



PO Box 1749
Halifax, Nova Scotia
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Item No. 11.2.2

Halifax Regional Council
September 16, 2008

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: 
Russell Walker, Chair, HRM Grants Committee

DATE: September 8, 2008

SUBJECT: **Proposed Guidelines: HRM Re-Capitalization Assistance to
Community-Owned Recreation facilities - Arenas and Swimming Pools**

ORIGIN

The attached staff report was approved with amendments at the Grants Committee meeting of September 8, 2008.

RECOMMENDATION

It is recommended that:

1. Regional Council approve the proposed guidelines to include community-owned ice arenas and swimming pools as eligible for one-time capital funding in 2008-09 as per the eligibility guidelines set out in the staff report of August 22, 2008, with the following amendments:
 - outdoor swimming pools shall be eligible for consideration;
 - there shall be no minimum size of swimming pool;
 - remove the one-time funding clause;
 - curling clubs shall be eligible for consideration after eligible ice arenas and swimming pools and if sufficient budget capacity exists;
 - the application deadline shall be December 1, 2008.

BACKGROUND

A one-time allocation of \$700,000 in the 2008-2009 capital budget for HRM-owned recreation facilities: account #CBX01146 - Capital Grants - HRM Owned Facilities 08/09. Staff response to a request from Regional Council for the inclusion of community-owned facilities.

DISCUSSION

At the meeting of the HRM Grants Committee, September 8, 2008, the following amendments were approved by the committee:

Swimming Pools: the committee recommend the Eligibility Criteria: Funding Sectors, Item 2. Swimming Pools be amended to:

- delete: "...of a minimum size of 25 metres" - page 8.
- add: Outdoor swimming pool - page 8.
- delete: "...Under-sized pool (ie. <25 metres) - page 8".

The revised text identifies both indoor and outdoor pools as eligible for consideration and removes a minimum size requirement.

Curling Clubs: the committee recommend that "curling clubs shall be eligible for consideration after eligible ice arenas and swimming pools and if sufficient budget capacity exists"

One-time Only the committee recommend that the draft guidelines be amended to:

- delete: "...a one-time only" (page 5).

The revised text shall read: "Capital grants to community-owned and operated, and HRM-owned and community operated, arenas and swimming pools are an investment in support of the **re-capitalization of existing infrastructure** to reduce operating inefficiencies and enhance capacity".

Application Deadline: the committee recommend the application deadline for 2008-09 be **December 1st, 2008.**

The Grants Committee anticipate there might be interest in repeating this approach to funding in future years, possibly targeting different types of facility based on identified priorities or urgency of need. Staff are to develop a budget proposal for consideration in the 2009-2010 annual budget process.

BUDGET IMPLICATIONS

See staff report dated August 22, 2008.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

Regional Council could overturn or amend a committee recommendation.

ATTACHMENTS

Staff report to HRM Grants Committee, "Proposed Guidelines: HRM Re-Capitalization Assistance to Community-Owned Recreation Facilities - " Arena and Swimming Pools", dated August 22, 2008

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210 or Fax 490-4208.


Report Prepared By: Barbara Coleman, Legislative Assistant.



PO Box 1749
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**HRM Grants Committee
September 8, 2008**

TO: Chair and Members HRM Grants Committee

SUBMITTED BY: 
Cathie O'Toole, Director HRM Infrastructure & Asset Management

DATE: August 22, 2008

SUBJECT: **Proposed Guidelines: HRM Re-Capitalization Assistance to
Community-Owned Recreation Facilities - Arenas and Swimming
Pools**

ORIGIN

- A one-time allocation of \$700,000 in the 2008-2009 capital budget for HRM-owned recreation facilities: account # CBX01146 - Capital Grants - HRM Owned Facilities 08/09.
- Regional Council meeting of August 12, 2008.

RECOMMENDATION

It is recommended that:

1. HRM Grants Committee approve in principle the draft guidelines as detailed in Attachment 1 of this report;
2. Approve the inclusion of community-owned ice arenas and swimming pools as eligible for one-time capital funding in 2008-2009 as per the eligibility criteria set out in the guidelines;
3. Direct staff to issue a call for applications in October, 2008, with a deadline of November 30, 2008.

BACKGROUND

Of all the sports and recreation infrastructure owned and operated by either the public or private sector pools and arenas are the most expensive to construct, operate and maintain. As a result, historically these two building types are the most infrequently constructed and in general is poorly maintained. Much of this infrastructure in HRM, as in the rest of the province or country, is approaching the end of its useful lifecycle and requires substantial re-capitalization or replacement.

