

Council Policy No.:	
Council Policy Name:	Fenelon Falls Powerlinks – Fund Disbursement Policy
Date Approved by Council:	March 14, 2006
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	

Policy Statement and Rationale:

The purpose of the **Powerlinks Fund** is to provide financial assistance for capital projects that lead to the physical improvement, enhancement, and beautification of the community of Fenelon Falls. Funding is derived from annual revenues payable to the City of Kawartha Lakes as a result of the continued operation of the power generation plant operated by Consolidated Hydro Inc. These revenues will be kept in a Reserve Fund managed by the City of Kawartha Lakes for the purposes outlined within this policy.

Scope:

Funding will be available to the City, community-based organizations and individuals for initiatives that meet the program objectives of improving public property in any one of the following areas of focus:

- Beach Park – Fenelon Falls Museum – Docking
- Water Street Promenade – west of Colborne
- Oak Street Improvements
- Water Street – east of Colborne
- Flume Parkette (UPI)
- Fallsview and Heritage Gorge Walkway
- Bass Street Park area south of Railway Bridge



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1.0 Eligibility Criteria

To be eligible for funding, applicant projects:

- 1.01 Must provide direct enhancement to one of the identified areas of focus in Fenelon Falls.
- 1.02 May be sponsored by an organization that is not-for-profit (or be undertaken directly by the City of Kawartha Lakes).
- 1.03 Must demonstrate that the enhancement will be provided in an effective, accessible, open and inclusive manner. i.e. where a permanent asset/amenity is being contemplated, shall only be used for an amenity, which is publicly accessible to all residents and visitors of Fenelon Falls.
- 1.04 Must not be used to offset what is considered to be “normal” municipal obligations, however, may be used to enhance municipal facilities beyond “normal” obligations.
- 1.05 May be used to partner with other funding opportunities, whether that is private, municipal, provincial or federal to leverage the funds to the maximum degree possible. In such cases of partnership, the applicant must have identified matching funds in place within 6 months of project approval for the project to remain eligible i.e. 50/50 programs.
- 1.06 Must be approved by the City of Kawartha Lakes Council through a staff report that outlines all community involvement and financial implications associated with the project. (including any ongoing operating costs or impact on tax supported programs).

2.0 What Is Not Eligible

Funding is not to be provided:

- 2.01 On a retroactive basis.
- 2.02 To organizations providing a share or membership which may be held or disposed of for personal gain.
- 2.03 To coalitions such as ratepayer or tenant/landlord associations, or to support programs for services geared specifically to these groups.
- 2.04 To organizations aligned with any political party, or to support programs or services that are political in nature.

- 2.05 To organizations operating under the auspices of a religious body, or to support programs or services which are religious in nature.
- 2.06 To support programs or services which are operated under the authority of another level of government, such as social services.
- 2.07 To offset the operating or capital obligations of any organization or business.
- 2.08 For debt retirement expenditures.

3.0 Criteria

- 3.01 Funding is available only when the applicant can demonstrate that there is community support for the project offered by the group; that there is a need for financial assistance; and that adequate funding for the programs is not available from other sources. Community-based partnerships are desired. Priority will be given to those program initiatives identified in the preamble.

4.0 Effectiveness

Effectiveness is achieved when the impacts or outcomes of the program can be identified and measured and is found to be consistent with the Fund's mandate of enhancing or improving the community of Fenelon Falls.

To be categorized as providing an acceptable level of effectiveness, the project must demonstrate, at a minimum:

- 4.01 That the project's objectives are clearly stated, and in keeping with the focus of the fund.
- 4.02 That the project is operated in a cost-effective manner and according to a clear business plan including full disclosure of any anticipated future revenues or expenses.
- 4.03 That the project operates on a self-sufficient and sustainable basis where possible.
- 4.04 That if the project is not fully sustainable, or self-sufficient, that the impact on either the community group or Municipality is fully identified.
- 4.05 That the applicant responds to community needs through modification of the project as required.

5.0 Application

5.01 Application for use of Powerlink Funds is to be made through the Community Services Department of the City of Kawartha Lakes in the form of a written proposal/ business plan. The Director will notify the Powerlink Committee of the application(s). Any disbursement of funds will be authorized through Council based on recommendations of the Powerlinks Committee and supported by the Director of Finance.

5.02 Each applicant will be required to provide information about the organization and its programs or services; evidence to establish the group's eligibility in terms of the evaluation criteria outlined in this policy; a description of how the group intends to measure the success of the program, service or project if the funding request is approved; and as required, specific financial information related to the group's revenues and assets. Timelines must be clearly expressed.

5.03 In the case of application for funding to a not-for-profit organization, the following support information will be required at a minimum:

- i) A statement of the applicant's goal and objectives, constitution and by-laws or if a new group, operating guidelines.
- ii) The names, addresses and telephone numbers of all members of the group's board of directors or executive.
- iii) Minutes of the executive meeting at which the application was approved.
- iv) Financial information as follows:
 - A detailed budget for the project including materials, labour, contracted services and volunteer requirements.
 - The Applicant's financial statement for the previous year and a year to date statement for the current year.
 - A statement disclosing all assets held in reserve as may be applied to ongoing phases of a project.

5.04 Incomplete grant applications will not be considered. If requested, The City will provide advice to ensure that the application is completed fully, and that all information requirements are met.



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6.0 Approval

6.01 Requests are reviewed by the Powerlinks Committee. The role of this committee is to determine whether the project is eligible and, if so, whether it has demonstrated commitment to the principles as required. Proposals will be selected with the objective of ensuring an equitable distribution of available funds. At no time, will approval be granted to any project that has the potential of committing the fund to expenditures beyond the amount in reserve. This committee will also review the status of approved projects including expenditure of funding allocation. The City has the right to request proof of expenditure.

6.02 City staff will then report on these funding recommendations to City Council for approval.

Projects that are ineligible for funding and whose application will receive no further consideration will be so advised, in writing, as soon as possible.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	