



Attachment 2  
Growing Spaces Projects & Grants Program

## Project Submission and Approval Process

Below is the project submission and approval process to guide you as you get ready to submit a project idea.

### Step 1: Project Idea Discussion



**The Community Association (CA) or Business Improvement Area (BIA) to think of and gather ideas for capital improvement projects that are eligible for the Growing Spaces Projects & Grants Program.**

- The Program Guidelines include project guidelines and examples to review.
- Board of the CA or BIA must be in agreement and approve moving forward with a project.



**CAs and BIAs are required to talk to their City Liaison about the project idea to review eligibility before submitting, including:**

- Determine if the project should be completed and the resulting asset maintained (if applicable) by the applicant or The City.
- Determine if permits, operating agreements, and/or other requirements must be completed for the project. If an applicant is completing the project and maintaining the asset that results from the project (if applicable), they must submit the permit application to The City as a part of the project process.

### Step 2: Project Submission



**Applicants must fill out the Project Submission Form.**

**Project Submission Form is reviewed in 4-6 weeks by the Program Review Team using funding and eligibility criteria in Attachment 4.**



**Contact person will be notified of decision by a Program representative.**

- For City-led projects, successful project ideas will receive a letter stating that The City will put funds towards completing the project.
- Applicants for applicant-led projects will receive a conditional funding approval letter with next steps and a list of information that is required to be completed for the Funding Agreement to be sent to the applicant to sign and for the project to begin.
- Project ideas that are not successful will receive feedback and recommendations. All decisions are final and no appeals will be considered. A project may be resubmitted at any time after feedback is provided by The City, but feedback and recommendations must be incorporated.

## Step 3: Project process if project is approved

If the applicant received conditional approval to complete the project and receive funding, they will follow the **Stream 1** process below.

If the applicant received approval for The City to complete the project, which means the funds would remain within The City, then the **Stream 2** process solely involves The City completing the project and no next steps are required by the applicant until the project is complete (see Step 4 below for next steps).



### **Stream 1 – Applicant-led Project**

**Payment details will be defined in a funding agreement, which requires the applicant to gather the following information and send to The City:**

- Project budget with a list of expenses and estimated costs using a budget template that will be provided by The City;
- A project timeline;
- Operating agreement, lease agreement, or license of occupation must be provided or must be incorporated into the project timeline, as needed for each project;
- CAs must provide proof of filing of the current Annual Return with the province;
- Current insurance certificate for organization operations that would be expected for any entities operating in a similar sector and capacity;
- Quotes for services needed for the project;
  - Projects under \$5,000 require a minimum of one quote and projects above \$5,000 require a minimum of two quotes
- Design information for your project, including site maps and drawings (if applicable); and
- Public engagement plan for the project (if applicable).

**After the Funding Agreement is fully executed by both The City and the applicant, funds are distributed to the applicant via cheque, mailed to the address on the application or via Electronic Fund Transfer (EFT) if set up under the applicant's CA or BIA name.**

- Full funds are distributed in advance for projects that are \$5,000 or less, while applicants with projects that are more than \$5,000 will be given 50% of the project budget in advance, followed by the other 50% provided when the first 50% of the budget is spent.

## Step 4: Project Completion & Maintenance

<b>Stream 1 – Applicant-led Project</b>	<b>Stream 2 – City-led Project</b>
If the project is more than \$5,000, a Mid-term Report must be completed by the applicant when the project budget is 50%	The CA or BIA will be asked to complete a Program Review Form that involves answering questions about the project's

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<p>spent, which includes an update of the project budget and a copy of all expense receipts to date.</p> <ul style="list-style-type: none"> <li>Once the Mid-term Report and expense receipts have been reviewed and approved by The City, the second and final payment will be provided to the applicant.</li> </ul> <p><b>When the project is complete, the organization must complete a Final Report that involves answering questions about the project's outcomes in addition to submitting the final project budget, a copy of all expense receipts, and five high-resolution photos of the project.</b></p> <ul style="list-style-type: none"> <li>If the cost of the project is less than the amount provided by The City, the applicant must repay the amount not spent towards the project.</li> </ul> <p><b>The applicant will maintain the completed asset that results from the project (if applicable).</b></p>	<p><b>outcomes in addition to submitting five high-resolution photos of the project when the project is complete.</b></p> <p><b>The City will maintain the completed asset that results from the project (if applicable).</b></p>
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