

AGENDA
REGULAR MEETING OF THE RECREATION COMMITTEE
BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2014-JAN-08, COMMENCING AT 3:00 P.M.

CHAIR: COMMISSIONER TED GREVES

1. **CALL MEETING TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

(Motion required to adopt the agenda)

4. **ADOPTION OF MEETING NOTES:**

- (a) Notes of the Regular Recreation Committee Meeting held Wednesday, 2013-NOV-13, at 3:01 p.m., in the Bowen Park Complex Conference Room. *Pg. 2-4*

(Motion required to adopt minutes)

5. **CHAIR'S REPORT:**

- (a) Community Programs Development Grant *Pg. 5-13*
- (b) Funding of the Cedar 4-H Barnyard at Beban Park

6. **CORRESPONDENCE:** (not related to a Report to the Committee)

7. **NOTICE OF MOTION:**

8. **OTHER BUSINESS:**

(Motion required if there is other business)

9. **QUESTION PERIOD:** *(Agenda Items Only)*

10. **ADJOURNMENT:**

NOTES
RECREATION COMMITTEE
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2013-NOV-13, COMMENCING AT 3:00 P.M.

PRESENT: Commissioner Ted Greves, Chair

Members: Commissioner Karen Alden
Commissioner Lynda Avis
Commissioner Diana Johnstone

Regrets: Commissioner Mercedes Beaudoin-Lobb

Staff: S. Samborski, Senior Manager, Recreation and Culture Services
E. Williams, Manager, Recreation and Culture Services
J. Farrell, recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:01 p.m.

2. INTRODUCTION OF LATE ITEMS:

(a) Add Item 10 (a) delegation Lucas Pallard.

3. ADOPTION OF AGENDA:

It was moved and seconded to move Item 10 (a) delegation to Item 5 (a). The motion carried unanimously.

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. ADOPTION OF MEETING NOTES:

It was moved and seconded that the Meeting Notes of the Regular Recreation Committee Meeting of Wednesday, 2013-SEP-11 at 3:01 p.m., at the Bowen Complex Conference Room be adopted as circulated. The motion carried unanimously.

5. DELEGATION:

(a) Lucas Pallard presented a request for the donation of early morning ice time for the Figure Skating Pair representing British Columbia at the Skate Canada Challenge in Regina, Saskatchewan, 2013-DEC-04 to 2013-DEC-08.

It was moved and seconded to receive the delegation. The motion carried unanimously.

6. GRANT REVIEW:

(a) Sport Tournament Grant Applications

It was moved and seconded that the Recreation Committee recommend to the Parks, Recreation and Culture Commission that Council approve the expenditure of \$9,525 for the first intake of the 2014 Sport Tournament Grant allocations as follows:

SPORT TOURNAMENT GRANT APPLICATIONS 2014			
GROUP		2014	2014
		REQUESTED	RECOMMENDED
1.	Nanaimo Aboriginal Centre Society Xmulmuxw Huwilum S'quphtut Soccer Tournament	\$2,500	\$1,350
2.	Nanaimo District Lacrosse Association 34 th Annual Bantam Lacrosse Tournament	\$1,500	\$1,100
3.	Nanaimo Kennel Club Annual Show	\$5,000	\$2,125
4.	Nanaimo Minor Hockey Association Nanaimo Ice 2013	\$1,500	\$1,100
5.	Nanaimo Minor Hockey Association Nanaimo Atom Development Spring Break Hockey Tournament	\$1,500	\$950
6.	Nanaimo Riptides Swim Team VI Regional Long Course Meet	\$1,500	\$1,050
7.	Nanaimo Riptides Swim Team NRST Spring Sprint 2013	\$1,000	\$750
8.	Nanaimo White Rapids Swim Club Nanaimo Invitational Swim Meet	\$1,500	\$1,100
TOTAL:		\$16,000	\$9,525

2014 Budget Total	\$26,158.31
Less: Approved Grants-first intake	\$ 9,525.00
Remaining 2014 Budget	\$16,633.31

The motion carried unanimously.

(b) Community Program Development Grant Application

It was moved and seconded that the Recreation Committee recommend to the Parks, Recreation and Culture Commission that Council approve the Community Program Development Grant in the amount of \$4,375 to the Cedar 4-H Club for the 2014 season. The motion carried unanimously.

7. ADJOURNMENT:

It was moved and seconded at 4:21 p.m. that the meeting adjourn. The motion carried unanimously.



