



The City of Winnipeg

Community Centre Renovation Grant Program Guide & Application



Questions & Answers

What is the Community Centre Renovation Grant Program?

The Community Centre Renovation Grant Program (CCRGP) supports repairs, upgrades, retrofits, safety improvements and renovation projects at the City of Winnipeg Community Centre facilities.

Who can apply?

Applicants must be Community Centres as recognized by the City of Winnipeg.

What types of projects are eligible?

Renovations/repairs/upgrades to:

- Facility areas that receive operating funds through the Universal Funding Formula (UFF).
- Revenue-generating spaces (i.e. indoor arenas, ice plants, fieldhouses, and soccer complexes) and all associated infrastructure.
- Permanent outdoor hockey pens and associated infrastructure.

What types of projects are ineligible?

Projects to create new facilities or additions to existing facilities.

What are the eligibility criteria?

1. Applicant's UFF accountability requirements must be current and complete.
2. Applicants must be in good standing with the General Council of Winnipeg Community Centres (GCWCC).
3. Projects must result in a safe, secure and code-compliant facility improvement.

4. Community Centres are not eligible to receive more than one grant in a calendar year. Priority will be given to applicants that have not received a Community Centre Renovation Grant in the prior year.
5. Project benefits, planning and delivery need to be clearly identified.
6. When complete, the project will allow greater and diverse community use of the facility.
7. Project funding, including other funding sources and contingency funds in case of unforeseen circumstances, needs to be clearly identified in the application.
8. Projects must be undertaken by contractors who have City of Winnipeg approved Commercial General Liability Insurance and Workers' Compensation Board clearance.
9. Projects must be completed, with all funds expended, within 18 months of award.
10. Where applicable, projects must conform to the City of Winnipeg Accessibility Standards and Universal Design Policy. For additional information, please contact the Community Centre Facility Coordinator at GCWCC.
11. Projects must be accompanied by at least three quotes and/or professional cost estimates (where applicable). If fewer than three quotes are submitted, an explanation must be provided.
12. Completed applications need to be submitted by March 15 or October 15 of each year.

NEW for 2023

Applicants are encouraged to include a contingency amount in their project budget in case of unforeseen circumstances or increase in costs.

Do all applications that meet eligibility criteria get approved?

As funding is limited, not all projects which meet the criteria will be approved. It should not be assumed that the application is approved until notified in writing. Expenditures incurred before the project approval is received may be ineligible for reimbursement.

What are the financial limits of the grant?

The CCRGP will support up to 100% of eligible project costs to a maximum of \$100,000 per project. Fifty percent (50%) of the grant is payable once the project is approved (written project plan approval is required). The remaining 50% is payable upon verification of project completion to the satisfaction of the City of Winnipeg.

What are the deadlines?

Applicants can apply once every 12 months. There are two intake periods per year:

- Spring – submission deadline is March 15
- Fall – submission deadline is October 15

Applications received after the respective deadline will not be considered.

How does the grant get approved?

1. Applications are reviewed by the GCWCC Community Centre Facility Coordinator for eligibility and completeness.
2. Applications are considered by the Selection Committee consisting of City and GCWCC representatives.
3. Award decisions are made and communicated to applicants.

How is the grant paid out?

1. The City of Winnipeg Grant Administrator provides the Community Centre a letter of award and process for accessing the funding.
2. The City of Winnipeg ensures that all outstanding items, such as confirmation of project funding, are addressed.
3. The Community Centre enters into a CCRGP Agreement with the City of Winnipeg.
4. The Community Centre obtains City of Winnipeg project approval (written project plan approval is required) and initiates the work.
5. Upon receipt of the executed CCRGP Agreement and sign-off document, the City of Winnipeg Grant Administrator will release 50% of the approved funds.
 - Effective Spring 2021, Community Centres will receive the second half of the grant payment upon verification of project completion by the City of Winnipeg, plus submittal of the Final Claim Form, complete with copies of permits (if applicable) and invoices.
6. The Community Centre obtains City of Winnipeg written project completion approval.
7. The City of Winnipeg Grant Administrator will verify project completion and process the final claim for the remaining 50% of the approved funds.

