

# Management Directive



Management Directive No.:	
Management Directive Name:	50/50 Community Project Capital Funding Initiative Management Directive
Date Approved by CAO or Designated Person:	
Date revision approved by CAO or Designated Person:	
Related SOP, Management Directive, Council Policy, Forms	

## Directive Statement and Rationale:

The Corporation of the City of Kawartha Lakes acknowledges the efforts of volunteer organizations located within the City.

The City has the opportunity to provide an avenue to create partnerships with these volunteer organizations to provide for the betterment of the City.

The City wishes to support volunteer organizations yet not have such organizations become reliant on such supports thereby potentially eroding the strength and independence of such organizations.

The City recognizes that there have been past practices associated with annual 50/50 partnerships within parts of our Community which need to be considered.

The City therefore establishes this directive to guide the distribution of the 50/50 partnership funding for the purchase of and enhancement of both City facilities and parks, and facilities and parks in those communities where no such municipally owned amenities exist.

## Scope:

The 50/50 Community Project Capital Funding Initiative management directive addresses the process for the request and distribution of capital funds to be used in partnership with local community organizations to provide for the betterment of the City's facilities and parks.

## Definitions:

In reading and interpreting the 50/50 Community Project Capital Funding Initiative management directive, the following definitions apply:

"City" means the Corporation of the City of Kawartha Lakes;

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“Community park/facility” means a park or facility that is considered to be a public and community park or facility which is not municipally owned but acts as the local park or facility due to the lack of such a municipally owned property;

"50/50 partnership" is defined as a capital project to be partnered between the City and a local community organization with no greater than 50% of the funds being contributed by the City.

“Capital project” shall consist of projects that lead to the creation or betterment of an asset for the Corporation with a lifespan covering multiple years, in accordance with the Public Sector Accounting Board.

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### 1.0 Criteria for Distribution

- 1.01 The total funding amount will be available City wide Funding will be determined by the annual budget of the Community Services Department.
- 1.02 A maximum amount of \$7,500/year/organization is available.
- 1.03 Organizations are limited to one application/request per calendar year.
- 1.04 Project applications/requests must be submitted by October 31<sup>st</sup> of the calendar year prior to the year the funding is requested for.
- 1.05 Projects must be funded by the requesting organization by a minimum of 50%.
- 1.06 Projects must be completed during the calendar year in which the funds are being requested. No carry-over of funds is permitted.
- 1.07 If funds are not fully requested by eligible projects during the initial allocation or distributed by July 31, remaining funds can then be applied for and accessed by proposals at a second intake.
- 1.08 Projects must be for the betterment of the entire community and accessible by all residents (as determined by staff) and be Parks, Recreation & Culture related.
- 1.09 Proposals will be reviewed and authorized by the Director of Community Services, or designate.
- 1.10 Any invoices to be received as a result of these projects will be received and paid by the applicant. Upon completion of the project a Municipal Grant Financial Report and all related invoices/receipts are to be submitted to the City. Reimbursement from the City is provided to the applicant upon receipt of the final Financial Report.

## Revision History:

Proposed Date of Review:

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

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0.0	Aug. 9 2016	Capital project definition, city wide allocation, funding determined by annual budget, payment of invoices	Shelley Cooper

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