



Major Recreation Partnership Program Guidelines

Background

The Major Recreation Partnership Program ensures more collaborative planning between various community agencies providing recreation programs to City residents. A strong working partnership between the public and community sectors ensures cost-effective use of collective resources in the diversity of recreation needs.

The Major Recreation Partnership Program allows for a structured link between Parks, Forestry and Recreation and organizations to ensure coordination of planning and service delivery. It increases the flexibility for the Division to utilize existing agencies to offer recreational services to City residents, and recognizes the major role these agencies play in providing recreation programs in the neighbourhoods they serve. It also offers an increased degree of stability for ongoing programs and provides an indication of the City's intent and level of support for the forthcoming year. A City staff person will be assigned to liaise with each agency to ensure that the organization is responsible to the community in which it is located and is managed competently. Staff will work with the agency to ensure that the funds are utilized for the recreation programs identified jointly with Parks, Forestry and Recreation and that they are operated in an efficient and effective manner.

The Major Recreation Partnership Program supports Toronto organizations that:

- have worked with the City's Parks, Forestry and Recreation Division for many years
- have delivered year round services on a yearly basis
- provide a diversity of services and programs on a neighbourhood basis
- provide services in underserved areas
- may have satellite locations
- do not duplicate services provided by the Parks, Forestry and Recreation Division
- work as a partner with the City of Toronto
- have more than one source of revenue for recreational activities

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2008 Major Recreation Partnership Program

Application available: November 19, 2007

Application due date: Thursday January 24, 2008, by 4:30 pm
LATE APPLICATIONS WILL NOT BE REVIEWED

Please submit only **ONE** copy of the completed application. Please ensure that all supporting documents are included. Please use a stapler to attach documents together. Do not use binders, file folders, paper clips or other folders when submitting the application. **Faxed or emailed applications will not be accepted.**

Mail completed application to: Recreation Partnership and Investment Program
Parks, Forestry and Recreation Division
81 Elizabeth Street, 1st Floor
Toronto, Ontario, M5G 1P4
Attention: Fay Grange

Or completed applications may be hand delivered to one of the following locations:

1. Recreation Partnership and Investment Program
Parks, Forestry and Recreation Division, City Hall
100 Queen Street West, 1st Floor, East Tower, Toronto
Attention: Customer Service Desk
2. Recreation Partnership and Investment Program
Parks, Forestry and Recreation Division
Etobicoke Civic Centre, 399 The West Mall, Main Floor, Toronto
Attention: Customer Service Desk
3. Recreation Partnership and Investment Program
Parks, Forestry and Recreation Division
North York Civic Centre, 5100 Yonge Street, 3rd Floor, Toronto
Attention: Customer Service Desk
4. Recreation Partnership and Investment Program
Parks, Forestry and Recreation Division
Scarborough Civic Centre, 150 Borough Drive, 5th Floor, Toronto
Attention: Customer Service Desk



Guidelines for Completion of Application Form

One Program Sheet and one Financial Sheet must be completed for **each** program for which funds are being requested in the 2008 Major Recreation Partnership Program.

For each program **currently** funded by a Major Recreation grant, please complete Program Sheet 1 and Financial Sheet 1.

For each **proposed new program** that is not currently funded by a Major Recreation grant, please complete Program Sheet 2 and Financial Sheet 2.

Program Sheet 1

One program sheet must be completed for each program that currently receives funding from the 2007 Major Recreation Grants Program.

1. Program Title is the name that describes the service/program provided.
2. Program Objectives is a list of what the agency hopes to achieve by providing the program.
3. Program Description includes the major activities planned and a profile or description of the target group to be served. Please indicate if the program will be expanded and new activities are offered.
4. Program Statistics pertain to the most recent year the funded program was operating and includes the major activities undertaken, the units of service provided and an estimate of the total individuals served. Please indicate if the program will be expanded to serve more individuals.
 - (a) Units of service are left to each agency to define in the most relevant terms of its programs.
 - (b) The number of total individuals served is the estimated number of different persons who benefitted directly from the program.
5. Annual Evaluation is a brief description of the process undertaken by the agency annually to evaluate the funded program to determine:
 - (a) Continued relevance of the program;
 - (b) Appropriateness of the objectives and activities; and
 - (c) Effectiveness of activities in reaching the target group and achieving the stated objectives.
6. Description of Needs Assessment Process should indicate the process undertaken to determine enrichment or enhancement needs of an existing program. This question only pertains to an

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2008 Major Recreation Partnership Program

enhancement of an existing program. If the service levels remain the same as 2007, do not complete this question.

7. Volunteers: indicate the number of volunteers and the total number of volunteer hours associated with this program on an annual basis.

Financial Sheet 1

One financial sheet must be completed for each program that currently receives funding from the 2007 Major Recreation Grants Program.

1. The form requires the submission of:
 - (a) Projected Actuals for 2007/08 year (funded by a 2007 Major Recreation Grant);
 - (b) Proposed Expenditures and Revenues for the 2008/09 upcoming year upon which the 2008 Major Recreation grant request is based; and
 - (c) Percent Change (request versus current year's projected actuals) by line item.
2. Requests should be based on providing the same current type and level of service. However, please indicate if the service levels will be increased in 2008/09.
3. Changes in costs of providing the same type and level of service should be accompanied by explanatory notes, e.g. known increases in the cost of hydro, etc.
4. While allocated costs are allowable, they should be reasonable pro-ratios of the costs incurred in operating/managing the funded programs.

Note 1: Allocated staff on the Financial Sheet refers to the administrative overhead costs attributable to the program, e.g., some fraction of the salary costs of the agency's bookkeeper that provides accounting services to the program.

Note 2: If you indicate on Financial Sheet 1 that revenue is received from "Other City of Toronto Grants" programs, please indicate the name(s) of the grants program(s).

Program Sheet 2

One program sheet must be completed for each proposed new program that does not currently receive funding from the 2007 Major Recreation Grants Program.

1. Proposed Program Title is the name of the program to be offered.
2. Description of Needs Assessment Process and Highlights should be a brief synopsis of:



- (a) The process undertaken to determine local recreation needs and priorities, the sources of information used and highlights of the needs assessment findings; and
 - (b) A brief description of how the proposal will meet these needs.
3. Proposed Program Objectives is a list of what the agency hopes to achieve by providing the program.
4. Program Description describes the major activities and a profile of the target groups to be served.
5. Description of Evaluation Methodology describes the intended process to be used to evaluate the program if approved.
6. Volunteers: indicate the number of volunteers and the total number of volunteer hours associated with this program on an annual basis.

Financial Sheet 2

One financial sheet must be completed for each proposed new program that does not currently receive funding from the 2007 Major Recreation Grants Program.

1. The format is the same as that used for currently funded programs except:
 - (a) there is only one column of financial information required; and
 - (b) agencies are required to provide the start date and end date of the proposed program.

Note 1: If you indicate on Financial Sheet 2 that revenue is received from “Other City of Toronto Grants” programs, please indicate the name(s) of the grants program(s).