existing municipally owned land/buildings. Please read the following instructions carefully. This application is used by community groups to define projects and/or make requests for financial allocation from the Parks Reserve Fund and/or requests to develop or enhance municipal parkland for the benefit of the public.

APPLICATION INSTRUCTIONS

1. Applications are received on an ongoing basis that do not require financial assistance from the Municipality. All applications that require further funding must be submitted to the Parks and Recreation Trails Advisory Committee prior to September 30, of each year.

Completed applications and inquiries should be addressed to:

Community and Recreation Co-ordinator
1012 Dwight Beach Rd
Dwight On P0A 1H0
705 635-2272 x 229

Email: recreation@lakeofbays.on.ca

2. All applications will include:
 - a. Part I: Completed Application Form
 - b. Part II: Typed Project Summary
 - c. Part III: Detailed Project Budget
 - d. Part IV: Signed Lake of Bays Initiative Disclosure and Release Form
 - e. Copies of any relevant publications, news articles, drawings, etc.
 - f. Letter of support if required from neighbors or Community Members (demonstrating community awareness and/or support of the project)
 - g. Letters of support and intent from project partners
3. Applications are assessed on the following criteria:
 - a. Community and environmental benefit to Lake of Bays and Muskoka Region
 - b. Promotion and education
 - c. Compliments the vision of Lake of Bays
 - d. Sustainability of Project
 - e. Sound project budget
 - f. Demonstrates a collaboration approach by community partners
4. If the application is approved, The Parks Recreation and Trails Advisory Committee will prepare a letter of offer with terms, conditions, and a funding disbursement schedule based on goal achievement.
5. Any questions or concerns regarding the application process or the Initiative should be directed by phone to (705) 635-2272 X 229, fax to (705) 635-2132 or email via recreation@lakeofbays.on.ca

Name of Organization: _____

PARKS RECREATION AND TRAILS INITIATIVE

PART I: APPLICATION FORM

Please type or print clearly.

If using this form in Microsoft Word, please ensure that your "Insert" button is pressed to allow your text to override lines.

1. ORGANIZATION OR GROUP REQUESTING ASSISTANCE THE APPLICANT

Organization Name: _____

Address: _____

Town: _____ Postal Code: _____

Date of Incorporation/Registration: _____

Corporation Number: _____

Contact Person: _____

Position/Title: _____

Telephone: (Day) _____ (Evening) _____

Fax: _____ Email: _____

2. DESCRIPTION OF ORGANIZATION OR GROUP

Give a brief description of the organization or group, including mandate, mission, activities, membership etc.

3. PROJECT INFORMATION

Name/Title: _____

Start Date: _____ Completion Date: _____

Location of Project (by municipality/municipalities): _____

Name of Organization: _____

PART II: PROJECT SUMMARY

Answer the following in no more than 6 typed, double-spaced pages, in the order presented. Attach this page to the front of the summary.

1. Do you intend to apply for Parks, Recreation and Trails Advisory Committee (PRTAC) funding for this project? YES or NO. Amount Requested \$ _____.

All applications requiring money from the Township of Lake of Bays must be submitted prior to September 30, of the year prior to the project completion. For example. Any funding requests for 2008, must be submitted prior to September 30, 2007.

2. Charitable receipts for in-kind donations may only be provided for professional services, materials or equipment. Will your organization be requiring such a receipt?

3. Is your project a Multi-Year Project?

4. Describe the Details of the Project Plan- site of project, work to be done, any structures to be built, site plan diagram with existing vegetation, structures and other features in addition to proposed improvements, who will be doing the work.

5. State the environmental benefits to your community or target group. Are these benefits lasting and sustainable?

6. The following are PRTAC strategic priorities, which of these priorities will your project complement and how?

Decrease/reduce/restore Shoreline erosion.

How? _____

Create Community Partners

How? _____

Champion Community and Volunteer Efforts

How? _____

Name of Organization: _____

Promote Sustainable Management

How? _____

Education and promotion of the project.