What costs are eligible?

- Labour and materials
- Permits
- Taxes
- Other costs that have been identified and approved in advance and are considered to be direct and necessary to the success of the project (example: design fees, construction management fees)

Questions & Answers

What costs are ineligible?

- Costs incurred before project approval*
- Administrative or operating costs
- Feasibility studies
- Financing charges
- Advertising or promotions
- Meal expenses
- Travel expenses
- Expendable equipment (example: sporting goods, uniforms)
- Tractors, snow clearing or ice surfacing equipment
- In-kind services or donations

*** Expenditures incurred before the project approval is received are ineligible for reimbursement unless specifically identified and supported at the time of award.**

Preparing to apply

1. Review the CCRGP Guide and Application.
2. Review annual facility inspection reports to determine if your project addresses any identified issues.
3. Connect with the Community Centre Facility Coordinator at GCWCC to assist with the development of scope of work, help identify possible funding sources and support with the application process.
4. Ensure UFF accountability requirements are up to date.
5. Gather all required attachments.
6. Complete the application and answer all of the questions.

Helpful tips when applying

1. Project benefits, planning and delivery need to be clearly identified in the project proposal.
2. The project/application should address facility operations and services impact.
3. Ensure all other funding sources, including contingency funds, are clearly identified.
4. Review and include a clear project proposal that addresses the eligibility criteria of the program and answers the questions who, what, when, where and why.
5. Include three cost estimates from different contractors for each component of your project (and/or professional cost estimates, if applicable). If three cost estimates are not available, please explain why.
6. Please indicate if this project addresses any accessibility, energy efficiency, safety, and or regulatory requirements. For additional information please contact the Community Centre Facility Coordinator at GCWCC.

How do I apply?

Submit a completed CCRGP Application, along with required supporting documentation to:

office@gcwcc.mb.ca

General Council of Winnipeg
Community Centres
Unit 2703-A, 83 Garry Street
Winnipeg, Manitoba R3C 4J9
Ph: 204-475-5008
Fax: 204-475-5812
www.gcwcc.mb.ca



Application Form

Late or incomplete applications will not be considered

Privacy Statement: Personal information is collected under and protected by S. 36(1)(b) of The Freedom of Information and Protection of Privacy Act. Personal information will be used to support the administration of the City of Winnipeg's Community Centre Renovation Grant Program, including the grant application intake, review and award processes. If you have any questions about the collection of this information, contact the Corporate Access and Privacy Officer by mail to City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9, or by telephone at 311.

Legal Name of the Community Centre		
Mailing Address		
Community Centre's Project Manager/Contact	Primary Contact	Alternate Contact
	Name: _____	Name: _____
	Daytime Phone: _____	Daytime Phone: _____
	Cell/Residence Phone: _____	Cell/Residence Phone: _____
	Email: _____	Email: _____
UFF Accountability Requirements <i>Applicants must be current on UFF accountability requirements. The documentation must be previously submitted and will be verified by Community Centre Facility Coordinator and the Community Centre Liaison.</i>	<i>UFF accountability documentation that must be previously submitted includes (do not attach):</i>	
	Copy of Annual Return (Proof of Incorporation)	Monthly meeting minutes including monthly financials (within 30 days of last meeting)
	Board of Directors List	Volunteer Report
	Constitution & By-laws	Inventory Report
	AGM Minutes	Program Reports
	Annual Audited/Reviewed Statement	
Project Name		
Project Description and Benefits <i>On a separate page, please provide as much detail as possible, referencing safety, regulatory, energy efficiency and accessibility improvements, if applicable. The project/application should address facility operations and services impact. Project proposal should explain:</i>		
<ul style="list-style-type: none"> • <i>What are you planning to do? Must include detailed scope of work.</i> • <i>Where are you planning to do it? Include site plan and exact location of the project.</i> • <i>Why are you doing this project? Include project benefits and address how this project will benefit the community. Once the project is complete, what activities and programs are you going to be able to offer?</i> 		
Project Timeline <i>Project must be complete, with all funds expended, within 18 months of award date.</i>	Estimated Start Date: _____	
	Estimated Completion Date: _____	
Projected Expenditures (including GST & PST) <i>Itemize and list project costs (design fees, labour, materials, etc.). Attach copies of related quotes or estimates. Amounts must match your chosen quote(s).</i>	1. _____	\$ _____
	2. _____	\$ _____
	3. _____	\$ _____
	4. _____	\$ _____
	5. _____	\$ _____
	TOTAL PROJECTED COST	

