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# Resort Village of Candle Lake

## CommUNITY Development Matching Fund

Inspiring community connections through community led projects.  
 Receive up to **\$10,000** for a project in your neighborhood.

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## **1. What is the Community Development Matching Fund (CDMF)?**

The Community Development Matching Fund (CDMF) has been created to inspire Candle Lake residents, property owners and group members to actively champion projects in our community to improve, build and strengthen Candle Lake and enhance the quality of life for everyone.

Bringing neighbourhoods and subdivisions together to make new connections and create a sense of belonging is just as important as the project itself.

The funds objectives are defined as follows:

- Improve, build and strengthen Candle Lake public spaces.
- Create a greater sense of belonging.
- Foster community well-being and pride.
- Inspire residents to become more actively involved in the community.
- Build stronger relationships.

The Community Development Matching Fund focuses on projects that enhance infrastructure amenities within parks, green spaces, open spaces, and trails on public municipal lands.

These projects will allow subdivisions and community groups to initiate, manage and implement projects that make a difference to the specific subdivision or community they occupy. The projects are initiated, planned and implemented by subdivision or community groups in partnership with the Resort Village of Candle Lake.

Projects approved by the Village could receive up to 25% of the funding for the project from the Resort Village of Candle Lake. The subdivision or community group would match this funding with a contribution made up of any combination of gifts in kind including services and materials or supplies, and other funds raised such as cash donations. The Resort Village of Candle Lake will support funding to pay for approved expenses up to 25% to a maximum of \$10,000.

## **2. What Types of Projects will be considered?**

Each project will be inspired by the unique needs and goals of local residents or community groups of a specific subdivision. Projects will be reviewed by Resort Village of Candle Lake Administration to evaluate alignment with the 20 Year Parks, Open Spaces and Trails Masterplan. Types of projects that may be eligible for the CDMF program include:

- Enhance a park to create gathering or meeting spaces
- Convert a space for alternate use to meet a community need
- Plant a communal garden on lands that are accessible to public
- Protect, restore, or educate on natural resources and environmental initiatives

### **3. Funding Amount – how much is granted?**

Up to \$10,000 may be granted to a maximum of 25% of the total approved expenditures made up through a combination of any of the following:

- Donated services
- Donated materials and/or supplies
- Approved invoices for material and labour

Funds and resources from other Resort Village of Candle Lake departments and/or services do not count as part of the group's match.

### **4. When is the application deadline?**

Application deadline – October 31<sup>st</sup>

Notice of decision – Early April of the proceeding year

Agreement signed – One (1) month from award notification

### **5. How does it work?**

Step 1: Form a committee. Your committee may be comprised of community members or an already formed group or community interest.

Step 2: Show that the group has actively sought involvement from residents in the specific subdivision or neighbourhood where the project will be located. Letters of Support are required to show that there is strong community support for the project.

Step 3: Preference will be given to projects that include partnerships with other groups to leverage funding or resources.

Step 4: Develop a budget and show how you will match the value of the grant requested.

Step 5: Develop a project plan to demonstrate that the project can be achieved in one (1) year.

Step 6: Apply for the grant by providing the required information.

Step 7: Resort Village of Candle Lake Administration will evaluate each application based on criteria, guidelines, and overall feasibility including ongoing maintenance cost for the Village.

Step 8: Resort Village of Candle Lake Administration will present their recommendations to Council. Council will evaluate and approve or decline the project.

Step 9: Approved projects are given a list of approved expenditures along with any conditions that may be required to complete and support the project's success. Examples include building codes, insurance, and development or building permit requirements.

Step 10: A Community Development Matching Fund Agreement (the 'Agreement') is signed between the Resort Village of Candle Lake and the subdivision or community group.

Step 11: A project manager from the Resort Village of Candle Lake is assigned to work with the subdivision or community group. The Resort Village of Candle Lake will provide 25% of all eligible expenses up to \$10,000 with the community group responsible for the balance as outlined in the 'Agreement'.

Step 12: Applicants have one full year (365 days) from the date of the signed agreement to complete, celebrate and submit a final report of the project.