As demonstrated by the Province of Nova Scotia's "*Rink Revitalization Program*" in 2008, the owners and operators of these buildings require financial support and incentive to invest in these valuable programming assets. Replacement of aging components of the building envelope and mechanical systems will provide opportunities not only to extend the life of these facilities and postpone replacement but will also provide opportunities to improve operating efficiencies and manage increasing operating costs. By focusing the proposed **one-time capital grants** to leverage significant re-capitalization municipal funding will promote a level of improvement that will extend facility life expectancy, improve reliability and service delivery, and reduce operating and maintenance costs.

Note: if the *HRM Community Partnership Fund* becomes a multi-year program (up to 4 years 2009-2013) some applicants would be eligible to the Fund in future years for new construction i.e. those undertaking large-scale facility replacement or expansion that increases capacity and meets the fund's event hosting and economic impact criteria (Report to Regional Council dated July 22, 2008, p.14).

The critical distinction between HRM's assistance in facility re-capitalization and the *HRM Community Partnership Fund* is: **re-capitalization assistance targets existing facilities with the aim of reducing the risk of structural or systems failure whereas the *HRM Community Partnership Fund* focuses on large-scale new construction that has a broader regional economic and sectoral impact.**

DISCUSSION

Proposed Focus 2008-09: Arenas and Swimming Pools

While there are numerous community-owned sports and recreational venues throughout the region, staff recommend the one-time funding allocation of \$700,000 include some community-owned facilities that are inherently more expensive in capital and operating costs i.e. ice surfaces and swimming pools.

In effect, this one-time funding assistance to arenas and pools is a form of risk mitigation:

- avert or reduce the risk of facility closure;
- enhance public safety in terms of the operation of facilities in good working order and reduced risk of environmental contamination;
- enhance public safety in terms of learn to swim programs that reduce the risk of drowning in open, public spaces (lakes, coastal, rivers), private pools, and associated water-sports (sailing, surfing, paddling etc).

Typically, the nature of arena and pool infrastructure is such that heavy equipment such as air compressors, heating and refrigeration, pumping and filtration systems are costly to maintain to a high standard or to refurbish or replace. The use of chemicals adds to corrosion, public safety hazards, and the risk of environmental contamination. Utility costs tend to be high i.e. water, electricity, and heating oil. Such

facilities might also have higher staffing costs if an on-site stationary engineer is required or mandatory lifeguards in the case of swimming pools.

Albeit the 2008-2009 funding allocation is one-time only, should Regional Council want to use this approach in future years the guidelines are flexible and can be adapted to target other sectors. Indeed, the existing *HRM Community Grants Program* could distribute an annual additional allocation as part of the regular annual call for applications. The focus of funding could change annually based on Council's funding priorities (eg. other types of sport venue such as camps or water sports, community museums, affordable housing, arts etc). If such an approach were adopted in future years it is staff's recommendation that such additional funding be highly focused and target areas of risk or gaps in municipal service delivery.

Projected Impact on HRM-Owned Facilities

It is anticipated that organizations who operate an HRM-owned arena or swimming pool (ie. a facility management agreement) would be eligible to apply but duplicate funding is to be avoided. HRM-owned and operated facilities would not be eligible to apply; such capital costs are included in an annual departmental capital budget¹.

Open Call for Proposals

If Regional Council approves the proposed funding guidelines an open call for applications from eligible facility owners/operators would be issued in October, 2008, with a deadline of November 31, 2008. This time line is considered feasible given that most facilities are expected to have developed annual capital budgets and long-term business plans.

An inter-disciplinary team will evaluate applications and submit their funding recommendations to the HRM Grants Committee. The committee provides oversight in terms of compliance with the guidelines and submits a recommendation to Regional Council regarding the proposed recipients of one-time capital grants.

BUDGET IMPLICATIONS

The 2008/09 Capital Budget includes \$700,000 under account CBX01146 - Capital Grants - HRM Owned Facilities 08/09. At this time, the entire budgeted amount is available. Adopting the recommendations contained in this report will not have any impact on the approved capital budget.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

¹ For example, Northcliffe would be ineligible as an HRM-owned and operated facility but Centennial Pool would be eligible as HRM-owned and community operated facility.

