



The City of Winnipeg

# Community Centre Renovation Grant Program

## Guide & Application



# Community Centre Renovation Grant Program

The Community Centre Renovation Grant Program supports Community Centre facilities with:

- Repairs
- Upgrades
- Retrofits
- Safety improvements
- Renovation projects

The grant is jointly administered by the City of Winnipeg and the General Council of Winnipeg Community Centres (GCWCC).

## Grant amount

The Community Centre Renovation Grant Program covers up to 100% of eligible project costs to a maximum of \$100,000, per project.

- Not all projects will be approved, as funding is limited
- Do not assume that the application is approved until notified in writing

## Application forms

See forms included in this guide

## Application deadlines

- For current deadlines, visit [winnipeg.ca/ccrgp](http://winnipeg.ca/ccrgp)
- Applications received after the deadline will not be considered

## Application support

For assistance with developing the scope of work, identifying possible funding sources, and support with the application process, contact:

### Arthur Pearson

Community Centre Facility Coordinator  
GCWCC  
Ph: 204-475-5008

## Tips when applying

Successful applications will:

- Articulate the project benefits, planning, and delivery
- Identify other funding sources, including contingency funds
- Include three or more professional quotes or cost estimates
- Address facility operations and services impact
- Address the eligibility criteria of the program
- Answer the questions who, what, when, where, and why
- Indicate if the project addresses any accessibility, energy efficiency, safety, and/or regulatory requirements
- Identify whether the project addresses any issues from recent annual facility inspection reports

# Community Centre Renovation Grant Program

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## Eligibility

### Applicant eligibility

- Must be a Community Centre in good standing with the GCWCC
- Universal Funding Formula accountability requirements must be current and complete

### Project eligibility

- Renovations/repairs/upgrades to:
  - Facility areas that receive operating funds through the Universal Funding Formula
  - Revenue-generating spaces (and all associated infrastructure):
    - Indoor arenas
    - Ice plants
    - Fieldhouses
    - Soccer complexes
  - Permanent outdoor hockey pens and associated infrastructure
- Must result in a safe, secure and code-compliant facility improvement
- Must complete the project within 18 months of award
- Must spend all funds within 18 months of award
- Must conform to:
  - Universal Design Policy
  - Winnipeg Accessibility Design Standard
- The Community Centre Renovation Grant Program does not fund new facilities or additions.

### Contractor eligibility

Contractors must have:

- City of Winnipeg approved Commercial General Liability Insurance
- Workers' Compensation Board clearance

### Eligible costs

- Labour and materials
- Permits
- Taxes

Expenditures incurred before project approval are generally not eligible, unless identified and approved as part of the award process.

Other costs necessary to the success of the project may be eligible, but must be approved in advance. This can include:

- Design fees
- Construction management fees

### Ineligible costs

- 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

## Approval process

### Submit Request for Funding

#### Part One Form

- The GCWCC Community Centre Facility Coordinator will:
  - Assist with the development of scope work
  - Identify possible funding sources
  - Support your application process
- Once your application has been submitted it will be reviewed for eligibility and completeness and a facility visit will be scheduled

### Submit Request for Funding

#### Part Two Form

- Your submission is reviewed by the City of Winnipeg and the GCWCC

## Award of grant

- Successful applicants:
  - Are granted a letter of award
  - Enter into a Community Centre Renovation Grant Program Legal Agreement with the City of Winnipeg
  - Sign the project sign-off document

## Accessing the funding

- The Grant Administrator will release 50% of the approved funds once the executed legal agreement and project sign-off document are received
- At 75% completion, the Community Centre can apply for an additional 25% of funds
- The remaining funds are released once the project is complete

## Project completion

- When the renovations are complete the Community Centre will:
  - Contact Municipal Accommodations
  - Request an inspection for project sign off
- If approved, the Community Centre will:
  - Complete the final claim form and submit to the Grant Administrator
  - Receive final payment of the approved funds

# Request for Funding Part One

**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.

<b><u>Legal Name of the Community Centre</u></b>		
<b><u>Mailing Address</u></b>		
<b><u>Community Centre's Project Manager/Contact</u></b>	<b><u>Primary Contact</u></b> Name: _____ Phone: _____ Email: _____	<b><u>Alternate Contact</u></b> Name: _____ Phone: _____ Email: _____
<b><u>Project Description and Benefits</u></b> <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"> <li>• <u>What your project is</u></li> <li>• <u>Where you are planning to do it</u></li> <li>• <u>Why it benefits your centre and community</u></li> <li>• <u>When you plan to start</u></li> </ul>		
<b><u>Community Centre Board endorsement.</u></b> Month/Day/Year of Meeting: _____		
<i>Please include details of the motion made by the board to request funding:</i>		

