



Communities, Cultural  
Affairs and Labour

Sport and Recreation



# *Community Recreation Support Program*

## *2009-2010*

June 2009

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# Community Recreation Support Program

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It is important that we continue to work together to meet the recreational needs of Islanders and encourage activities which promote health, wellness and community spirit.

I am pleased that progress is being made in this regard through the Community Recreation Support Program and the work of staff in the Department of Communities, Cultural Affairs and Labour.

I look forward to assisting you in any way I can.

Carolyn Bertram, *Minister*  
Communities, Cultural Affairs and Labour

The Community Recreation Support Program is designed to assist communities and organizations by providing both funding and professional assistance related to recreation, physical activities, community sport and facilities. The objectives of the grant are as follows:

1. to enable Islanders to become more aware of the importance and benefits of physical activity in their lifestyles;
2. to support facilities which are a major provider of physical activity opportunities for Islanders;
3. to encourage and support leadership development (volunteer, staff, organizations); and
4. to support initiatives or projects that promote the physical activity concept.

Should you have any questions on the Community Recreation Support Program please contact the Director of the Sport and Recreation Division, John Morrison ([jwmorris@gov.pe.ca](mailto:jwmorris@gov.pe.ca)) or by phone at (902) 894-0283.

The following staff are positioned to work with you in meeting your local objectives as they relate to the Community Recreation Support Program:

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## *Section 1 – Arena Support*

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### **Purpose**

To support the operations of existing community arenas that provide programs and services that will increase the physical activity levels within communities.

### **Support Opportunities**

#### ***Artificial Ice Arenas***

Arenas that exist in communities with a population of less than 5,000 are eligible to receive an annual operations grant of \$10,000 if the following criteria is met:

- The municipality or the not-for-profit organization arena board is a member in good standing with Recreation PEI.
- A minimum of one staff has a certified level one operator through the Maritime Arena Institute Program (or equivalent). If one does not exist, then the arena must demonstrate a plan that will identify when a staff member will become certified.
- A financial statement (for the arena) is provided for the last fiscal year
- A contract is signed itemizing the expectations that go with receiving the grant and these expectations must be met in order to receive the funding in the next fiscal year.

#### ***Indoor Natural Ice Arenas***

Arenas that exist in communities with a population of less than 5,000 are eligible for a grant up to a maximum of \$6,000 if the following criteria is met:

- The municipality (if municipally owned) or the not-for-profit Organization (if a not-for-profit) is a member in good standing with Recreation PEI.
- An income statement (for the arena) is provided for the last fiscal year
- A contract is signed itemizing the expectations that go with receiving the grant and these expectations must be met in order to receive the funding in the next fiscal year.

### **Applying for Arena Support**

Please submit the following information to the regional coordinator who services your region.

1. municipality/organization who owns the facility or will operate the program;
2. contact name, mailing address, phone number, fax, email address, website (if one exists);
3. ownership – who owns the facility, who is the manager, if it is board operated, who is the chair of the board. Please include contact information for the manager and chair;
4. identify the ice makers who have at least Level 1 certification and when it was obtained;
5. include a letter from Recreation PEI indicating that whomever owns the arena is in good standing with Recreation PEI (Recreation PEI can be reached at 892-6445);
6. include last year's financial statement for your arena;
7. Please respond whether the following apply to your arena:
  - safety netting (please describe your situation – entirely covered, just the ends);
  - carbon monoxide tester;
  - Automated External Defibrillator (AED);
  - year-round or seasonal and if year-round please describe the nature of your “summer” operations;
  - If your facility is not municipally owned and operated, what agreements (if any) are in place with the municipality.
  - Is your facility located within municipal boundaries?

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## Section 2 – Leadership

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### **Purpose**

To provide recreation leadership in communities and/or regions to:

- educate citizens on the importance and value that recreation, physical activity and community sport play in building stronger communities and healthier citizens;
- support local level programs, activities and initiatives to raise the importance;
- assist in delivering provincial programs at a local level;
- advocate for recreation, physical activity and community sport.

### **Support Opportunities**

#### ***Regional Level***

The Sport and Recreation Division is launching a new category in the leadership funding to include regional funding to a cluster of communities that come together and work as a collective to fulfil the above mentioned purpose. In order to be eligible for funding the following criteria must be met:

1. An established, incorporated, regional board must be created or be in place.
2. A recreation, physical activity and community level sport plan must be created.
3. There is a requirement for investment (financial and in-kind) from the communities that make up the region. An example of a financial arrangement could include that incorporated municipalities within the region provide \$10 per citizen who lives in their communities. This amount will be determined by the regional board, however there is a responsibility for financial contributions to the program by the communities.
4. Each board must sign an annual contract that will itemize the expectations related to the funding.
5. The Sport and Recreation division regional coordinator for your region must be involved in the creation of the regional board and an ex-officio member of the board.
6. The size of the region and the goals of the board:
  - a. Regions with a population of more than 10,000 will be eligible for up to \$25,000;
  - b. regions with a population of less than 10,000 will be eligible for up to \$11,000.

