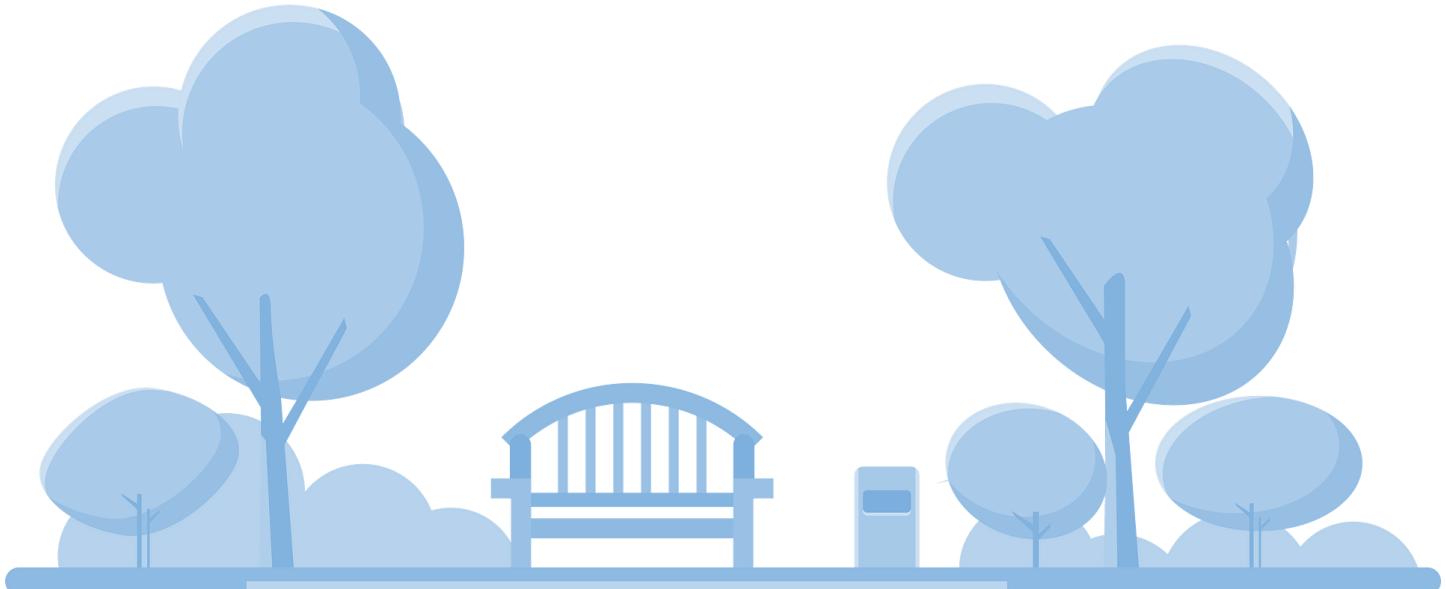




Land Dedication Reserve Fund Grant Program

**Application, Guide, and
Questions & Answers**





Land Dedication Reserve Fund

Questions & Answers

What is the Land Dedication Reserve (LDR) Fund?

- In January, 1973, City Council adopted a policy requiring developers to pay cash-in-lieu of providing open space dedication and that said cash be deposited in a fund for the acquisition and improvement of land for parks, recreation and community use.
- A total of 75% of every dollar collected for the Land Dedication Reserve Fund is to be allocated by the Community Committee to Parks and Recreation projects in that community.
- The remaining 25% of every dollar collected is to be redistributed on an equal basis back to all the communities.

What are the Council-adopted LDR fund criteria?

1. Funds may be utilized for:
 - a. Acquisition of land for parks or recreation facilities
 - b. Development of properties for parks and recreational purposes including such ancillary equipment and structures as may be necessary to that development
 - c. Construction or renovation of recreation facilities on parks and recreation properties
2. The expenditures of Reserve funds will be limited by the following exclusions for use. Specifically, funds will not be utilized for:
 - a. Salaries related to the regular operation of the City's services
 - b. Operating materials and supplies
 - c. Regular maintenance of parks and recreation facilities or equipment
 - d. Acquisition of equipment not directly related to the development or renovation of parks properties
 - e. Property management costs including utilities, taxes, and other related costs
3. The use of funds will result in the creation or continuation of a physical legacy of parks and recreation facilities for the City of Winnipeg.
4. The expenditures of funds will be contingent upon the existence of the resources necessary for the ongoing operation, maintenance and support of any parks or recreation facilities which are developed or renovated through the use of the Land Dedication Reserve.

What kinds of projects are eligible?

Any project that fits the Council-adopted LDR criteria listed above would be deemed eligible.

Projects eligible for Land Dedication Reserve Funding must occur on City land or other publicly owned and accessible land including school yards and athletic fields, school playgrounds, community centres and BIZ zones.



