



City of Moose Jaw COMMUNITY ASSOCIATION DIRECT SUPPORT PROGRAM POLICY

POLICY:	<i>Community Association Direct Support Program Policy</i>	POLICY NO.:	<i>PR-011-2021 POY</i>
POLICY Owner	<i>Department of Parks and Recreation</i>	Approved on:	December 15, 2021
Approved by:	City Council Resolution #2021-12-15-1138	Effective Date:	January 1, 2022
Last Reviewed:	New	Next Review:	September 2024

1. Purpose

1.1 The purpose of the Policy is to:

- a) Outline annual direct support funding for Moose Jaw Community Associations.
- b) Recognize the value of Moose Jaw Community Associations as volunteer non-profit organizations.
- c) Create a Moose Jaw Community Association model with principles of Community Engagement.
- d) Create a Moose Jaw Community Association model that implements the Framework for Recreation in Canada 2015 – Pathways to Wellbeing.

2. Definitions

- 2.1 Recreation: The experience that results from freely chosen participation in physical, social, intellectual, creative and spiritual pursuits that enhance individual and community wellbeing.
- 2.2 Community Engagement: The process by which citizens are engaged to work and learn together on behalf of their communities to create and realize a vision for the future with a desire to strengthen a neighbourhood or community.
- 2.3 Department: Parks and Recreation Department for the City of Moose Jaw.
- 2.4 Community Associations: Volunteer non-profit organizations with defined boundaries in the City of Moose Jaw.
- 2.5 The Framework: Canadian Parks and Recreation Association's Framework for Recreation in Canada 2015 - Pathways to Wellbeing is a guiding document for public recreation providers in Canada.

2.6 Moose Jaw Community Association Directorate: Registered non-profit organization with membership of all Community Associations with a focus on City of Moose Jaw programs.

3. Scope

3.1 Building a strong community with vital organizations requires an environment where people feel valued and safe, cultural diversity is respected, people participate in social activities, and they can live with dignity.

3.2 The Framework includes the goal of Recreation Capacity to ensure the continued growth and sustainability of the recreation field. Volunteers in recreation make an impressive contribution to community cohesiveness, society, and the economy. Volunteers need to be valued, trained, and supported as an essential part of the delivery of recreational experiences in Moose Jaw.

3.3 Principles of building a stronger community include;

- a) The desire to strengthen a neighbourhood or community is strongest in the people who live, work and play there. Organizations of neighbourhood residents are best able to implement community-driven solutions and flexible programming to meet the needs of the residents;
- b) Community-based organizations play a vital role in enhancing the quality of life and sense of belonging and identity for residents in neighbourhoods;
- c) Establishing, building, and sustaining community relationships, both individually and organizationally, is essential to creating quality engagement;
- d) Volunteers are vital to the delivery of neighbourhood-based programs and activities that advance social change;
- e) Strengthening community-based organizations and their volunteers builds capacity within the community to address a broad range of issues, with a direct impact on quality of life.

4. Guidelines

4.1 Annual Funding of \$5,000 will be issued to each Community Association for items such as, insurance, community engagement, volunteer engagement, training, community clean-ups and neighbourhood initiatives. To receive Annual Funding the following conditions must be met:

- a) Remain an active Non-Profit Incorporation as per the Non-profit Corporations Act, 1995;
- b) Submit a copy of the Annual Entity Profile Report;

- c) Participate in the Moose Jaw Community Association Directorate;
- d) Submit a year-end financial statement.

4.2 In addition to Annual Funding, \$4,000 will be issued to support one (1) or more special initiatives to a maximum of \$4,000/year. Example of special initiatives may include but no limited to;

- a) Capital projects;
- b) Outdoor rink maintenance of Priority 2 or 3 Outdoor Rinks (Kinfield, Clark Gillies Wood Lily, Westheath, VLA, West Park, Elgin Park or Henleaze) in which an Agreement is required with the City of Moose Jaw;
- c) Neighbourhood special events;
- d) Additional insurance requirements; and
- e) Community engagement surveys or needs assessments.