How? _____

Increase Physical and Recreational opportunities

How? _____

Engage Youth and develop leadership

How? _____

Strengthen the immediate community. Have you identified a need?

How? _____

7. State the sustainability of your project.
8. Is this a duplication of any existing activity? If yes, why is this project necessary?
9. In detail, please explain whether this project will result in a need for on-going funding? If it will, how will that funding need be addressed? If another group will be providing the on-going funding, are they in support of this application?
10. What aspect(s) of the project will PRTAC funding be used for? What is your time line for expenditure of any funds contributed to your project through PRTAC?
11. Please outline your communications plan with respect to the opportunities for PRTAC and your organizations recognition.

Note: The project must comply with the Township Official Plan, all Township by-laws, the Ontario Building Code and any other relevant agency requirements. A detailed design of the project may be required to demonstrate compliance with the Ontario Building Code and other agency requirements.

Name of Organization: _____

PROJECT REVENUE

Sources of Funding	Total Amount	Received	Expected
Parks Recreation And Trails Advisory Committee Funding			
Government Funding			
Federal			
Provincial			
District			
Municipal			
Other Sources			
Donated Labour (In-kind volunteer labour is to be valued at rate of \$12.00 per hour)			
Donated Materials			
Fundraising			
Debentures, loans, mortgages			
Other (Foundations, corporate sponsorship, partners, donations in kind, etc.) Please specify:			
Total funding sources			

* All in-kind contributions are valued at 50% of cash value when Parks Recreation and Trails Advisory committee evaluates the application.
Effective April 9, 2007

PART IV: DISCLOSURE AND RELEASE STATEMENT

1. We ("we" refers herein to the "applicant") hereby certify that the information shown in this Improvement application is a complete and true declaration.
2. We confirm that if any statement we have made herein or in accompanying materials proves to be incorrect in any way, we shall notify Parks Recreation and Trails Advisory Committee Immediately by the contact information listed within this application. We further acknowledge that any incorrect statements may disqualify us for assistance.
3. We understand that additional information in support of this application must be supplied to PRTAC, if requested, before adequate consideration can be given to this application.
4. We authorize PRTAC to share any related reports for Township of Lake of Bays records and reporting to Mayor and Council who oversees the Parks Reserve Fund.
5. We understand that the Township of Lake of Bays has a *Privacy Statement*, which we may view at any time, and understand and consent to the Township of Lake of Bays collecting, using, retaining and disclosing the information contained in this Municipal Development application for the limited purpose of determining eligibility for a Parks Reserve financial contribution as is required by law, and by Township of Lake of Bays. We understand that PRTAC will handle our personal information in strict confidence in accordance with the Federal Privacy law as set out in the Township of Lake of Bays *Privacy Policy*. If we have any questions or concerns about the management of our information, we may refer to the *Privacy Policy*, available at www.lakeofbays.on.ca or contact the Community and Recreation co-ordinator
6. We understand that in addition to the terms and conditions set out and agreed to in the Park, the specific terms and conditions that may be authorized will be set forth in a separate document know as a Letter of Offer, with which we must also agree to.
7. We acknowledge that we are solely responsible for the success or failure of our project, and that any information that is provided to us, as the Applicant, by representatives of the Township of Lake of Bays, is for information only and that it is our responsibility, as the applicant, to verify the accuracy of such information or to seek additional information concerning any aspects of our proposed project.
8. We agree to hold the Township of Lake of Bays and any of its employees, agents and representatives harmless from any and all actions, applications claims or demands that may be made against the Township of Lake, in connection with this project.
9. We further agree to indemnify the Township of Lake of Bays, from any and all costs, damages or awards that may be made against the Twonship of Lake of Bays. In connection with this project, as a result of any act or omission by the Applicant, its agents, employees or representatives

Name of Organization: _____

10. We further understand and consent to PRTAC publicizing our project, if we are successful in obtaining a Parks Reserve Funds financial contribution from the Township of Lake of Bays, which may or may not include personal information such as the name of the applicant.

DATED, at _____, this day of _____ 200_____

(Name of Organization)

Organization submitting application

Signature of Contact Person