



Recreation Budget Form

The following template should be used when submitting projects for the recreation department for the budget.

Project/Program Name:

Location of Project/Program:

Contact information for community group or leader of the project: You should include the name, email and telephone number of the key contact person.

Description of the project/program: Please describe the project/ program in detail and take into consideration the assessment factors that are listed on the next page. Please attach a separate page if additional space is needed.

The following assessment factors will be used to evaluate the project/program request **(40 pts)**. So it is important that you elaborate on how your project/ program aligns with these factors in the description:

1) Does the project have broad community appeal? / 7 pts

Projects/ programs that have broad community appeal that service a mixed age or family multi-generational programs will be scored higher.

2) Does the project show alignment with the core services of the municipality? /3 pts

See Core Services, Community Benefit & Cost Recovery Model in The Nation Parks and Recreation Master Plan on pages 56- 59 <https://nationmun.ca/wp-content/uploads/2021/12/The-Nation-Parks-Recreation-Master-Plan.pdf>

Does the project show alignment with core service delivery? Are recovery costs appropriate to the pyramid section on community benefit?

3) Does the project have fiscal capacity and ability? / 7 pts

Does the project need an initial capital investment but then will be self-supporting, or will it continue to need to be subsidized by the Municipality year after year? Are there long-term maintenance fees related to the project? Are there community groups that are willing to contribute monetarily or in kind to the project?

4) Governance capacity and ability / 5 pts

Does the project/program need to be run by the Municipality or can it be overseen by a community group or volunteer? How will the group organize and run it or contribute to the project? Does the community group have enough volunteers to do this?

5) Succession planning / 5 pts

Will this project/program continue to evolve into the future or is it a one-time event? Can another group take over the project/program in the future, if so how will it be done? Can the current person running the project train others to do it? How will you solicit other volunteers to help with this project/program?

6) Ability to provide qualified/certified instruction. / 3 pts

Does the project require very specific and qualified instructors? Are these instructors available in the Nation Municipality? Can there be training done in the community to train others as qualified instructors?

7) Ability to provide low/no cost entry or participation fees. /7 pts

Does the project/activity encourage participation from low incomes families? Is there a way to subsidize low-income earners for them to be able to participate in this project/program?

8) Ability to provide low/no cost community use of space access. / 3 pts

Can the program/project be held in Nation community centres where volunteers can be authorized to open/close the doors for the activity? Are staffing/ personnel hours necessary to run the project/program? Can the program/project be run during off peak hours?

Note** For projects requesting new recreation infrastructure, **Policy REC-2023-02** must be reviewed and applicants must ensure that their project and community initiative meet the conditions outlined in the policy.