5. Procedure

October 15

Community Association's will submit their Direct Support Program application for annual funding and special initiatives for the upcoming year from January – December.

Mid January

Half of funding will be paid.

March 31

Follow-up reports due for the previous year of January – December.

Mid June

Second half of funding will be paid based on follow-up reporting requirements.

An agreement will be created based on approved funding and applications.

6. Responsibilities

6.1 City Council is responsible for:

- a) Approval of the policy, budget and all amendments.

6.2 Parks and Recreation Department is responsible for:

- a) Approval of annual and special initiative funding;

- b) Auditing follow-up reports;
- c) Attending Community Association's meetings for support and;
- d) Executing Agreements.

6.3 Community Associations are responsible for:

- a) All costs related to programs and special event initiatives; and
- b) Completing follow-up reports.

APPROVED City Manager's Signature:	
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MOOSE JAW
SASKATCHEWAN

City Moose Jaw

Moose Jaw Community Association

Direct Support Program Application

Community Association: _____

Contact Person: _____

Primary phone: (____) ____-____

Street Address: _____

City: _____ Country: _____

Province: _____ Postal Code: _____

E-mail: _____

Annual Funding Application \$5,000

Please highlight the goals and activities of your Association for the upcoming year.

Annual Funding Application \$5,000

Does your annual funding support the Framework for Recreation in Canada Priorities? Please check all that apply and describe how?

- Active Living
 Inclusion & Access
 Connecting People & Nature
 Providing Supportive Environments
 Building Recreation Capacity

Please outline your tentative budget. Please be as detailed as possible. If there is insufficient room, please include more information on a separate sheet.

Revenues		Expenses	
Registrations	\$	Staffing	\$
Self Help	\$	Promotion	\$
Annual Funding	\$5,000	Facility Rental	\$
Other Grants	\$	Equipment	\$
Sponsorship	\$	Insurance:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
TOTAL	\$	TOTAL	\$

The following documents are enclosed.

- Annual Entity Profile Report
 Year-end financial statement

Special Initiative Funding Application \$4,000

Special Initiative (s) Program Description

Does your project support the Framework for Recreation in Canada Priorities? Please check all that apply.

- Active Living
 Inclusion & Access
 Connecting People & Nature
 Providing Supportive Environments
 Building Recreation Capacity

Please outline your tentative budget. Please be as detailed as possible. If there is insufficient room, please include more information on a separate sheet.

Revenues		Expenses	
Registrations	\$	Staffing	\$
Self Help	\$	Promotion	\$
Special Initiative Funding (max \$4,000)	\$	Facility Rental	\$
Other Grants	\$	Equipment	\$
Sponsorship	\$	Insurance	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
Other:	\$	Other:	\$
TOTAL	\$	TOTAL	\$



MOOSE JAW
SASKATCHEWAN

City Moose Jaw
Moose Jaw Community Association
Direct Support Program Follow-up Report

