

**PROGRAM INFORMATION**

**COMMUNITY SOURCED CAPITAL FUNDING PARTNERSHIP PROGRAM  
for PARKS AND RECREATIONAL AMENITIES**

The Community Sourced Capital Funding Partnership Program is an initiative to partner with community groups to implement capital improvements, replacements, and / or additions to park and recreation amenities owned by the City of Hamilton and located on City property.

**PROGRAM OBJECTIVE**

To accept community sourced funding (non-City funding) to develop capital projects that are aligned with the City’s strategic directives.

**PROGRAM PRINCIPLES**

- no capital funding will be provided by the City of Hamilton
- capital projects must conform to the City of Hamilton’s built standards
- capital projects must serve the public interest

**MANDATORY REQUIREMENTS**

All proposed capital projects must meet the following mandatory requirements to be considered under this program:

- be an outdoor recreational amenity that is located on a City-owned park property; and,
- be, at least in part, open and accessible for use to all residents of Hamilton.

**DETAILED EVALUATION CRITERIA (to be completed by City staff)**

If proposed capital projects meet the mandatory requirements, proposals will be reviewed against the detailed evaluation matrix:

Criteria
<b>Section 1.0: Alignment with City Vision</b>
<ul style="list-style-type: none"> <li>a) Alignment with at least one of the City of Hamilton’s Strategic Plan Priorities:               <ul style="list-style-type: none"> <li>a. Community Engagement and Participation</li> <li>b. Economic Prosperity and Growth</li> <li>c. Healthy and Safe Communities</li> <li>d. Built Environment and Infrastructure</li> </ul> </li> </ul>

Criteria
<ul style="list-style-type: none"> <li>e. Culture and Diversity</li> <li>f. Our People and Performance</li> </ul>
b) Alignment with the City’s Recreation Masterplan, Recreational Trails Masterplan, Parks Masterplan, etc.
<b>Section 2.0: Stakeholder Engagement</b>
a) Affected stakeholders are supportive of the proposed capital project. Stakeholders include: City staff, Ward Councillors, affected user groups, etc.*
* The City reserves the right to engage with stakeholders and the broader community prior to final acceptance
<b>Section 3.0: Equity, Access, and Inclusion</b>
a) The proposed capital project fills an amenity gap
b) The proposed capital project (amenity) is at, or near, end-of-life cycle
c) The proposed capital project is accessible to the broader community through active and / or public transportation options, where the resulting amenity is of city-wide benefit
d) Negative impacts are minimized, and positive spin-offs will accrue to the community
e) The amenity resulting from the proposed capital project is open to the broader community*
*If multiple applications are received, proposed capital projects that are open and available to the broader community will be prioritized, i.e. a membership is not required to access the amenity
<b>Section 4.0: Infrastructure Support and Long-Term Maintenance Considerations</b>
a) The proposed capital project can be accommodated within the City’s existing operating budget, and / or approval can be obtained to increase the City’s operating budget
b) The City has the ability to maintain and assume risk for the proposed capital project
c) There existing infrastructure to support the proposed capital project, e.g. parking, washroom amenities, etc.
<b>Section 5.0: Applicant and Proposal Details</b>
a) Applicant is a legally constituted, incorporated, non-profit organization
b) Conditions imposed by any third-party agencies providing funding are acceptable
c) Where applicant is a user group, written support from the applicant Board of Directors is included in the submission
d) The applicant is in good-standing with the City. The City reserves the right to reject an application by an applicant that is not in good-standing with the City
e) The application includes an accurate assessment of the project feasibility, estimated budget, permitting, required external consultants, and project timeline which has been confirmed by the City
f) City can undertake the proposed capital project design and implementation in-house

## **CITY ROLE AND RESPONSIBILITIES**

For approved capital projects, the City will assign a staff member to complete the concept and detailed design, tender the project, award the project to a contractor, and oversee the construction and construction warranty to ensure compliance with City standards, procurement policies, regulations and permitting, and to ensure that quality testing is performed and recorded during construction.

\*Exceptions to the City's roles and responsibilities will only be considered where there is a conflict with requirements of third-party funding. Not all exceptions considered will be approved.

## **APPLICANT ROLE AND RESPONSIBILITIES**

The applicant's responsibilities include:

- funding 100% of the proposed capital project costs, such as the construction costs, permitting fees, consulting fees, studies, and contingencies, as applicable (the applicant may be charged a project management fee by the City based on the scope and scale of the project. Project management fees can range between 5-10% of the overall construction budget);
- submitting their proposed capital project using the City's standard intake form;
- applying for this program and gain approval from the City, prior to applying for, and securing funding from third-party agencies;
- entering into an agreement for any approved capital project; and,
- identifying any future phases, if applicable, to help the City plan for and allocate staff resources.

## **STANDARD TERMS AND CONDITIONS**

The agreement for approved projects will be based on the City's standard terms and conditions as applicable to the approved capital project.

## **PROGRAM TIMELINES**

Applications will be reviewed in the order in which they are received. Applicants are encouraged to apply early in the year (**prior to March**) as the number of projects that can be completed within one year is limited.

Capital projects that are successful through the evaluation process will be proceed through the City's approval process. If approved, applicants will be contacted to enter into an agreement with the City and set a schedule for project implementation.