



**RECREATION AND CULTURE
SERVICES
MEMORANDUM**

Page: 1
File: F11
Pending #:
P7/21

TO: MAYOR, J. LEHMAN AND MEMBERS OF COUNCIL

FROM: R. BELL, DIRECTOR OF RECREATION AND CULTURE SERVICES

NOTED: D. MCALPINE, GENERAL MANAGER OF COMMUNITY AND CORPORATE SERVICES

M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RE: COMMUNITY GRANT INTAKE PROCESS UPDATE

DATE: NOVEMBER 15, 2021

The purpose of this Memorandum is to provide an update to members of Council concerning the ongoing development of the intake process for a Community Grant Program, as directed by Council Motion 21-G-006 concerning the 2021 Business Plan and Budget which states:

"That staff in the Recreation and Culture Services and Economic and Creative Development Departments in consultation with the Finance Department:

- a) Report back to General Committee on the establishment of a Community Grant Program, including an intake and evaluation process for community groups and not-for-profits to apply for projects and programs; and*
- b) That the Community Grant Program be funded from the Reinvestment Reserve with an annual upset limit of \$300,000."*

The basic framework of the Community Grant Program has been established as:

Purpose

To provide funding support for programming, events, workshops, activities, and facilities, which focus on building participation and engagement in recreation and sports, to enhance the broader health and well-being of the community.

Guiding Principles

The principles that will guide the process for the awarding of grants to successful applicants include:

1. Inclusiveness and diversity, which will guarantee that all populations within the City of Barrie are provided improved access to recreational and sport activities, as well as access to opportunities and services, which support their health and general well-being;
2. Innovative, collaborative thinking that drives new and enhanced ideas to support the growth in capacity and improved accessibility to resources and opportunities that are in alignment with the grant's overall purpose; and
3. Defining the process as operating at arm's length from Council with clear evaluation criteria to ensure fairness, transparency and accountability.



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Page: 2
File: F11
Pending #:
P7/21

Work is currently underway within Recreation and Culture Services to identify key stakeholder groups together with development of a stakeholder engagement strategy to be completed later in November. This work will include conducting stakeholder surveys and focus groups to:

- Identify needs that will inform the funding stream of recreation and sport to provide opportunities for health and well-being;
- Share their previous experiences with other community-type grants that will inform recommendations to the application and awarding processes; and
- Provide input into definitions of eligibility criteria, adjudication process, and establishment of success metrics.

Concurrently, work is progressing on developing the application process through the City's online APLI portal, which will provide applicants an efficient and effective method for submitting grant application requests.

The grant workgroup's goal is to complete all assigned work prior to Christmas and report back to General Committee in early January. This will align with our proposed schedule for receiving applications over the January/February period, with grant awarding to take place in March/April of 2022.

Nov-Dec 2021: Stakeholder engagement

- Focus groups; and
- Online survey.

Application process development including:

- On-line portal structure;
- Defining eligibility criteria, success metrics, reporting requirements; and
- Outlining the evaluation and adjudication process.

January 2022: Presentation of final report to General Committee

Jan-Feb 2022: Grant application window

Mar-Apr 2022: Grant evaluation and awarding period

Questions and feedback can be provided to Rob Bell, Director of Recreation and Culture Services at Rob.Bell@Barrie.ca.