Community Association: _____

Contact Person: _____

Primary phone: (____) ____-____

Street Address: _____

City: _____ Country: _____

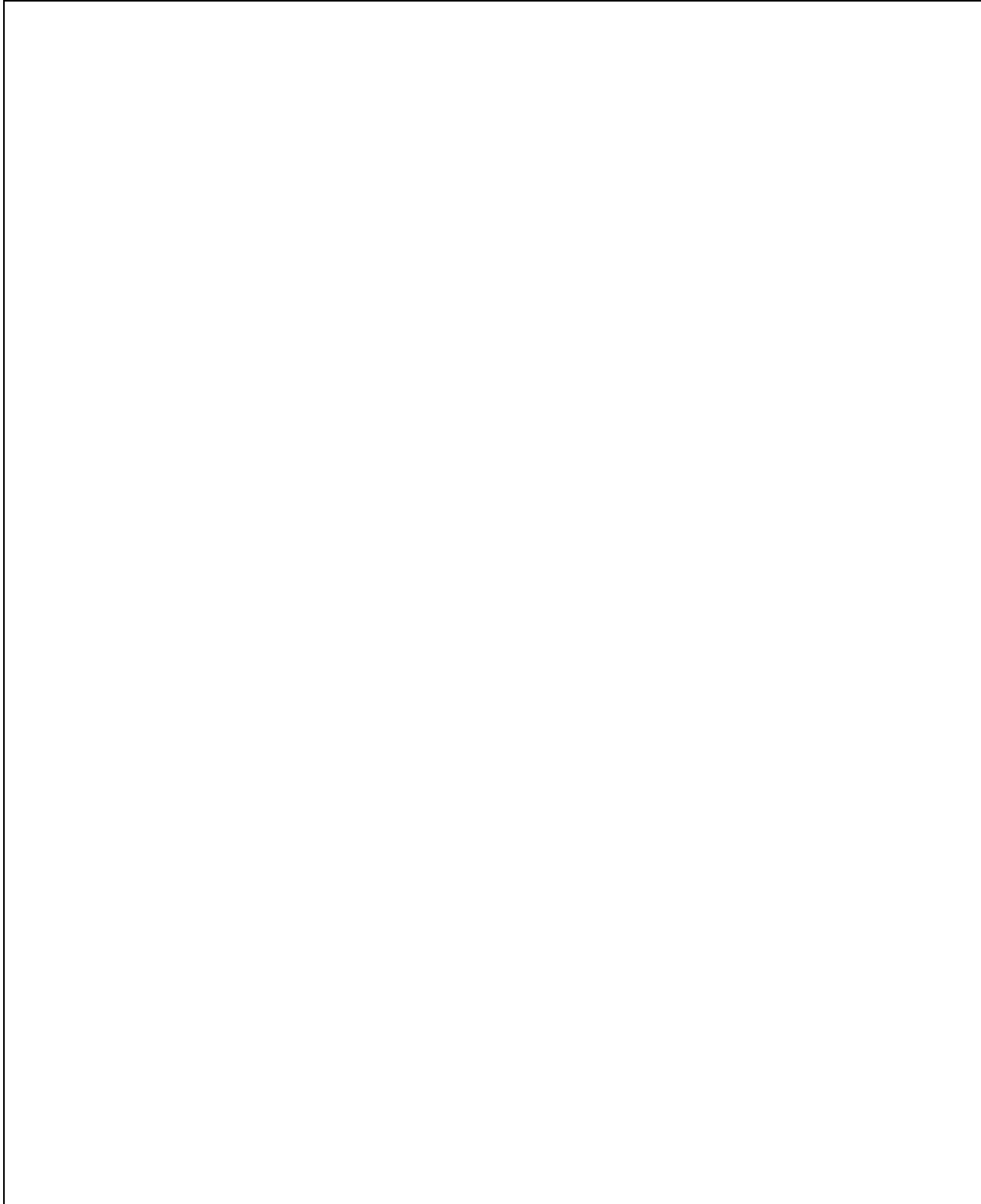
Province: _____ Postal Code: _____

E-mail: _____

Please highlight the activities of your Association and how you measured your success.

Outline how your project support the Framework for Recreation in Canada Priorities which include:

- Active Living
- Inclusion & Access
- Connecting People & Nature
- Providing Supportive Environments
- Building Recreation Capacity

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Follow-Up Financial Report

INCOME

Financial Contributions (cash contribution from your organizations)	\$
Cash Contributions from other	\$
Donations (materials, supplies or services).	\$
Sponsorship	\$
Community Association Direct Support Program	\$
Other	\$
Other	\$
TOTAL REVENUE BUDGET	\$

EXPENSES (materials, supplies, services, insurance, labour, fees)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES	\$

Note: Receipts, or copies of receipts must be attached to this form in order to receive funding.

SURPLUS (DEFICIT) \$ _____

Signature

Date