## **6. What are the Criteria and Guidelines?**

Criteria: The project submission must meet the following conditions:

- Open and inclusive to the community and general public
- Located within the Resort Village of Candle Lake
- On lands owned or managed by the Resort Village of Candle Lake
- One-time funding request
- Conform with Resort Village of Candle Lake insurance requirements:
- Adhere to municipal, provincial, and federal regulatory compliance standards (ie. Standards for playgrounds, building codes, etc.)
- Clearly demonstrate:
  - Subdivision and/or Community support: As the project will impact people beyond those in the applicant group, support from the subdivision must be demonstrated at the application stage. Applicants must submit a minimum of three (3) letters of support from outside the applicant group with signatures and contact information for the proposed project. Letters can be from local community members, groups or residents living in the subdivision impacted by the project.
  - Subdivision and/or Community benefit: build subdivision or community capacity, inspire community connects, enhance playability, walkability or connectivity with subdivisions, improve parks, playgrounds or green spaces, advance arts and/or culture in the subdivision, promote and encourage beautification, cleanliness and naturalization, create places for gathering, improve safety, etc.
  - Community Group Funding: Verification of sources of community groups matching funds
  - Project Schedule: Outlining how the project will be completed within one year

- Other Requirements

Reporting Requirements: All CDMF recipients must submit a final report describing the project outcomes and successes including verification of the total eligible project expenses and resources. The report must be submitted within ninety (90) days of completion of the project and include copies of receipts for all eligible expenses. Successful applicants are encouraged to submit stories and photos of their activities to be shared as part of the project celebration and advertising.

A successful applicant can only have one project operating at any one time.

- Funds can not be used to/for:
  - Festivals, events, or programs
  - Staffing costs or volunteer labour
  - Purchase of equipment not permanently fixed to the property
  - Projects that duplicate existing infrastructure amenities that already adequately serve the neighborhood
  - Operating expenses not directly linked to the awarded project
  - Pay for expenses or financial commitments made prior to grant approval
  - Cover alcohol, tobacco/vaping, gambling, or similar expenses
  - Support fundraising for the project. Funds must go to the project directly
  - Fund projects on private property
  - Purchase land or buildings
  - Pay for travel or accommodation expenses
  - Pay for marketing or advertising
  - Educational projects
  - Health care projects
  - Website development

## **7. Who can apply?**

Eligibility: The CDMF is available to:

- Any informal, unofficial, or formal community-based group, organization, not-for-profit, and/or grassroots groups.
- Business groups may apply in partnership with a subdivision/community group and the Resort Village of Candle Lake will liaise with the project lead that must be from the community.
- Priority for applications will be provide to new groups that have not received funding within the last five (5) years.

Ineligible Applicants:

- Private Individual

- Projects that received funds through the Resort Village of Candle Lake budget process or any other RVCL funding programs
- For profit companies
- Organizations outside the Resort Village of Candle Lake limits
- Government agencies
- Political groups

## 8. **How to apply**

Applicants must complete the CDMF application form and submit it to [parksrec@candlelake.ca](mailto:parksrec@candlelake.ca) or in person to the Resort Village of Candle Lake office.

## 9. **What is considered for matching?**

Eligible expenses to match the CDMF are as follows:

Professional Services:	<p>Invoices paid for professional services relevant to the project and proportionate to its needs.</p> <p>(In kind donations for professional services must document the hourly value of their professional services on their letterhead. In kind services are valued at fifty percent (50%) of the services customary rate.)</p>
Materials and Supplies:	<p>Invoices paid for materials and supplies such as lumbers, paints, hardware, etc.</p> <p>(In kind donations of material and supplies must provide documentation verifying value on their letterhead. Borrowed equipment can also be considered as part of the match, valued at the standard rental fee. )</p>
Contract Labour:	<p>Invoices paid for labour for work performed.</p> <p>(In kind donations for labour must document the hourly value of their professional services on their letterhead. In kind services are valued at fifty percent (50%) of the services customary rate.)</p>

## **10. How are applications evaluated?**

Each application will be evaluated based on key criteria:

- I. The request meets all criteria for funding
- II. The overall feasibility of the project
- III. Tangible benefits and outcomes from the project
- IV. Subdivision/community letters of support (the more support the better for rating scores in the evaluation assessment)
- V. A realistic budget that clearly outlines the anticipated expenditures and the sources of the community groups matching funds. The math should clearly reflect the subdivision or community group's capacity to contribute to the project.
- VI. Comprehensive workplan that is ready for implementation

\*Applications may be declined if submission is incomplete or does not clearly demonstrate all the required information on the application form.