ALTERNATIVES

1. Funding could be restricted to only HRM-owned and operated, HRM-owned and community-operated, as per the original budget business case.

This action is not recommended: The potential loss of facilities in specific geographic communities or programming sector could result in pressure for HRM to assume ownership and operations.

ATTACHMENTS

1. Draft Guidelines: HRM Re-Capitalization Grants to Community-Owned Recreation Facilities - Arenas and Swimming Pools
2. Review Scoring Form.
3. Application Form.

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Peta-Jane Temple, Tax, Grants & Special Projects, HRM Finance 490-5469; Phil Townsend, Manager Capital Projects, HRM Infrastructure & Asset Management; Doug Rafuse, Manager Facility Services, HRM Community Development; Andrew Whitemore, A/Manager Community Relations & Cultural Affairs, HRM Community Development.

Report Approved by: _____
Catherine Sanderson, Senior Manager, Financial Services

Attachment 1

**HRM Re-Capitalization Grants to Community-Owned Recreation Facilities -
Arenas and Swimming Pools**

Draft Guidelines

Capital grants to community-owned and operated, or HRM-owned and community operated, arenas and swimming pools are a **one-time only** investment in support of the **re-capitalization of existing infrastructure** to reduce operating inefficiencies and enhance capacity.

Applications are evaluated and prioritized by an inter-disciplinary staff review team who assess the respective merit of projects in relation to HRM's capital projects outcome measures. The HRM Grants Committee provides oversight in terms of monitoring adherence to formal policies and procedures. The decision-making authority of Regional Council determines the individual recipients.

Funding Objectives:

HRM's funding has four primary goals:

- To recognize the exceptional capital and operating costs associated with specialized sports facilities ie. arenas and swimming pools.
- To assist arena and pool operators with major capital upgrades.
- To enhance the sustainability of community-owned facilities.
- To increase programming capacity and associated revenues while reducing or containing operating costs through enhanced efficiencies.

Funding Principles:

- All facilities developed with municipal funding must be open and accessible to the general public.
- Grants will only be considered when supported by a business plan indicating long-term sustainability and a financial plan demonstrating investment sources.
- Preference will be given to facilities owned by registered non-profit organizations located within the geographic boundary of HRM.
- Priority shall be given to projects that enhance public safety and environmental sustainability.

The following guidelines outline the programs' eligibility criteria, evaluation and decision-making processes.

A. Guidelines

1. Context

The purpose of these guidelines is to target public investment in specialized community-owned and operated sports facilities that align with HRM's mandate. Facilities must be accessible and open to the general public.

2. Statement of Intent

The following principles provide the focus for public investment:

Public Safety: facilities assisted by the municipality shall be in compliance with all applicable federal, provincial and municipal legislative requirements regarding structural and operational safety standards.

Capacity Building: the municipality shall provide financial assistance to non-profit organizations who provide alternate service delivery aided by local volunteers.

Community Inclusion and Access: capital projects shall be inclusive of a diverse community of interests and accessible to persons with special needs.

Environmental Sustainability: funded projects shall incorporate environmental sustainability in their design, execution and operation and contribute to the overall physical well-being of the community.

Eligibility Criteria: Registered Non-Profit Organizations

The applicant shall be a duly registered non-profit organization. Registered status must be current: revoked or defaulted registration shall be ineligible. For the purpose of these guidelines a post-secondary institution is eligible ie. a university or community college. Public schools and private schools are ineligible.

Eligible organizations are registered non-profit organizations incorporated as:

- a society under the Societies Act and registered with the Nova Scotia Registry of Joint Stocks;
- a federally registered Canadian charity under the Income Tax Act;
- a non-profit under an Act of the Nova Scotia Legislature.

Applicants in debt to the municipality or party to a legal claim shall be ineligible for consideration pending (a) a signed payment plan and compliance with same, or (b) settlement of the claim.

The facility must be located within the geographic boundary of Halifax Regional Municipality.

Eligibility Criteria: Capital Projects

For the purpose of this program a capital project is a real property expenditure (land, building, or infrastructure²) valued in excess of \$200,000 with a useful life over one year.

The following basic eligibility criteria must be met for an application to proceed to a detailed staff review:

Major capital projects for major repairs, renovations, maintenance and retrofits. Includes:

- Major structural repairs to foundation, walls, roof/guttering, floors, ceilings, elevator or stairs;
- Major repairs, upgrades or replacement of heating and ventilation systems, plumbing and drainage, electrical and mechanical;
- Site grading and drainage;
- Upgrades to utilities (water and sewage such as pumps, pipelines and drains, septic tank, oil tank, well, electrical hook-up);
- Energy conservation upgrades (insulation, windows and doors, low-flow faucets and toilets, interior lighting);
- Exterior lighting;
- Exterior retaining walls.

