

GRANT GUIDELINES AND GENERAL TERMS AND CONDITIONS

It is the Applicant's responsibility to understand and comply with all aspects of the guidelines outlined in the Policies for the Acceptance of Land For Public Purposes (LPP) and use of LPP Funds document (LPP Policy). Failure to understand and comply with the guidelines may result in the denial of a grant.

No funding will be given to for-profit or private individuals. If a group is not an incorporated non-profit, they must partner with the city of Saint John or a non-profit organization to be eligible for funding.

Grants are eligible for up to 50% of the project cost up to the maximum amount of each category. The 50% threshold may be reduced if the project has previously been identified as a priority project by the City of Saint John.

All awarded projects/phases must be completed within 1 year of the approval date. Extensions may be approved upon request.

The Applicant must demonstrate that the remainder of the funding is currently held in a bank account, approved as a grant, or that in-kind contributions have been confirmed prior to the City releasing any money from the LPP Fund.

Grants cannot be awarded retroactively.

Project phases funded through LPP grants must be completed before a new phase is considered for funding. A different phase of the same project will not necessarily be supported in any succeeding year.

Grants are to be used only for the intended purpose. Any recipient who uses the funds improperly, ceases operation, or knowingly provides false information must promptly repay the grant.

No grant (or any part of it) may be transferred or assigned to another party without the prior written consent from the Land for Public Purpose grant review committee.

The recipient must maintain all records and upon completion of the project, is required to submit a Land for Public Purpose Reporting Form available from Community Services. An awarded project/phase is not considered to be complete until the reporting form has been submitted and verified by City staff. (A verified report is required before any application for a new phase will be considered.)

The recipient will acknowledge the support of the City of Saint John in all ceremonial milestone activities as well as in promotional materials, both digital and print, including but not limited to social media, website, signage, brochures and programs.

The City of Saint John is not liable for any damages, injury, and/or loss of revenue as a results of any grant awarded project being undertaken, and makes no commitments to maintain or provide services above and beyond current levels unless agreed upon by the service provider (City of Saint John Parks, Sanitation, etc.).

The complete Policy document is available online, at saintjohn.ca or from City of Saint John Community Services staff.

GRANT APPLICATION

Completed applications must be submitted by the deadline for consideration.

Applications for project funding will be assessed on whether the project will serve a local, community, city or (regional) population. The classification system will be based on the guidelines and inventory of the Park Classification system of the City of Saint John Parks and Recreation Strategic Plan: PlaySJ.

Categories

Local-Level Grant: A grant of up to 50% of the cost is funded up to a maximum of \$7,500 for projects that serve specific neighbourhoods or local interest groups.

Community-Level Grant: A grant of up to 50% of the cost, funded up to a maximum of \$20,000 per year for projects that serve larger community interests and activities.

Regional-Level Grant: A grant of up to 50% of the cost, to a maximum of \$50,000* per year to support large projects which would serve all city and surrounding area residents, as well as potential tourism attractions. Where additional funds are needed to facilitate development of LPP, it must be a project which serves a community wide interest and, in those circumstances, the maximum available amount shall be \$75,000.00. To be eligible for the additional \$25,000, the project must meet the following criteria:

- barrier free;
- no fees to inhibit use by the general public
- addresses a service gap in the city
- provides a unique offering to all citizens
- targets as many different populations as possible
- accessible without permission during operating hours
- accessibility to the location (i.e. pedestrian, bus route)

Organization Information

Select one: Incorporated Organization: Partner with Incorporated Organization or City:

Name of Organization:	
Name of Applicant:	Name of Incorporated Partner: (if applicable)
Mailing Address:	
Daytime Phone #	Cell Phone #:
Email Address:	

Property Information

Name, Location (area or neighbourhood) of Project:
Property Owner, Department:

PID#:

Property Details

Who owns the proposed land where the proposed project will take place?

- City of Saint John Provincial or Federal Privately Owned

Owner (individual or business):
(If privately owned:)

Name:

Contact (phone number or email):

If non-City land: Is there a willingness by landowner to enter into a formal agreement with the City of Saint John, guaranteeing continued public access to the land for a reasonable time frame? **Note: The landowner will need to enter into a formal agreement with the City of Saint John.**

- Yes No

Project Details

Estimated Project **Start Date:**

Estimated Project **End Date:**

Funding Category:

- Local Community City/Regional

Requested LPP Grant Amount:

Does this project provide a new recreational asset? Or does it enhance an existing one?

- New Existing

Is there a lack of this project's recreational asset in your grant application category (Local, Community, City/Regional)?:

- Yes No

Will this project require any ongoing operational support from the City of Saint John? (garbage cans, mowing, inspections, etc.)?

- Yes No

If yes, please describe:

Please feel free to add additional pages should this space not be adequate. Please also attach any aerial photographs or drawings electronically to your application.

Please elaborate on the project, what user groups it will serve, and (if applicable) how it fits into a greater overall plan for the area which can include multiple phases.

Please describe how this project will be open to the public and provide free access (fees and physical fencing).

Please demonstrate how you have done community consultation (letters of support, door to door, mail outs, social media campaigns, public meetings, etc.) or how you plan to engage the community.

Project Funding Contributions

In the table below, please describe your projected financial and in-kind contributions for the project. Only include the current phase of the project in this application, if applicable.

CATEGORY	DESCRIPTION	AMOUNT
Amount Requested from LPP Grant		\$
Amount of support from other government grants		\$
Private grant contributions		\$
In-kind Volunteer contributions		\$
Fundraising Contributions		\$
TOTAL cost of project	[n/a]	\$

Project Cost Estimate

In the table below please estimate the financial breakdown of your project, only include the current phase of the project.

CATEGORY	DESCRIPTION	AMOUNT
Materials and incidental expenses		\$
Contracted Services		\$
Labour		\$
TOTAL cost of project		\$

I have read and understand the LPP Policy. I hereby certify that the information provided in this application form is true and accurate to the best of my knowledge and belief.

Name: