



The City of Winnipeg

Community Centre Renovation Fund Guide & Application



Questions & Answers

What is the Community Centre Renovation Fund?

The Community Centre Renovation Fund supports repairs, upgrades, retrofits, safety improvements and renovation projects at the City of Winnipeg Community Centre facilities.

Who can apply?

Applicants must be Community Centres as recognized by the City of Winnipeg.

What are the eligibility criteria?

1. Applicants' Universal Funding Formula (UFF) accountability requirements must be current and complete.
2. Projects must be completed in facility areas that receive operating funds through the UFF. Improvements to ice/field sheds, site upgrades or new construction resulting in increases to the UFF will not be considered.
3. Projects must result in a safe, secure and code-compliant facility improvement.
4. Projects must be undertaken by contractors who have City of Winnipeg approved Commercial General Liability Insurance and Workers' Compensation Board clearance.
5. Projects must be completed, with all funds expended, within 18 months of award.
6. Projects must conform to the City of Winnipeg Accessibility Standards and Universal Design Policy.

Do all applications that meet eligibility criteria get approved?

As funding is limited, not all projects which meet the criteria will be approved. Do not assume the application is approved until notified in writing. Expenditures incurred before the project approval is received may be ineligible for reimbursement.

What are the financial limits of the grant?

The Community Centre Renovation Fund will support up to 100% of eligible project costs to a maximum of \$50,000 per project. Fifty percent (50%) of the grant is payable once the project is approved (written project plan approval is required). The remaining fifty percent (50%) is payable upon verification of project completion.

What are the deadlines?

Applicants can apply once every twelve (12) months. There are two (2) intake periods per year:
Spring Intake – submission deadline is March 15.
Fall Intake – submission deadline is October 15.

How does the grant get approved?

1. Applications reviewed by the GCWCC Community Centre Facility Coordinator for eligibility and completeness.
2. Applications considered by the Selection Committee consisting of City and GCWCC representatives.
3. Award decisions made and communicated to applicants.

How is the grant paid out?

- The City of Winnipeg Grant Administrator provides the Community Centre a letter of award and process for accessing the funding.
- The City of Winnipeg ensures that all outstanding items, such as confirmation of project funding, are addressed.
- Community Centre obtains City of Winnipeg project approval (written project plan approval is required) and initiates the work.
- Upon receipt of the sign-off document and signed funding agreement, the City of Winnipeg Grant Administrator will release fifty percent (50%) of the approved funds.
- **The Community Centre will pay the remaining fifty percent (50%) of the project.** This amount will be reimbursed upon verification of project completion and submission of a final claim form.
- Community Centre obtains City of Winnipeg written project completion approval.
- The City of Winnipeg Grant Administrator will verify project completion and process the final claim for the remaining fifty percent (50%).

What costs are eligible?

- Labour and materials
- Permits
- Taxes
- Other costs that have been identified and approved in advance and are considered to be direct and necessary to the success of the project (example: design fees, construction management fees)

What costs are ineligible?

- Costs incurred before project approval*
- Administrative or operating costs
- Feasibility studies
- Financing charges
- Advertising or promotions
- Meal expenses
- Travel expenses
- Expendable equipment (example: sporting goods, uniforms)
- Tractors, snow clearing or ice surfacing equipment
- In-kind services or donations

*** Expenditures incurred before the project approval is received are ineligible for reimbursement unless specifically identified and supported at the time of award.**

Preparing to Apply

- Review the application documents.
- Ensure UFF accountability requirements are up to date.
- Review annual facility inspection reports.
- Connect with the Community Centre Facility Coordinator at GCWCC to help identify projects, funding sources and process steps.

Questions & Answers

How do I apply?

Submit a completed Community Centre Renovation Fund Application, along with required supporting documentation to:

Cindy Fox

Community Centre Facility Coordinator
General Council of Winnipeg
Community Centres
18-30 Fort Street
Winnipeg, Manitoba R3C 4X3
Email: cindy@gcwcc.mb.ca
Fax: 204-475-5812

Community Centres are strongly encouraged to contact Cindy Fox for assistance in the preparation of the application or development of project proposals