The following is a list of examples of projects that would be eligible for funding through the Land Dedication Reserve Fund Program:

- Playground development or upgrades to existing play spaces
- Spray pad development
- Naturalization and/or tree planting in parks, natural areas and school grounds
- Park signage and interpretive signage
- Improvements to outdoor athletic fields (soccer, cricket, running tracks, etc.) and facilities (i.e. basketball, tennis, pickleball courts, etc.)
- Site furniture improvements in parks (benches, picnic tables, waste receptacles, etc.)
- Lighting installation in parks and outdoor rinks
- Community gardens
- Pathway or fitness trail development
- Community Centre facility upgrades
- Dog park improvements
- Library redevelopment
- BIZ zone improvements
- Feasibility studies for the development of recreational facilities/amenities
- Consulting and design services for the development of parks and recreational facilities

Who can apply?

- City Department
- Community Centre
- School, School Division, Parent Advisory Council
- Community group or Residents Association
- Non-profit organization

What is the review process?

- Applications will be reviewed and evaluated by the Project Officer from the Urban Planning & Design Division of the City's Planning, Property & Development Department along with the applicable City Staff (Urban Design Division, Parks and Open Space Division, Municipal Accommodations, Real Estate, Transportation, etc.)
- An application is not complete until all required information has been submitted.
- Evaluation of applications is based on the eligibility of the proposal as per the evaluation criteria of the grant.
- Applying does not guarantee award nor a specific grant amount; it is subject to the eligibility of the proposal, availability of funds and support of the ward's Councilor.

How does the grant get approved?

- All requests for funding from the Land Dedication Reserve Fund will be evaluated against Council approved criteria for the fund and an Evaluation and Administrative Report will be submitted to the applicable Community Committee for consideration.
- If the funding request is approved at Community Committee, a letter will be sent to the Applicant advising of the outcome.

What are the LDR funding conditions?

Land Dedication Reserve Funding is subject to the following conditions:

- Project plans and specifications must be approved by the appropriate City of Winnipeg Staff before commencing work.
- The City of Winnipeg must enter into, execute and deliver a grant agreement with the Grant Recipient for grants exceeding \$10,000.00.
- Contractor must obtain all necessary clearances, permits and approvals before commencing work.
- Projects occurring on City Property or requiring access to the project site via City Property may require a Temporary Access Agreement, prior to the commencement of work.
- The Applicant, in conjunction with City of Winnipeg staff, is to ensure that any and all Contractors hired in connection with the Project be listed on the City of Winnipeg Approved Contractors Listing or provide confirmation of insurance acceptable to the City of Winnipeg Insurance Branch prior to the commencement of any work.
- Provide a minimum of 5 working days' notice to City staff prior to the commencement of work and ensure notification of staff for critical inspection points during construction.
- Payment issuance is contingent on inspection and approval of final work by the appropriate City of Winnipeg Staff.

How is the grant paid out?

Grant monies are paid out when all of the following have taken place:

- Project works have been completed.
- The work has been inspected by the proper authority and is completed to their satisfaction.
- City permits, if applicable, with respect to the project have been closed.
- Submission of official project invoices and/or receipts have been submitted to the grant administrator.
- Photographic or other evidence of the completed work may be requested by the grant administrator.

Ineligible Expenses:

The following expenses are not eligible for reimbursement:

- Salaries
- Operating materials and supplies
- Regular on-going maintenance costs
- Food expenses
- Travel expenses
- Advertising, promotions or event costs
- Utilities, taxes, property management costs
- Costs incurred before project approval are not guaranteed reimbursement

What are the deadlines?

- LDR applications are accepted year-round.

How do I apply?

Submit completed application form and supporting documentation to:

Land Dedication Reserve Fund Program
City of Winnipeg
Planning, Property and Development Department
Urban Planning and Design Division
15-30 Fort Street, Winnipeg, MB R3C 4X5
PPD-LDR@winnipeg.ca

Please ensure that all requirements listed in the grant are complete. Applications will be deemed incomplete if the required information is not provided.

Questions?

Please refer to the LDR Application Guide for help completing the application and submission requirements.

Application Guide

Section 1: Applicant Information

Legal name of the organization:

For incorporated organizations, use the name that appears on the organization's Articles of Incorporation. This name must match the name on the organization's bank account.

For organizations that are not incorporated, use the name that appears on the organization's bank account.

Mailing address:

Please use your organization's official mailing address. It is preferable that it is not a residential address. You will be asked to provide proof of address (i.e. bill, bank statement, or other) showing the official name of your organization with the official address in order to have your group set up in the City's finance system to receive payment from the grant.

Name of organization's representatives who will be overseeing the project:

Ensure all information is complete for primary and secondary contact including 10-digit phone/fax numbers and email addresses. Note: At least one contact must be a signing authority for the organization (i.e. can sign cheques on behalf of the organization).