Community Centre Renovation Grant Program

Application Form

<p>Amount Requested From Community Centre Renovation Grant Program (maximum is \$100,000 per project)</p>	<p>\$ _____</p> <p>Total amount requested from the grant cannot include contingency funds.</p>
<p>Additional Project Funds Sufficient funding to complete the project must be confirmed prior to release of any Community Centre Renovation Grant funding. Please attach information on all funding sources. Please see guide for funding criteria for indoor arenas, ice plants, fieldhouses and soccer complexes.</p>	<p>\$ _____ from _____ Confirmed Y N</p> <p>\$ _____ from _____ Confirmed Y N</p> <p>\$ _____ from _____ Confirmed Y N</p> <p>\$ _____ from _____ Confirmed Y N</p> <p>TOTAL FUNDING \$ _____</p> <p>Total funding must match total projected cost. If funding sources are unconfirmed, is the project scalable/adaptable to reduced funding? Please explain:</p>
<p>Contingency Funds Applicants are encouraged to include a contingency amount in their project budget in case of unforeseen circumstances or increase in costs.</p>	<p>\$ _____ from _____ Confirmed Y N</p>
<p>Attachments Failure to include supporting documents will result in application being deemed incomplete and not considered.</p>	<p>Board minutes approving grant application, project budget and contingency funds</p> <p>Current bank statement (include all accounts and investments)</p> <p>Three contractor quotes for construction work (if fewer than three quotes, please explain why)</p> <p>Monthly Board-approved financial statements for January (Spring intake) or August (Fall intake)</p> <p>Project description/benefits</p> <p>If applicable:</p> <p>Confirmation of other project funding, including board motion for contingency funds</p> <p>Community Centre contribution</p> <p>Consultation fees /proposal</p> <p>If applicable:</p> <p>Drawings and plans</p> <p>City of Winnipeg Inspection Report</p> <p>Health and Safety Inspection Report</p>

Applicants should not assume approval of their application until notified in writing. Community Centres must obtain project approval and written sign-off by the City of Winnipeg prior to initiating work.

COMMUNITY CENTRE BOARD ENDORSEMENT

<p>We certify that the information in this application is accurate, complete and endorsed by the Board of the Community Centre we represent.</p>	
<p>President's Name: _____</p>	<p>Treasurer's Name: _____</p>
<p>President's Signature: _____</p>	<p>Treasurer's Signature: _____</p>
<p>Date: _____</p>	<p>Date: _____</p>

City of Winnipeg **Signage Requirements**

No person or business shall display, install, or affix any sign, symbol, notice, or lettering of any kind anywhere on City of Winnipeg-owned assets or property without approval by the City of Winnipeg.

To have a sign approved, submit proposed sign design to marketing@winnipeg.ca.

Be sure to include:

- all text in legible font, graphics, and logos
- **Note:** For signage in recognition of sponsorships and/or donations, only the sponsor and/or donor relationship with the City of Winnipeg will be recognized on the sign.
- proposed sign dimensions
- fabrication specifications
- proposed location of sign
- plan for installation

Submitted sign designs will be reviewed by departments to ensure compliance with all relevant City of Winnipeg by-laws, policies, and processes.

City staff will convey approval or comments back to the applicant within fifteen (15) business days.

Signs must not be installed until approval is provided from the City of Winnipeg to the applicant in writing.

Upon approval, applicants are responsible for all costs related to:

- fabrication of the sign
- installation*, repair, replacement, and/or removal of the sign
- insurance required by the City of Winnipeg

* Installation of the sign must be done by (a) City of Winnipeg staff, or (b) a City of Winnipeg approved contractor under the supervision of City of Winnipeg staff.