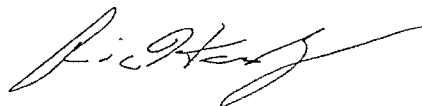
Ted Greves
CHAIR
RECREATION COMMITTEE

CERTIFIED CORRECT:



Suzanne Samborski
SENIOR MANAGER
RECREATION AND CULTURE SERVICES

APPROVED FOR DISTRIBUTION:



Richard Harding
DIRECTOR
PARKS, RECREATION AND CULTURE

2013-NOV-13
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COMMUNITY PROGRAM DEVELOPMENT GRANT

GUIDELINES

AND

APPLICATION FOR FUNDING



Application Criteria

- The program fills a void in the community and provides experiential opportunities for participants.
- The program targets specific community benefit and measures the success of the endeavor by using submitted evaluation criteria and tools.
- Preference will be given to programs that will be ongoing and have potential as a good long-term investment for the City and are able to demonstrate a plan to sustain the program in the long-term through fees, alternative funding and/or partners. This grant is designed specifically to assist community groups to enhance the lives and experiences of fellow residents.
- The program must be sustainable and produce long-term benefit in the community.
- Has potential to offer short-term employment for student youth.
- Any organizations receiving operational funds from the City of Nanaimo will not qualify for Community Program seed funding.
- Preference will be given to new applications. Applications for the same project or program funding in consecutive years will be considered where there is clearly identified change or expansion of the project or program, or, where there is proven need to sustain the program
- This grant is designed specifically to assist events and festivals that utilize services and facilities within the City of Nanaimo.
- The applicant must adhere to sound standards of corporate governance where applicable.

Organizations will not be eligible for funding if they have received other funding assistance through the City of Nanaimo for this application.

Who Can Apply?

1. Generally, organizations requesting funding will be established non-profit organizations, neighborhood groups or other bodies with experience in organizing programs and managing funds. Groups or individuals that do not fit these criteria have an opportunity to receive funding at the discretion of the Recreation Committee.
2. Applicants must be able to demonstrate a broad community participation or significant potential audience.
3. Applications will be considered on the following criteria:
 - Evidence of benefit to the community.
 - Evidence of financial need by the sponsoring organization.
 - Secured commitment from other funding sources.
 - Evidence of long term viability and sustainability.
 - Demonstration of community support for the project or program as measured by volunteer participation, membership, and/or audience participation.
 - Evidence of competent management and fiscal responsibility (i.e. proven track record, business and marketing plan, sound financial controls and performance).
 - Potential community and/or financial impact (i.e. life experience, jobs created, spending, number of visitor days created and how this information will be tracked).
 - Public recognition of the municipal contribution.
 - Level of program profile and media exposure.

Funding for capital expenditures will not be considered.

How Funds are Distributed

Any unallocated grants in a given year will be carried over to the next budget year.

Review Process

The Recreation Committee screens applications and makes recommendations to the Parks, Recreation and Culture Commission, which then makes recommendations to City Council for the distribution of funds.

What Does Your Organization Need to do to Apply for Funds?

- Your organization needs to complete the attached application form.
- For an application to be considered, it cannot be longer than 10 pages in length, including the application form.
- All pages must be single sided with a font size of at least 10.
- No staples, please - your application will be photocopied for the committee members.

Appeals

Statement of Purpose The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original Advisory Committee had all the correct information and used the appropriate criteria to make their recommendation. **The Grants Advisory Committee will not revisit the actual decisions, i.e. whether the correct amount was granted.**

Criteria for Allowing an Appeal

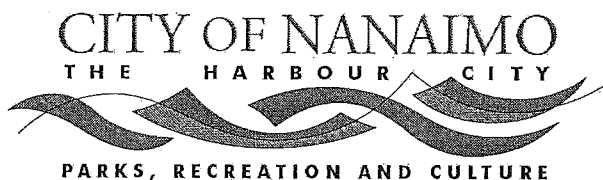
- Was the original advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- Did the original committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Parks, Recreation and Culture Commission), thereby giving the applicant time to respond?
- Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- Did the original advisory committee determine the application should be reconsidered based on this new/different information?

Further Information?

Contact: Senior Manager; Recreation and Culture Services at 250.756.5200.

Send completed applications by: November 1st for spring and/or summer programs
 May 1st for fall and/or winter programs

Send completed applications to: "Community Programs Development Grant"
 c/o Nanaimo Parks, Recreation and Culture
 500 Bowen Road
 Nanaimo BC V9R 1Z7



COMMUNITY PROGRAMS DEVELOPMENT GRANT APPLICATION FORM

DEADLINE FOR APPLICATIONS

November 1st for spring and/or summer programs

May 1st for fall and/or winter programs

Legal Name of Organization: _____		
Mailing Address: _____		
Postal Code: _____		
Phone: _____	Fax: _____	
Email: _____		
Contact Person: _____		
Position: _____		
Society Registration Number: _____ (If not registered, please leave blank)		
Is your society in good standing with the Registrar: Yes No		
Fiscal year for grant: Total grant requested for fiscal year: Total budget for fiscal year:		
_____	_____	_____

Has your organization applied for other City of Nanaimo funding? If so, please list the type and amount of funds requested for next year.