Year the organization has been in operation:

Please provide the year in which the organization was first formed. Note: For incorporated organizations, this is found on the latest Companies Office "Annual Return of Information". For others, it often appears in the organization's constitution.

Community Committee Area:

Please select from the five Community Committee area(s) where the project will occur:

Assiniboia includes the following wards:

- Charleswood-Tuxedo-Westwood
- Waverley West
- St. James

City Centre includes the following wards:

- Fort Rouge-East Fort Garry
- Daniel McIntyre
- River Heights-Fort Garry



Riel includes the following wards:

- St. Boniface
- St. Vital
- St. Norbert-Seine River

East Kildonan-Transcona includes the following wards:

- Elmwood East-Kildonan
- Transcona
- North Kildonan

Lord Selkirk-West Kildonan includes the following wards:

- Old Kildonan
- Point Douglas
- Mynarski

Click on the following link to view a City of Winnipeg Ward Map:

<https://legacy.winnipeg.ca/council/wards/#/>

Section 2: Project Information

Project name:

Assign your project an accurate, descriptive name to be used in all correspondence (tip: use the location name and type of work to be done in the description i.e. “Playground Redevelopment at Greenway Park”).

Location of Project:

Provide the name and address of the location where the project will occur.

City of Winnipeg Owned Land:

Please indicate if the project is located on City of Winnipeg owned property. If it is private property, provincial property or school division property, please check the “NO” box.

Start date:

Provide the anticipated start date for the project. Please ensure the start date is within a reasonable time frame as it can take 1-2 months for the LDR grant process to be finalized from the time your funding request is submitted.

End date:

Provide the anticipated end date for the project. Note: LDR funds do not need to be used within a certain time frame though we do encourage they be used within a 5-year span.

Total Estimated Project Cost:

Please indicate the total cost of the project.

Land Dedication Reserve Fund Requested Amount:

Please indicate the amount of LDR funding you are requesting. Do not leave this field blank!

List Other Project Funding Sources

Please indicate if there are project funding sources other than the amount being requested in this LDR application.

Section 3: Detailed Project Description

Using a separate sheet, please provide details of your project as listed on Page 3 of the application form.

Use the following as a guideline:

What are you planning to do - include a detailed “scope of work” including plans, at least two official quotes or professional consultant cost estimate to support the funding request.

Where are you planning to do it - include a site plan identifying the exact location of where the work is being done.

Why are you doing it, purpose of the project, and community need.

When are you planning to do it – include project timelines including anticipated start and end dates.

Who is involved in the project (i.e. community centre, City departments, Councilors, etc.) and who will benefit from the project.

Section 4: Applicant Signatures

The application must be signed by two official signing authorities in your organization (i.e. two people who can sign cheques on behalf of the organization). Include the person’s title and date the application was signed. These people will also be required to sign the grant legal agreement for grants over \$10,000.



LAND DEDICATION RESERVE FUND APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Name of Organization:

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax No.: _____ E-mail address: _____

Name(s) of designated representatives to be contacted about this application:	Name:	Phone (daytime):	
	Position:	Phone (evening):	
	Name:	Phone (daytime):	
	Position:	Phone (evening):	

How long has the organization been in operation?

Select Community Committee Area where project is located:	Assiniboia <input type="checkbox"/>	City Centre <input type="checkbox"/>	Riel <input type="checkbox"/>
	East Kildonan-Transcona <input type="checkbox"/>		Lord Selkirk-West Kildonan <input type="checkbox"/>

SECTION 2: PROJECT INFORMATION

Name of Project: _____

Location of Project: _____

Project is located on City of Winnipeg owned lands? YES NO

Project Start Date: _____ Anticipated Completion Date: _____

Total Estimated Project Cost: \$ _____

Land Dedication Reserve Fund Requested Amount: \$ _____

LIST OTHER PROJECT FUNDING SOURCES		AMOUNT	CONFIRMED	
Source #1		\$ _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Source #2		\$ _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Source #3		\$ _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Source #4		\$ _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Source #5		\$ _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>

SECTION 3: DETAILED PROJECT DESCRIPTION

- Community need/ support for the project
- Community consultation, if applicable (surveys, open houses, etc.)
- City of Winnipeg staff involved in project to date
- Scope of work
- Professional cost estimate or minimum of 2 quotes
- Project schedule

Project details, plans and supporting documentation may be submitted as attachments.

SECTION 4: APPLICANT SIGNATURES

I/We hereby certify that I/we am/are the authorized signing officer(s) for the applying organization and this application is accurate to the best of my/our knowledge.

SIGNATURE	NAME (PRINTED)	TITLE/POSITION	DATE
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Submit completed application to: Land Dedication Reserve Fund Grant Program
Planning, Property and Development Department
Urban Design Division
15-30 Fort Street, Winnipeg, MB R3C 4X5
e-mail: PPD-LDR@winnipeg.ca

The City of Winnipeg

Signage Requirements

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.