



Community Infrastructure Partnership Program Criteria and Guidelines

The Community Infrastructure Partnership Program has been established to encourage the development of partnerships and provide assistance to eligible groups/organizations with their community improvement initiatives.

The following criteria/guidelines apply to the Community Infrastructure Partnership Program.

1. Only projects which will introduce new municipal capital infrastructure or improve existing municipal infrastructure are eligible for funding consideration. Projects which include operational (i.e. utilities, rent, disposable materials and supplies etc.) administrative (i.e. salaries, promotion etc.) or maintenance (repairs/upkeep to existing structures, service costs etc.) related costs are not eligible.
2. Applications will be accepted and considered from East Gwillimbury – based volunteer, not for profit groups.
3. Only those funds which have been raised by eligible not for profit groups through community fundraising efforts will be eligible for capital matching consideration.
4. The proposed project should be located on municipally- owned property. Applications for funding of projects on non-municipally owned property will be considered provided that a satisfactory joint- use agreement can be established between the applicant, landowner and the Town.
5. **All project submissions must be received no later than August 1st of each year, to be eligible for consideration for the next budget year.**
6. Projects seeking funding should be directly related to recommendations/initiatives referenced in the Community Parks, Recreation & Culture Master Plan, Thinking Green Sustainability Strategy and Town Official Plan. Projects not specifically identified in these documents, but with an identified benefit to the Town, will be considered on their own merit.
7. **Completed Community Infrastructure Partnership Program application forms are to be submitted to the Director of Parks and Leisure Services and must include the following information:**
 - a) What methods were used to identify the project need?
 - b) How does this project meet or fulfill the identified need?
 - c) What benefits to the community will be recognized immediately and in the future as a result of the project?
 - d) Description of project.
 - e) Project budget
 - f) A copy of the group's/organization's meeting minutes or resolution, approving the project and application.
 - g) A copy of the group's/organizations current budget, financial and statements.

8. Applicant's funds must be in hand at the time of the project submission or a detailed outline must be provided showing how their portion of the project funds will be secured.
9. Approved projects cannot commence until all applicant funds are in place and transferred to the Town. All approved project expenditures will be processed through the Town.
10. The Procurement Policies and Procedures for the Town of East Gwillimbury must be adhered to. These policies and procedures address areas including, but not limited to solicitation of quotations and the purchasing of goods and services.
11. Each application under the Community Infrastructure Partnership Program submitted by an eligible group/organization will be considered on its own merit and available municipal funds. Funding may be granted up to a maximum of 50% of the total eligible project costs or as otherwise approved in the annual municipal budget.
12. Any costs incurred prior to the approval of the project and receipt of funds from the applicant, are ineligible for assistance.
13. In the event that it is determined that additional funds are required following Council's approval and budget allocation to the project, it is the responsibility of the applicant to provide the necessary additional funds required unless otherwise agreed to by Council.
14. Approved projects must be completed in the budget year for which the project was approved unless otherwise authorized by Council.

Application Review Process

When an application is received, it goes through an extensive review process. This process will commence at the application deadline of August 1st and conclude upon approval of the Municipal budget which typically occurs late December-mid January each year. Notification regarding application status will occur directly thereafter.

The review process includes:

Step 1 Receipt by Director of Parks and Leisure Services

- Applications are checked to ensure organization and application meets the basic eligibility requirements.
- Applications are checked to ensure it is complete and all required attachments are included.
- Project costs are verified for accuracy to ensure that the applicant has established an appropriate budget and have sufficient funds to complete the project if approved.
- Applications deemed eligible and complete are referred to the appropriate Municipal department(s) based on the proposed project focus (i.e. Parks, Recreation, Culture, Thinking Green Strategy, Official Plan etc.) for further review, evaluation and comments.

Step 2. Referral to Budget Deliberations

- Applications together with departmental evaluations and recommendations are forwarded to Corporate and Financial Services for inclusion in the annual budget deliberation process.

Step 3. Application Review and Funding Decision by Budget Committee

- Applications are reviewed and discussed during scheduled budget deliberation meetings.

Step 4. Communication of Decision to Applicant

- Notification to applicants regarding the decision of Budget Committee will occur following the approval of the annual Municipal budget.

For any inquiries or assistance, please contact Community Programs & Infrastructure at 905-478-4282 ext. 3843.



Town of
East Gwillimbury

COMMUNITY INFRASTRUCTURE PARTNERSHIP PROGRAM
APPLICATION FORM

PLEASE PRINT

Applications must be received prior to August 1st for consideration in the following budget year.

THE APPLICANT

Name of Group/Organization: _____

Mailing Address

Contact Person Name:

Address:

Phone#

Email

4. How was the project's need identified?

5. How does this project meet or fulfill the above need?

6. Describe the immediate and future benefit to the community which will result from the project.

PROJECT BUDGET

1. Project Cost \$ _____ + applicable taxes \$ _____ = Total Project Cost \$ _____

Amount to be provided by applicant for this project: \$ _____

Amount requested \$ _____ (up to 50% of total project cost)

2. Describe community fundraising initiatives, or other funding sources, which have contributed to the project.

3. If the total of funds required for the project is not presently in place at the time of application, outline how the remaining amount will be raised.

Note: Approved projects cannot commence until all applicant funds are in place and transferred to the Town. All approved project expenditures will be processed through the Town.

PROJECT SCHEDULE

1. Proposed start date: _____

2. Other dates related to completion of project (Proposed project timeline/schedule):

3. Proposed completion date: _____

I hereby certify that the information given in this application and in any documents attached is true and correct in every respect. The undersigned has read and agrees to abide by the Community Infrastructure Partnership Program's guidelines and criteria.

Name of authorized official

Position Title

Signature of authorized official

Date

MUNICIPAL USE ONLY

Title of Project:		_____	
Date application received:		_____	
Proposed starting date:		_____	
Project recommended to Budget Deliberation:	YES <input type="checkbox"/>	Date	_____
	NO <input type="checkbox"/>		
Project Approval Granted :	YES <input type="checkbox"/>	Date	_____
	NO <input type="checkbox"/>		
Applicant project funds received :	YES <input type="checkbox"/>	Date	_____
	NO <input type="checkbox"/>		
Amount requested:	\$	_____	
<u>Additional consultations/approvals required:</u>		<u>Description:</u>	
Building Permit	<input type="checkbox"/>	_____	
Engineering	<input type="checkbox"/>	_____	
Hydro	<input type="checkbox"/>	_____	
Other	<input type="checkbox"/>	_____	

ATTACHMENTS

The following must be submitted along with this application. Incomplete forms will be returned to the applicant.

Check

- Copy of group/organization's meeting minutes and/or resolution approving the project.
 - A copy of the group's/organizations; current budget, financial and bank statements.
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APPLICATION DEADLINE: August 1st for consideration in the following budget year.

Submit Application to:
Gary Shropshire
Director of Parks and Leisure Services
Town of East Gwillimbury
19000 Leslie St.
Sharon, Ontario
L0G 1V0

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