A feasibility study, design fees, or technical plans directly related to the execution of a capital project are eligible for funding conditional upon project execution. Inspection reports and assessments are eligible.

In exceptional circumstances, heavy equipment that is required to sustain operations or maintain programming revenues may be considered for funding on a case-by-case basis (eg. zamboni, scoreboard, public address system, or diving tower).

Preference will be given to projects to be undertaken within 6 -12 months of an award.

Ineligible Costs

General operating costs are ineligible (eg. salaries, utilities, insurance, interest and penalties, furnishings, or interior decoration).

Equipment not integral to the facility's operation is ineligible, for example vehicles, signage, fixtures, appliances, office equipment, and landscaping.

Public art is ineligible.

Interior decorating is ineligible (eg. painting, window coverings, floor coverings such as carpet or mats,

Funding for the purpose of constructing a new facility is not eligible for consideration. Applicants

² Site preparation, water or sewer upgrades, streets, boardwalk, wharf, plaza etc.

should be referred to the *HRM Community Facility Partnership Fund* for large-scale development projects.

Eligibility Criteria: Funding Sectors

1. Arenas

The applicant shall hold title to the property, or operate an HRM-owned facility under a formal facility management agreement approved by Regional Council.

Priority focus on recreational participation and local, regional and provincial level competition.

Eligible facilities include the following:

- Indoor ice rink used for recreational and competitive sports such as but not limited to ice hockey or ringette, curling, figure skating, and recreational skating.

Ineligible:

- Military facility owned and operated by the federal government.
- Private facilities.
- Seasonal or temporary outdoor rinks.
- A temporary ice surface created as an attraction at a special event.
- A rink created as part of a commercial promotional venture.

2. Swimming Pools

The applicant shall hold title to the property or operate an HRM-owned facility under a formal facility management agreement approved by Regional Council.

Priority focus on recreational participation and local, regional and provincial level competition.

Eligible facilities include the following:

- Indoor swimming pool of a minimum size of 25 metres.

Ineligible:

- Military facility owned and operated by the federal government.
- Private facilities.
- Residential facilities such as condominium, apartment building or housing complex.
- Hotel, motel, or conference centre.
- Hospital, medical or rehabilitation facility.
- Fitness club.
- Spray pool, outdoor wading pool, or hot tub.
- Outdoor pool.
- Under-sized pool (ie. <25 metres).

Application Requirements

Applicants shall complete a formal application form and include the following support materials:

- Organization's financial statement;
- Building condition report or assessment of a specific system or equipment deficiency provided by an accredited third party;
- Quotes (preferably three) demonstrating a knowledge of the type and scope of work. The lowest bid is not required but an explanation for the selection of a more expensive supplier/equipment purchase is required. For example, warranty, availability, specialization.
- Project plan (schedule, scope of work, itemized costs, financing). Note: projects that are "bundled" ie. more than one item will be reviewed to identify the capital portion of the project (ie. work that extends the life of the building or its operating systems) and rank the submission relative to funding *priorities* ie. public safety and the prevention of structural or systems failure.

Incomplete applications shall be ineligible for consideration.

Late applications shall be ineligible for consideration.

If the facility is operated for the primary purpose of a membership-based club the applicant shall provide the following information:

- Schedule of membership fees;
- Number of members. Number of non-member users.
- Proof of public access ie. number of hours/days per week and cost.
- List of rentals to other non-profit organizations or community groups.

A presentation is not required. HRM may, at its discretion, request additional information or supplementary meetings with the applicant to establish the scope of work and/or financial viability.

Restrictions on Type of Expenditure (Use of Fund not Permitted)

- Assistance to a private interest is not permitted (ie. an individual, family, or informal collective).
- Unless authorized under the Municipal Government Act (1996) or an Act of the Nova Scotia Legislature, grants to business, industry or commerce (including a for-profit cooperative) shall not be paid from the municipal real property taxes.
- Debt repayment for work completed or in progress is ineligible for funding.
- Projects able to secure debt financing are ineligible for funding. Claims of financial need shall be verified by HRM staff through an objective assessment of the applicant's funding proposal and applicable financial statement(s).
- Payment of deed transfer tax, property tax, fire protection tax, rent, fees or fines is

ineligible for capital funding.