Step 1: Village Administration will review all applications to ensure that applicant submission meets the criteria and are feasible. This will help to make sure that there are not issues related to the Resort Village of Candle Lake bylaws, policies and legislative or contractual guidelines and procedures. The review will be conducted by Administrative staff from Recreation and Community Development, Planning and Development, Finance and Public Works departments. If requested Applicants may be required to provide additional information.

Step 2: All applications that are deemed feasible will proceed to the evaluation stage. Project applications will be evaluated and scored independently by each member of the review committee. Scores will be added together to receive an overall combined score and ranked from highest to lowest. Projects with the highest ranking will be reviewed by council for budget consideration. All applications will be informed whether they are receiving funding or not.

The annual funding available for the CDMF is dependent on budget approval on an annual basis. Unsuccessful applications that do not receive funding in any given year are encouraged to reapply in subsequent year(s). All applications will be evaluated and ranked against the project submissions received within each application period.

## **11. How are funds dispersed?**

All projects will require a Community Development Matching Fund Agreement (the 'Agreement') between the Applicant and the Resort Village of Candle Lake. Awarded groups will need to fulfill conditions to support regulatory compliance for projects.

Funding will be paid on an installment basis with fifty percent (50%) of the approved amount issued after the Agreement is signed and the balance upon substantial completion



of the project. The Resort Village of Candle Lake will work with successful applicants on case-by-case basis to determine the timing of the payment for their project.

Funds will be made payable to the applicant, as a community group, and/or project lead. A bank account in the name of the applicant, as a community group, should be established to hold all the funds for the project.

Policy Date Approved: Feb. 16/2023

Mayor: \_\_\_\_\_

Resolution Number: 63/2023

Administrator: \_\_\_\_\_



# Community Development Matching Fund Application

## Purpose

Before making your request for funding, please visit [www.candlelake.ca/p/.....](http://www.candlelake.ca/p/.....) and review the criteria and guidelines document which provides more details on eligibility, funding requirements, timelines and application process. To apply, complete this application and ensure that all supporting documents are attached with the application form.

**Deadline: December 15** (to be considered during ensuing-year's budget planning)

Questions about this Community Development Matching Fund:

Resort Village of Candle Lake  
Recreation and Community Development  
Box 114 Candle Lake, SK S0J 3E0  
Phone: 306-929-2236  
Email: [parksrec@candlelake.ca](mailto:parksrec@candlelake.ca)

## Required documents to be included with application:

- Proof of insurance
- Engineer approved drawings (when applicable)
- Subdivision and/or Community support: minimum of three (3) letters of support
- Budget breakdown: revenue & expenses (materials, labour, etc.)
- Project schedule
- Ongoing maintenance plan and/or an operating plan

Please confirm you have reviewed the **criteria and guidelines** document which provides more details on eligibility, funding requirements, timelines and application process.

☐ **Yes**

☐ **No**

When preparing your submission here are a few items to consider that may impact the timeline, budget, and approval of your project:

- Does your project involve work in the vicinity of trees?
- Is irrigation or drainage work required? What is the proximity of bodies of water to the site?
- Consider requirements for set back from other property
- Who owns the property? Who needs to approve the work?
- If your project involves construction or renovation of a structure, a building permit may be required
- All relevant safety measures must be in place during construction

Community group name or Subdivision name:\_\_\_\_\_

Project leader name:\_\_\_\_\_

Address (street number, street name): \_\_\_\_\_

City:\_\_\_\_\_

Postal Code:\_\_\_\_\_

Contact email:\_\_\_\_\_

Name of project:\_\_\_\_\_

Amount of funding requested:\_\_\_\_\_

Groups accessing the Community Development Matching Fund must agree to the following terms. Check each to confirm your acceptance.

☐ Answer the questions below honestly

☐ Agree to complete a survey upon completion of their project

☐ Agree to share information about project, including number of people involved in activity, testimonials, photos, overview of project results, copies of receipts

Description of the location: Indicate the subdivision impacted by the project and the location where the project is taking place.

Describe the subdivision/community project.

Describe the project goals and expected outcomes from the project: (Outcomes are the changes that happen as a direct result of your project. These changes could make a difference to the environment, the community or the people who benefit from project)

Describe how the ideas from the project came about. Who was involved?

Describe the support from the subdivision/community for the project. Be as specific as possible. Demonstrate far-reaching and diverse support for your project. Include letters of support.

Describe how your project will engage, involve, or encourage participation from the broader community.

If this project is to become an annual activity, how will you continue to fund it?

Will there be a physical, cultural, or environmental legacy created as a result of this project?