Application Form

Incomplete applications will not be considered

<p>Legal Name of the Community Centre</p>																				
<p>Mailing Address</p>																				
<p>Community Centre's Project Manager/Contact</p>	<p>Primary Contact</p> <p>Name: _____</p> <p>Daytime Phone: _____</p> <p>Cell/Residence Phone: _____</p>	<p>Alternate Contact</p> <p>Name: _____</p> <p>Daytime Phone: _____</p> <p>Cell/Residence Phone: _____</p>																		
<p>UFF Accountability Requirements <i>Applicants must be current on UFF Accountability requirements. The documentation must be previously submitted and will be verified by Community Centre Facility Coordinator and the Community Centre Liaison.</i></p>	<p>DO NOT ATTACH:</p> <ul style="list-style-type: none"> Copy of Annual Return (Proof of Incorporation) Board of Directors List Constitution & Bylaws AGM Minutes Annual Audited/Reviewed Statement Monthly meeting minutes including monthly financials (within 30 days of last meeting) Volunteer Report Inventory Report Program Reports 																			
<p>Project Name & Description <i>(Including benefits) if you require more space to describe your project, please attach the detail.</i></p>																				
<p>Project Timeline <i>Project must be complete, with all funds expended, within 18 months of award date.</i></p>	<p>Start Date: _____</p> <p>Completion Date: _____</p>																			
<p>Projected Expenditures (including GST & PST) <i>Itemize and list project costs (design fees, labour, materials, etc. . .) Attach copies of related quotes or estimates.</i></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. _____</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 20%;">_____</td> </tr> <tr> <td>2. _____</td> <td style="text-align: center;">\$</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td style="text-align: center;">\$</td> <td>_____</td> </tr> <tr> <td>4. _____</td> <td style="text-align: center;">\$</td> <td>_____</td> </tr> <tr> <td>5. _____</td> <td style="text-align: center;">\$</td> <td>_____</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL PROJECTED COST</td> <td style="text-align: center;">\$ _____</td> </tr> </table>		1. _____	\$	_____	2. _____	\$	_____	3. _____	\$	_____	4. _____	\$	_____	5. _____	\$	_____	TOTAL PROJECTED COST		\$ _____
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4. _____	\$	_____																		
5. _____	\$	_____																		
TOTAL PROJECTED COST		\$ _____																		

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Community Centre Renovation Fund

Application Form

<p>Amount Requested From Community Centre Renovation Fund (maximum is \$50,000 per project)</p>	<p>\$ _____</p>																									
<p>Additional Project Funds Sufficient funding to complete the project must be confirmed prior to release of any Community Centre Renovation Funding. Please attach confirmation of all funding sources</p>	<table> <tr> <td>\$ _____</td> <td>from _____</td> <td>Confirmed</td> <td>Y</td> <td>N</td> </tr> <tr> <td>\$ _____</td> <td>from _____</td> <td>Confirmed</td> <td>Y</td> <td>N</td> </tr> <tr> <td>\$ _____</td> <td>from _____</td> <td>Confirmed</td> <td>Y</td> <td>N</td> </tr> <tr> <td>\$ _____</td> <td>from _____</td> <td>Confirmed</td> <td>Y</td> <td>N</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL FUNDING</td> <td>\$</td> <td colspan="2">_____</td> </tr> </table>	\$ _____	from _____	Confirmed	Y	N	\$ _____	from _____	Confirmed	Y	N	\$ _____	from _____	Confirmed	Y	N	\$ _____	from _____	Confirmed	Y	N	TOTAL FUNDING		\$	_____	
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TOTAL FUNDING		\$	_____																							
<p>Attachments Failure to include supporting documents will result in application being deemed incomplete and not considered.</p>	<p>Board minutes approving grant application Current bank statement (include all accounts and investments) Three contractor quotes for construction work Monthly Board-approved financial statements for January or August</p> <p>If applicable: Confirmation of other project funding Consultation fees /proposal Drawings and plans</p>																									

Applicants should not assume approval of their application until notified in writing. Community Centres must obtain project approval and written sign-off prior to initiating work.

COMMUNITY CENTRE BOARD ENDORSEMENT

<p>We certify that the information in this application is accurate, complete and endorsed by the Board of the Community Centre we represent.</p>	
<p>President's Name: _____</p>	<p>Treasurer's Name: _____</p>
<p>President's Signature: _____</p>	<p>Treasurer's Signature: _____</p>
<p>Date: _____</p>	<p>Date: _____</p>

City of Winnipeg

Sponsor/Donor Sign Recognition Requirements

(as applicable; may not be applicable for all applicants).

Applicants shall not display, install or affix any sign, symbol, notice or lettering of any kind anywhere on City of Winnipeg-owned assets or property without the approval of The City of Winnipeg as to the design, (including graphics, text, logos/ Intellectual property), sign size, fabrication and location, which approval The City of Winnipeg may in its absolute, sole and uncontrolled discretion withhold.

Applicants must:

- Contact the City for approval to install a sign at SponsorWinnipeg.ca;
- Submit the sign's design (including graphics, text and any logo's/Intellectual Property), artwork, size and fabrication specifications;
- Submit information on how the sign is to be installed; and
- Submit information on the location of the sign.

City staff will convey approval or comments back to the applicant. Signs must not be installed until approvals are provided to the applicant in writing.

Important: Signs must adhere to all relevant City of Winnipeg by-laws and processes.

Important: Do not fabricate signage until you have received approvals in writing from The City of Winnipeg.

Applicants are responsible for:

- Fabrication costs of the sign; and
- Installation, repair, replacement and removal costs of the sign;
- All applicable insurance required by The City of Winnipeg.

The City of Winnipeg will be responsible for:

- Sign installation: City staff must either install the sign or supervise the installation of the sign by a contractor approved by The City of Winnipeg.

Important:

With respect to sponsorships, only the sponsor relationship with the City will be recognized on signage.

With respect to donations, only the donor relationship with the City will be recognized on signage.



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