#### ***Municipal Level***

There will be funding support available in 2009-2010 to all municipalities who received Leadership Funding during fiscal year 2008-2009. The level of funding will be the same as it was 2008-2009.

In 2010-2011 the funding level for all municipalities will be \$5,000. Municipalities who currently receive Leadership Funding and wish to become part of the regional level funding are eligible and encouraged to do so and would be required to adhere to the criteria above.

In order to receive Municipal Level Funding the following criteria must be met:

1. must have received Leadership Funding in 2008-09;
2. must sign an annual contract that will itemize the expectations related to the funding and these expectations must be met in order for the funding to continue on an annual basis.

#### **Applying for Leadership Support**

Please submit the following information to the regional coordinator who services your region.

1. municipality/organization who will manage the employee (please include management structure);
2. contact name, mailing address, phone number, fax, email address, website (if one exists) of your main office;
3. type of leadership applying for – municipal, regional;
4. if regional, a description of what area and communities are covered within your region and a list of the directors with contact information;
5. a copy of a recreation plan that itemizes the activities your organization will partake in to improve the knowledge and opportunities for recreation, physical activity and community sport in your community or region. These plans should include province-wide objectives for recreation and physical activities that are identified by the Sport and Recreation Division. A budget should be included in the plan;
6. your incorporation number or date of incorporation.

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## Section 3 – Physical Activity Projects

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### Purpose

This program is designed to support communities or not-for-profit organizations that:

- encourage and develop initiatives that will increase the physical activity and recreation opportunities for their citizens,
- develop projects that will increase the awareness and provide education on the importance of physical activity for their citizens,
- develop new or expand on previous projects with the intent of raising physical activity levels.

### Support Opportunities

Communities and not-for-profit organizations can submit an application for funding based on the following criteria:

- Applications are reviewed on a first-come, first-served basis and funding is limited within each fiscal year.
- Projects must demonstrate the ability to increase physical activity opportunities for their citizens.
- Funding is not designed for ongoing established programs but more so to act as a catalyst to create new opportunities.
- Following your project or program, a written report is required documenting the results of your program, the lessons learned and includes a final budget.
- As a rule, grants will not be more than \$500.

### Applying for Project Support

Please submit the following information to the regional coordinator who services your region.

1. municipality/organization who will manage the project;
2. contact name, mailing address, phone number, fax, email address, website (if one exists);
3. details of the project including target group, anticipated numbers and outcomes of the project;
4. copy of budget that includes revenue sources and anticipated expenses.

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## Section 4 – Facility Development

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### **Purpose**

This program is designed to assist communities with addressing minor renovation, minor construction and the planning and conservation of facilities for public recreation purposes.

Application for major construction or renovation projects can be made through PEI Infrastructure Secretariat. ([www.gov.pe.ca/go/infrastructure](http://www.gov.pe.ca/go/infrastructure))

### **Support Opportunities**

#### ***Minor New Facility Construction/Upgrades***

Municipalities or not-for-profit organizations are eligible for financial support if they meet the following criteria:

- The facility's primary use is for sport and recreation.
- The facility is for public use.
- The applicant demonstrates that they are able to generate the revenue to cover their portion of the project.
- The applicant hasn't received any funding from the Infrastructure Secretariat.
- The funding level for this section is 50% of funding to a maximum of \$7,500\*.

#### ***Facility Design Plans and Audits***

Municipalities or not-for-profit organizations are eligible for financial support if they meet the following criteria:

- The facility's primary use is for sport and recreation.
- The facility is for public use.
- The applicant demonstrates that they are able to generate the revenue to cover their portion of the project.
- The funding level for this section is 50% of funding to a maximum of \$3,000\*.

\* Please note that there is no maximum in terms of the size of the project but the amounts listed above include the program's maximum contribution to a project.

#### **Applying for Facility Support**

Please submit the following information to the regional coordinator who services your region.

1. municipality/organization who owns the facility (please include management structure);
2. contact name, mailing address, phone number, fax, email address, website (if one exists);
3. details of the project including target group, anticipated numbers and outcomes of the project;
4. copy of budget that includes revenue sources and anticipated expenses;
5. proposed start and end date for the project.