



SCHOOL PLAYGROUND GRANT PROGRAM

Date Issued: May 26, 2015

Mandated by: Council

Current Revision: May 13, 2015

Cross-reference: FIN-019-C Procedure

Next Review Diarized: January 1, 2018

Responsibility: City Manager

PURPOSE

This policy establishes a grant funding program to aid in funding school playgrounds.

POLICY

The City of Fort Saskatchewan encourages the use of the natural environment by supporting the development of public spaces through the City of Fort Saskatchewan School Playground Grant Program.

EXECUTIVE LIMITATIONS

1. Requests for funding will only be accepted for playgrounds adjacent to elementary schools, junior high schools, and middle schools and must be a registered non-profit or registered society;
2. The request for funds must be for a playground located within the City of Fort Saskatchewan; and
3. The maximum amount of funds to be allocated is \$25,000 per year, which may be a combination of City of Fort Saskatchewan in-kind donations and grant funding.

AUTHORITY/RESPONSIBILITY TO IMPLEMENT

1. The City Manager will be responsible for implementation and compliance of this program.

City Manager

SCHOOL PLAYGROUND GRANT PROGRAM

Date Issued: May 26, 2015

Responsibility: City Council

Current Revision: March 10, 2017

Cross Reference:

- School Playground Grant Program Policy
FIN-019-C
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PURPOSE

To establish the process for application and approval for the City of Fort Saskatchewan School Playground Grant Program.

PROGRAM INTENT

The program is intended to provide funds to support parent groups who create a not-for-profit societies for the purpose of constructing a new playground or replacing an existing playground, located on a school site within the City of Fort Saskatchewan.

PROCEDURE

1. The organization requesting funding for a playground project must be a registered non-profit society under the Societies Act of Alberta.
2. Only one application per playground project will be accepted.
3. Funding will be awarded on an annual basis to the successful applicant(s). A maximum grant of \$25,000 will be distributed annually to one or more applicants, at the sole discretion of the City of Fort Saskatchewan.
4. The funds awarded may be a combination of in-kind and grant funds not to exceed \$25,000 from the City of Fort Saskatchewan.
5. Prior to receiving funding, applicants must meet with the Infrastructure Management Department to clarify roles and responsibilities with respect to maintenance requirements. Playgrounds that become City property will require design approval by the City.

PROCESS

1. Requests from any group must be in writing on the prescribed application form (Appendix A) and must include justification for the request, as well as a proposed budget and conceptual description of the project.

2. Application forms (Appendix “A”) may be obtained through the City of Fort Saskatchewan website or at City Hall.
3. Applications will be accepted till February 28. If multiple applications are received, they will be reviewed by the Infrastructure Management and Recreation Departments, based on the criteria noted on the application, and the ability to meet the intended purpose of the program.
4. Successful applications will be notified on April 30
5. Funding resets annually on January 1.
6. The Infrastructure Management Department will provide the information to the Finance Department for distribution to the successful applicant(s), ensuring a smooth and efficient movement of funds.
7. At the end of each year, all unallocated City of Fort Saskatchewan Playground Grant Program funds will be held in reserve for future use within this program.



Appendix "A"

**SCHOOL PLAYGROUND GRANT PROGRAM
APPLICATION FORM**

Date: _____ Association Name: _____

Primary Contact Name: _____ Email: _____

Telephone (Day): _____ Telephone (Evening): _____

Not-for-profit Registration #: _____

Project Timelines:

Project Description:

Project Budget Estimate Details:

Criteria:

- A need for the funds requested
- Ability to construct in year of application
- Active fundraising efforts
- Level of financial stability

Required Attachments:

- Detailed site map
- Support letter from school administration
- List of organizational members

Please return this form to:

City of Fort Saskatchewan, Infrastructure Management Department
James E. Graham Building, 11121-88 Avenue
Fort Saskatchewan, Alberta, T8L 2S5
Phone: 780-992-6248

The personal information requested on this form is being collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Act) and will be used for the purpose of processing playground grant requests. The information will be protected in accordance with the Act. If you have questions about the collection of information, please contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6200.