



**COMMUNITY MATCHING FUND  
PARKS IMPROVEMENT PROGRAM**

**Guidelines and Application Package**

**The Community Services Department  
87 Broadway  
Orangeville, ON  
L9W 1K1  
519-940-9092**

# **COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM GUIDELINES AND APPLICATION PACKAGE**

## **What is the Matching Fund?**

The Community Matching Fund Parks Improvement Program is an initiative sponsored by the Town of Orangeville to provide funding support to community groups interested in enhancing neighbourhood parks. The Town of Orangeville will match contributions for community based projects that make our parks more welcoming, fun and safe. Funds are allocated through a competitive application process.

## **What To Do**

Groups and organizations interested in applying for funding should use these guidelines to understand the application process. The organization should decide on a project that can be completed within eight months. Once a project has been chosen, the organization should compile all the information required in the application and package it according to the Submission Requirements found on page 3. Applications are to be submitted by May 31.

## **Process Overview**

After all applications have been received, Community Services staff processes the applications and reviews the applications according to the review criteria on page 4. A summary of the review along with a recommendation of projects to be funded is then forwarded to Town Council for final approval. Notification letters are sent within 60 days and in most cases funds can be used by September. The process is competitive and the maximum amount of funding available is determined prior to the application submission date as part of the annual Town budget process.

## **Who Can Apply**

Applications are accepted from community based organizations. A community based organization may be one of two types of groups:

- 1) a recognized organization or association based in the Town of Orangeville [i.e. charitable organizations or minor sports associations) or
- 2) an informal group of five or more individuals that reside or own property within the Town of Orangeville and have formed a group solely for the purpose of completing a park improvement project. The application requires the listing of a Head of Organization and a Project Manager. The Head of Organization and the Project Manager **MUST** be two separate individuals. The Head of the Organization is the recognized leader of the organization either by election, stature within the organizational hierarchy, or mutual understanding, The Project Manager must be the person responsible for the day-to-day implementation of the project and ongoing communication with the Parks and Recreation Department. Organizations are encouraged to partner with other entities to create a project. Outside entities can offer support by providing technical assistance, volunteers for the project, donations of materials and services, and/or donations of cash.

## COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM GUIDELINES AND APPLICATION PACKAGE

### **Eligible Projects**

Community based organizations can apply for funding for projects in public parks. For the purpose of this program parks includes parks, town-owned open spaces, and trails. Projects should build a sense of community through the implementation and enhance the park once complete. Projects should focus on making parks more welcoming, fun, and safe. Proposals should be for physical improvements and may include such things as landscaping projects, tree plantings, benches, flower planters, trash receptacles, signs, kiosks, and/or play equipment. Other types of projects may also be eligible if they meet the General Eligibility Requirements. Applicants are encouraged to contact the Community Services Department to discuss project ideas prior to moving ahead with an application. Projects must be consistent with established Community Services policies and objectives. Please contact the General Manager, Community Services at 519-940-9092 Ext 4102.

### **General Eligibility Requirements**

All projects must meet the following five eligibility requirements:

1. Be contained within the Town of Orangeville boundaries.
2. Be for a Town of Orangeville public park, open space, and/or trail.
3. Be sponsored by a community-based organization.
4. Include a timeline to be completed within three to six months.
5. Include a match that equals or exceeds the amount requested.

### **Use of Funds**

The Community Matching Fund Parks Improvement Program awards grants of up to \$5,000. The awarded funds can be used in the following ways:

#### ***Professional Services***

The grant can be used to pay individuals or businesses for services that are directly related to the implementation of the project. This includes licensed contractors, landscape designers, and craftsmen.

#### ***Materials and Supplies***

The grant can be used to pay for materials and supplies directly related to the implementation of the project. Some examples of materials and supplies are plants, paint mulch, lumber, garden supplies, planters, trash receptacles, and benches.

#### ***Shipping and Delivery Expenses***

The grant can be used to pay for shipping and delivery expenses.

#### ***Equipment Rental***

The grant can be used to rent equipment needed to complete the project. Equipment should be used under the guidance of professionals.

## COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM GUIDELINES AND APPLICATION PACKAGE

### **Administrative Costs (2.5%)**

Organizations are allowed to include a line item in the budget entitled "Administrative Costs" for up to 2.5% of the total funded amount. Administrative costs shall be limited to postage, copying costs, and refreshments for work days. As many of these costs will not be determined until the final stages of the project, no explanation is necessary in the application, Project Managers must account for these costs in their final report.

### **Plaque or Sign Acknowledgement**

All projects **MUST** acknowledge participants, including the Town of Orangeville and commemorate the project with a plaque or sign purchased with a portion of the grant funds.

### **Ineligible Use of Grant Funds**

The awarded funds **CANNOT** be used to pay for:

- Work performed managing the project.
- Miscellaneous items such as t-shirts, books, and entertainment.
- Administrative salaries or an organization's operational expenses.
- Trainees or other training costs.
- Advertisements.
- Ongoing maintenance expenses.
- Reimbursements for expenses prior to award notification.

### **Funding Disbursement**

Awarded funds will be disbursed upon signing a Letter of Agreement and obtaining required written authorizations. Parks and Recreation staff will approve funds for disbursement either by reimbursement or directly to a vendor. Applications will be awarded for the total amount requested. However, funds will not be disbursed towards line items that are not listed under the Use of funds Section on page 3-4. Organizations will have the opportunity to modify budget requests after receiving notification of funding.

