



## Minor Recreation Investment Program Guidelines

### Mission Statement

Parks, Forestry and Recreation will bring together all of Toronto's diverse communities on a common ground. We will provide a wide variety of leisure and recreational opportunities that will include everyone. In our centres, parks and playing fields, we will encourage communities to help themselves, and aid Torontonians to become the best they can be. We will measure our success by quality, satisfaction and community development outcomes. Our parks, playing fields and recreation centres along with our trails, forests, meadows, marshes, and ravines, will be beautiful, clean, safe, and accessible, meeting all our communities' needs.

### Key Priorities

In terms of what the Division sets about to accomplish, Parks, Forestry and Recreation has defined three key priorities as part of its mandate:

- child and youth development
- lifelong health and wellness for all
- environmental stewardship

Everything the Division does must relate to at least one of these priorities.

### **Child and Youth Development:**

As defined by Toronto City Council, a "child" is a person between 0 and 12 years of age. A "youth" is a person between the ages of 13 and 24 years of age.

"Development" means experiences that promote the chances of developing children and youth into healthy, well-adjusted, civic-minded and productive adults.

The Parks, Forestry and Recreation Division promotes child and youth development by building lifelong leisure skills and interests, providing fun, positive and healthy choices, and shaping constructive values of mutual respect and inclusion.

Children and youth are our future – they are the basis of a healthy city. Considerable community support exists for investing in the formative years, creating a foundation of values and interests that yield long-term benefits for individuals and for society.

### **Lifelong Health and Wellness for All:**



“Health” means a state of mental, physical and social well-being and not merely the absence of illness and disease.

“Wellness” means an approach to personal and community health that emphasizes individual and collective responsibility for well-being through the practice of health-promoting lifestyle behaviours. It is a process of moving toward optimal health.

“Lifelong” means lasting a lifetime, taking in all stages of life.

“For all” means all individuals as well as all social groups and communities.

The Parks, Forestry and Recreation Division provides opportunities to support and enhance lifelong health and wellness (i.e. mental, physical, social, economic and environmental) of individuals, families, and communities within the City.

In all it does to achieve lifelong health and wellness for all, the Parks, Forestry and Recreation Division will give increased emphasis on physical activity to promote personal health and social development.

**Environmental Stewardship:**

“Environment” means the complete range of external conditions, physical and biological, in which Torontonians live. Environment is typically understood to mean air, water, land and associated natural resources, such as plants, animals and energy, but it also includes built facilities and other cultural resources.

“Stewardship” means the act of managing, caring for, maintaining well-being, accepting responsibility, and understanding the importance of accountability.

“Environmental Stewardship” means maintaining and improving the health of the environment for the benefit of present and future generations and the earth’s own sake.

The Parks, Forestry and Recreation Division protects, preserves and enhances the health of the city’s environment through diligent care and maintenance of publicly owned green spaces, forests and built environments, and provides environmental leadership in the community through advocacy, education and example.

Allocation recommendations for the Minor Recreation Investment Program will be based on how well the applicants’ proposed programs and services support the Parks, Forestry and Recreation Division’s Mission and its three key priorities of child and youth development, lifelong health and wellness for all, and environmental stewardship.



**Purpose**

The Minor Recreation Investment Program awards grants to community organizations that provide a leisure or sports activity to help them respond effectively to the needs of residents and to improve the quality of life in the City of Toronto.

**Funding Categories**

Project Funding:	funding for specific time limited activities
Developmental Funding:	seed funding for new organizations
Administration Funding:	funds for the continuing operation of an established organization that has demonstrated financial viability

**Eligibility**

Groups must:

- be not-for-profit and either incorporated or unincorporated;
- be accountable to the community through an elected volunteer Board of Directors or Executive and must represent the community it serves. The majority of the Board of Directors or Executive must be residents of the City of Toronto;
- utilize volunteers in all aspects of the organization, including service delivery;
- demonstrate operational efficiency, financial viability, and fundraising ability;
- network and coordinate with other community organizations and City of Toronto services to plan and coordinate activities;
- set priorities and evaluate programs and services; and
- adopt the Declaration of Non-discrimination Form.

Programs and Services must:

- be provided within the boundaries of the City of Toronto, primarily for City of Toronto residents;
- serve clearly identified community needs not adequately addressed by other organizations;
- be affordable for participants; and
- demonstrate adequate regard for participants' safety.

Ineligible Requests include:

- Animal sanctuaries
- Banquets, receptions and conferences
- Capital costs
- Community newsletters
- Daycare centres and nursery schools
- Debt or deficit retirement
- Donations to charitable causes
- Educational programs and projects



- Festivals and special events
- Individuals
- Landlord/Tenant and Condominium Corporations
- Mortgage costs
- Political activities
- Religious activities
- Research and/or demonstration projects
- Reserve funds
- Tournaments
- Transportation and travel costs
- Uniforms and equipment

**Allocation Priorities**

Priority will be given to organizations which:

- offer a new service rather than those which offer a new approach to services which are readily available;
- operate in a relatively under-serviced area;
- are unique in the needs which they address and thereby add to the diversity of services; and
- are small or medium sized. The judgement of what constitutes a small, medium, or large organization is made in relation to all other grant applicants.

**General Criteria**

Grants are not:

- available for program, projects and services that can be included in City of Toronto budgets;
- available for programs, projects and services where duplicate funding is available from other sources, including other City of Toronto Partnership and Investment Programs;
- available in an amount exceeding 49% of total revenue, which insures that the project or organization does not become, or appear to become, operated by the City of Toronto; and
- intended to be regarded as a commitment by the City of Toronto to continue such assistance in future years.



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, 3<sup>rd</sup> Floor, Toronto  
Attention: Customer Service Desk
4. Recreation Partnership and Investment Program  
Parks, Forestry and Recreation Division  
Scarborough Civic Centre, 150 Borough Drive, 5<sup>th</sup> Floor, Toronto  
Attention: Customer Service Desk