# Request for Funding Part Two

**Applicants must have completed all requirements for Request for Funding Part One. Late or incomplete applications will not be considered.**

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<b><u>Legal Name of the Community Centre</u></b>			
<b><u>Mailing Address</u></b>			
<b><u>Community Centre's Project Manager/Contact</u></b>	<b><u>Primary Contact</u></b> Name: _____ Phone: _____ Email: _____	<b><u>Alternate Contact</u></b> Name: _____ Phone: _____ Email: _____	
<b><u>UFF Accountability Requirements</u></b>	Applicants <b>must be current</b> on UFF accountability requirements. Contact your Community Centre Liaison <u>if you have questions.</u>  <u>I confirm that all documentation is current.</u>		
<b><u>Project Name</u></b>			
<b><u>Project Description and Benefits</u></b> Have the project plans changed since Request for Funding Part One was submitted?    Yes    No <u>If yes, describe the revised project and the benefits to the Community Centre.</u>			
<b><u>Project Timeline</u></b> <i><u>Project must be complete, with all funds expended, within 18 months of award date.</u></i>	Estimated Start Date: _____  Estimated Completion Date: _____		

(continued on next page)

# Community Centre Renovation Grant Program

## Request for Funding Part Two

<b>Projected Expenditures (including GST &amp; PST)</b> <i>Itemize and list project costs (design fees, labour, materials, etc.). Attach copies of related quotes or estimates that match the scope of work provided to you. Amounts must match your chosen quote(s).</i>	1. _____ \$ _____
	2. _____ \$ _____
	3. _____ \$ _____
	4. _____ \$ _____
	5. _____ \$ _____
	6. _____ \$ _____
	<b>TOTAL PROJECTED COST</b> \$ _____

### **Quote Selection**

If your Community Centre did not select the cheapest quote, please provide a brief explanation as to why.

<b>Conflicts of Interest</b> Are there any conflicts of interest related to this funding request or the quoting process? Yes _____ No _____ If yes, please explain.
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<b>Amount Requested</b> <i>From Community Centre Renovation Grant Program (maximum is \$100,000 per project)</i>	\$ _____ Total amount requested from the grant cannot include contingency funds.
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# Community Centre Renovation Grant Program

## Request for Funding Part Two

<p><b>Additional Project Funds</b>  <u>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 include any Community Centre contributions.</u></p>	<p>\$ _____ from _____ Confirmed Y N          \$ _____ from _____ Confirmed Y N          \$ _____ from _____ Confirmed Y N          \$ _____ from _____ Confirmed Y N</p> <p style="text-align: center;"><b>TOTAL FUNDING</b> \$ _____</p> <p>Total funding must match total projected cost.</p>		
<p><b>Project Scalability</b>  <u>If funding sources are unconfirmed, is the project scalable/adaptable to reduced funding? Please explain:</u></p>			
<p><b>Contingency Funds</b>  <u>Applicants are encouraged to include a contingency amount in their project budget in case of unforeseen circumstances or increase in costs.</u></p>	<p>\$ _____ from _____ Confirmed Y N</p>		
<p><b>Attachments</b>  <u>Failure to include supporting documents will result in application being deemed incomplete and not considered.</u></p>	<p>Board minutes which include a motion confirming the board agrees to the project, budget, community centre contribution, and any contingency funds as applicable          Three contractor quotes for construction work that match scope of work (if fewer than three quotes, there must be an explanation why)</p> <p><b>If applicable:</b></p> <table> <tr> <td style="vertical-align: top;"> <u>Confirmation of other project funding</u>  <u>Consultation fees/proposal</u>  <u>Drawings and plans</u> </td> <td style="vertical-align: top;"> <u>Any report from authority having jurisdiction (fire department or health inspection reports if related to request for funding)</u> </td> </tr> </table>	<u>Confirmation of other project funding</u> <u>Consultation fees/proposal</u> <u>Drawings and plans</u>	<u>Any report from authority having jurisdiction (fire department or health inspection reports if related to request for funding)</u>
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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>

# Community Centre Renovation Grant Program

## Signage Requirements

### 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 City approval.

Submitted sign designs will be reviewed to ensure compliance with relevant City of Winnipeg bylaws, policies, and processes.

There are two parts to signage approval.

#### 1. Design

To have a design approved, submit proposed sign design to [marketing@winnipeg.ca](mailto: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
- proposed location of sign

#### 2. Permit

Some signs need a sign permit before installation. For more information about sign permits, go to: [winnipeg.ca/signpermits](http://winnipeg.ca/signpermits)

Applicants are responsible for getting the required permits.

Once submitted, permit staff will provide approval to the applicant within fifteen (15) business days.

Signs must not be installed until approval is provided to the applicant in writing, and any required permits have been issued.

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 staff.