<u>Name of Grant</u>	<u>Amount Requested</u>	<u>Amount Approved</u>

In your application, please answer all questions and include the information requested:

1. Name of Project or Program: _____
2. Times and Dates: _____
3. Location: _____
4. Target Market and Age of Participants: _____
5. From where will participants come? (Last year's actual numbers if project or program was held previously: New projects or programs please estimate)

<u>Program Highlights</u>	<u>Age Groups</u>	<u>Attendance</u>
Expected attendance		

6. Is any other organization providing a similar service? Yes _____ No _____
7. Is this a new program? Yes _____ No _____
8. How long has your organization existed in Nanaimo? _____ Years
9. Briefly outline the purpose or mission of your organization:

10. What programs in the past has your organization produced/sponsored?

	Year	Program and Location	# Attending
1.			
2.			
3.			
4.			

Please also include the following information:

11. One to two typed pages outlining a summary of your idea.
12. For what purpose do you plan to use this City fund? (Please be specific and note that capital expenditures are not permitted.)
13. How will your idea benefit Nanaimo?
14. How will your program be marketed?
15. How will you evaluate the success of the program?
16. Include a detailed budget of the proposed idea, outlining all revenues including sources and expenditures.
17. Include a financial statement for your organization for the previous calendar year. (Sample statement attached.)
18. Include a list of the organizers identifying the roles and names of the people in those roles/functions.
19. A final report and financial statement must be submitted within 60 days of the conclusion of the project or program. Failure to do so may result in rejection of any new application (1 – 3 pages maximum).

Where to send your application?

Contact: Senior Manager; Recreation and Culture Services at 250.756.5200.

Send completed applications by: November 1st for spring and/or summer programs
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Program Revenue Budget

Name of Activity: _____

Sponsored by: _____

- Please provide your best estimate of the revenues and costs of the project or program for which a grant is requested. Additional headings to better describe your revenues and expenses for your particular activity are permitted. You may use either your own budget form or this one.
- Definitions: Earned revenues are usually generated directly by a project or program and often include income from booth, table, rentals, sales of advertising in a program, admission tickets or on-site cash donations from the public, and the net proceeds of concessions or sales.
- Fundraising revenues are usually generated from sponsorships, in-kind supplies and services, individual donations before or after the event.

YEAR Actual 20__ (Previous Year if applicable)	Revenue Item	YEAR Projected 20__ To be completed for application
	<i>Earned Revenue</i>	
	Admissions/Ticket Sales	
	Concession/Merchandise Sales (net)	
	On-site cash donations	
	Advertising income	
	Rentals	
	Other	
	Total Earned Revenue	
	<i>Fundraising Revenue</i>	
	Individual Donations	
	Cash Sponsorships	
	Fundraising Events	
	Other	
	Total Fundraising Revenue	
	<i>Government Revenue</i>	
	Municipal Grants	
	Provincial Grants	
	Federal Grants	
	Other	
	Total Government Revenue	
	Total Revenues	Line A

If you are receiving in-kind support not included above, please identify the source donor and include an estimate of the dollar value:

Source

\$ Value

Program Expenses

YEAR Actual 20__ (Previous Year if applicable)	Expense Item	YEAR Projected 20__ To be completed for application
	<i>Administration and Communication Costs</i>	
	Project or Program Coordinator: including estimated hrs. worked	
	Office Staff: including estimated hrs. worked	
	Insurance Costs	
	Fundraising expenses (please specify)	
	Volunteer expenses (please specify)	
	Marketing and publicity (please specify)	
	Other (please give details)	
	Total Administration and Communications Cost	
	<i>Project or Program Costs</i>	
	Facility / Venue Rental	
	Equipment rental (tents, stage, lights, sound, etc)	
	Artists, performers, cultural program contributors: fees or honoraria	
	Technical Staff	
	Materials and Supplies	
	Permits	
	Municipal Services	
	Police Costs	
	On Site costs – signs, garbage cans, toilets, power, etc.	
	Performer and on-site volunteer services; travel, food, t-shirts etc.	
	Other (please give details)	
	Total Production and Events Costs	
	Total Expenses Line B	
	Net (Line A minus Line B)	