Application Deadline

All applications shall be received by **4:30pm November 30th, 2008**, for consideration in the current fiscal year.

Fiscal Year

HRM's fiscal year is April 1st to March 31st.

Value of Awards

Awards are **one-time only**.

The minimum value of an award shall be \$50,000 and the maximum value of HRM's contribution to a project cannot exceed \$100,000³. Preference will be given to projects that leverage funding from other sources, including self-generated funds. However, an assessment of financial capacity and barriers to funding will also be considered on a case-by-case or sector-specific basis.

Matching funding is not required.

The value of a cash award may be decreased relative to other forms of municipal in-kind support such as but not limited to a less than market value sale of public land, a long-term lease of public land at less than market value, operating subsidy, property tax assistance, discounted municipal fees, or municipal capital work (eg. infrastructure upgrades such as water or sewer, sidewalks, access routes).

Allocation of Funds

In general, grants shall be issued in full. However, a hold-back may be required in circumstances where confirmation of sufficient funding for the project to proceed within a 12 month period is outstanding. However, a large grant may be phased into several payments according to a pre-approved schedule and include interim progress reports.

Carry Forward of Funds

Funds committed to a capital project may be carried forward to the next fiscal year. The balance of any un-spent funds shall be refunded to HRM. If refunded within the current fiscal year the funds may be re-assigned to another organization who applied within the same fiscal year and assessed of sufficient merit. Any re-assignment of funds shall be approved by Regional Council.

³ The HRM Grants Committee and/or Regional Council may amend a staff recommendation with respect to the value of an award. A limitation on the maximum value of an award is intended to provide guidance to applicants, manage expectations, and to focus on priority needs.

Appeals

Any appeal by an applicant declined funding shall only be considered on the basis of:

- new information not available to the applicant and/or review process at the time of application;
- an error in the application of approved policy or execution of regular procedures.

An appeal regarding the value of an award shall only be considered if sufficient funds remain in the program's current budget allocation.

Reporting Requirements

In accordance with Chapter 18, Item 65 (au) of the Municipal Government Act (1998) a list of all capital grants shall be sent to a newspaper that circulates throughout the region.

The provisions of the Municipal Government Act (1998) shall be followed with respect to freedom of information and the right to privacy (FOIPOP). The standard protocol directs the initial inquiry to departmental staff. If the request is not met to the satisfaction of the applicant, or not routinely available, the request shall be forwarded to the Director of Community Development. Any grievance should be directed to the FOIPOP Coordinator of HRM who shall be responsible for the review and resolution of requests.

Right to Audit

Grants to third parties may be included in the municipal annual audit and any request for a more detailed review will be evaluated by HRM's Business Systems & Control Group. Any such audit shall check for complete and appropriate documentation, and the fair and equitable application of policy and procedures in decision-making.

Duplication of Funding: Municipal Grants and Contributions

Award recipients are ineligible to receive funding **in the same fiscal year** from the *HRM Community Grants Program* or the *HRM Community Facility Partnership Fund*. Additional funding may be provided through the *HRM Building Communities Fund*, *HRM Regional Trails Grants Program*, or *HRM Festivals & Events Grants Program* provided that the specific expenditure is not a duplication.

Non-profit organizations in receipt of discretionary municipal property tax assistance, or exempt payment of property tax under an Act of the Nova Scotia Legislature or Government of Canada, are eligible to apply for a grant but the value of any award may be adjusted relative to HRM's overall level of direct municipal support.

HRM staff are required to provide disclosure of any current or anticipated future capital funding assistance to an organization or HRM-owned facility so as to avoid duplicate funding or multiple funding from HRM sources.

B. PROCEDURES

1. Roles and Responsibilities

This one-time facility re-capitalization initiative is managed by HRM Infrastructure & Asset Management Services.

Applicant Organization:

All requests shall conform to the format provided by HRM. Incomplete applications will be considered ineligible for funding.

A grant shall be acknowledged in accordance with conventional protocols as per guidance provided by the program.

Upon request, the applicant may be invited to make a presentation to the inter-disciplinary review team and/or the HRM Grants Committee.

Inter-Disciplinary Review Team:

An inter-departmental review team shall be convened by HRM Infrastructure & Asset Management Services for the purpose of evaluating submissions and forming funding recommendations.

At a minimum the team shall comprise:

Technical staff from HRM Infrastructure & Asset Management Services such as but not limited to an engineer or architect.

Financial consultant.

Program delivery staff from HRM Community Development such as but not limited to facilities management, community recreation, grants and contributions.

At its discretion the team may solicit participation from external technical experts as required by the specific nature of the capital project.

All review team members shall abide by conflict of interest guidelines.

HRM Grants Committee:

The HRM Grants Committee comprises six members of Regional Council, one per Community Council. Annually, each Community Council selects its representative to the committee. Concurrent terms are permitted at the sole discretion of the applicable Community Council. The committee also includes six members of the general public selected by Regional Council through an annual open call for applications. The committee is supported by staff of HRM Community Development, HRM Finance, and the Office of the Municipal Clerk.

The committee shall receive and debate staff's report with eligibility and funding recommendations. The committee may amend a recommendation in terms of the amount of award, or specific terms and conditions of funding.

The committee's report is attached to the staff report and submitted to Regional Council for approval.

The committee may initiate a review of policy and procedures, adjudicate appeals, and receive presentations.

Regional Council:

Decision-making authority with respect to any award from the *HRM Community Infrastructure Partnership Fund* is at the sole discretion of Regional Council.

2. Evaluation Procedure

All applications will be subject to a standardized scoring process and ranked by the interdisciplinary review team.

Scores will be weighted in accordance with the following:

- Public safety.
- Structural or systems failure.
- Operating efficiencies and cost-savings.
- Inclusion, accessibility, and benefit to the general public.
- Environmental protection and sustainability.
- Type, scale, and scope of impact at the respective facility, neighbourhood, community or sector-specific level (ie. recreational and competitive sport/s).
- Diversification in funding sources and/or proponent's ability to self-finance.
- Alternate service delivery or the provision of a service that fills a gap in municipal programming and/or amenities.

3. Reporting Procedures

Grant recipients shall submit a final report in accordance with the specific terms and conditions of funding.

Draft: August, 2008.

Level 2 - Project Merit	
Risk Management - Public Safety.	/40pt
Risk Management - Structural or Systems Failure.	/40pt
Operating Efficiencies and Associated Cost-saving.	/10pt
Environmental Impact	/10pt
Total Score	/100pts

Scoring Summary	
Rank. Place applications in rank order according to project merit, urgency of need, and financial viability.	
Recommended Value of Award	\$
Terms and Conditions of Funding. Specify what aspect of the project is supported by HRM's grant. Indicate any hold-backs or payment schedule.	
Reviewer: name and contact information	
Date of Review: individual and team	
Referral/Follow-Up	

Attachment 3. Application Form

HRM Re-Capitalization Assistance: Arenas and Swimming Pools
2008-2009
Application Deadline: Monday, November 31, 2008

Name of Organization:	Contact Persons: Telephone: Fax:
Mailing Address:	Civic Address of Facility:
Registration as Non-Profit: check only the category that applies to your organization: <input type="checkbox"/> Registry of Joint Stocks Number <input type="checkbox"/> Federal Charity Number <input type="checkbox"/> Act of Legislature (name and date)	Category of Facility: <input type="checkbox"/> Arena <input type="checkbox"/> Swimming Pool

Please include the following with your application.

- Financial statement for the organization - current year.
- Itemized budget for proposed capital project.
- Technical support materials as applicable (reports, building lifecycle plan, building condition report, building inspection, maintenance report).
- Quotes for supply of goods or services. Accredited tradespersons should be used when required by law or insurance.
- Programming description if facility is owned by membership-based club. Description of public access ie. non-members.

<p>Amount of Capital Grant Requested (maximum \$100,000)</p> <p>\$</p>	<p>Other Municipal Support (eg. property tax, rent subsidy, operating subsidy, in-kind, or grant)</p>
<p>Status of Project: work in progress or schedule</p>	
<p>Work Specification: if more than one task, list in order of priority</p>	

Project Budget			
Project Funding Sources		Estimated Expenses	
Type	\$ Amount	Type	\$ Amount
Total	\$	Total	\$

Note: If source of funding is not confirmed mark with an *. Attach quotes or estimates from suppliers.

Authorization	
This application must be signed by an authorized signing officer of the organization. Two signatories required.	
Application Prepared By: _____	_____
Name/Title	Date
Application Approved By: _____	_____
Name/Title	Date
Application Deadline: Monday, November 31, 2008	