### **The Match**

The match is the organizations contribution towards the project. The organization must provide documentation that shows a contribution that equals or exceeds the grant amount requested. The pledged match should come from resources accumulated by the organization to be used towards the implementation and completion of the project. Some examples of valid matching contributions are:

- The value of donations of professional services.
- The value of donations of materials and supplies.
- Volunteer time to be valued at \$1-5 per hour.
- Cash donations.

Organizations can have their contributions count toward the match from the time of funding notification until completion of the project. Volunteers can contribute towards the match by working on, planning, organizing, or preparing the project. Pledges of volunteer labour should be documented and included in the application, Funds received from other Town grants or programs cannot be used as a match.

## COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM GUIDELINES AND APPLICATION PACKAGE

### Application Submission

Organizations must submit two (2) hard copies and one (1) USB electronic copy of the application by May 31. Applications may be delivered in person or sent via mail (postmarked no later than May 31).

Applications should be addressed to:

General Manager, Community Services  
87 Broadway  
Orangeville, ON  
L9W 1K1

An email will be sent to the Project Manager verifying receipt of the application within 48 hours of submission.

### Submission Requirements

- The APPLICATION SUMMARY SHEET must be the first visible page of the submitted application.
- All letters of support and supplemental materials must be submitted with the original application.
- When including attachments, number them sequentially and place them behind the corresponding application sheet. For example, 2.1, 2.2, 2.3, etc.
- Proposals must be submitted on the forms provided.
- Application pages should be bound by a paper or binder clip, and submitted electronically.
- Applications cannot be added to or modified in any way after May 31.

### Application Review Process

The number of projects funded overall will be determined by the amount of funding available, the amount of applications received per region, and the amount requested by the applicants. Every effort is made to share the money available as equitably as possible throughout the Town.

Applications are reviewed by Community Services staff for completeness and adherence to the guidelines and applicable Town policies. The Community Services Department will make a recommendation to Council for final approval.

## COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM GUIDELINES AND APPLICATION PACKAGE

### Review Criteria

1. The budget is realistic, appropriate, secure, and supported with quotes.
2. The match is realistic, appropriate, secure, documented, and comes from various sources.
3. The organization is capable of completing the project.
4. The work plan is detailed, specific, and feasible.
5. The project is supported by the community partners.
6. The project implementation process will build a sense of community.
7. The completed project will enhance the park making it more welcoming fun, and safe.
8. The application overall is clear and logical.

Each of the eight (8) criterion can receive a score of up to five (5) points, with a maximum point value of forty (40) for each application.

### After Submission

Notification letters will be mailed to the Head of Organizations and Project Manager within 60 days of receipt of submission. Detailed information regarding the final decision can be obtained from Community Services staff. The award notice will be accompanied by contingencies that must be met prior to accessing funds. General contingencies for all projects include signing a Matching Fund Agreement with the Town and attending a meeting with a member of the Parks staff. Many projects will also have specific contingencies such as requests for updated work schedules, approvals, permits, and additional project information. Organizations cannot access grant funds until all contingencies have been met.



**COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM  
GUIDELINES AND APPLICATION PACKAGE**

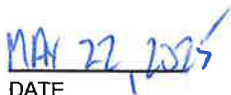
**APPLICATION SUMMARY SHEET**

PROJECT NAME: (6 words or less) <b>Youth Unlimited Green Space Project</b>		
PROJECT DESCRIPTION: (50 words or less) This year plans are underway to turn an underutilized area on our property (located at 9 Centre St., beside 7-11) into a vibrant green space that will benefit the youth we serve as well as the broader community. This project will include leveling and preparing the land for a grassy area for outdoor youth activities, laying sod, constructing a gazebo and picnic tables, planting trees and installing a half-court basketball court. By creating this safe, inviting space, we seek to enhance the availability of recreational opportunities and foster a sense of community.		
PROJECT SITE NAME (Park or Trail, Open space location): <b>Youth Unlimited</b>		
PROJECT COMPLETION DATE: <b>Mid-July 2025</b>		
LEAD ORGANIZATION NAME: <b>Youth Unlimited/YFC Highlands</b>		
HEAD OF ORGANIZATION (Name): <b>Dave Armstrong</b>	MS. MR. <b>MR.</b>	TITLE <b>Executive Director</b>
MAILING ADDRESS: <b>PO Box 21, Orangeville, ON L9W 2Z5</b>		
DAY PHONE	CELL PHONE <b>519-217-2259</b>	
EMAIL ADDRESS <b>darmstrong@highlandsyfc.com</b>	FAX	

BY SIGNING BELOW, I agree to the terms of the Community Matching Fund Parks Improvement Program Guidelines. I also acknowledge that the information submitted in this application is accurate to the best of my knowledge.



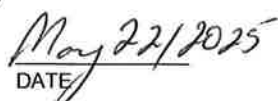
HEAD OF ORGANIZATION SIGNATURE



DATE



PROJECT MANAGER SIGNATURE



DATE

**GRANT REQUEST**

**\$15,000.00**

**MATCH CONTRIBUTION**

**\$15,000.00**

**TOTAL PROJECT VALUE**

**\$40,000.00**

## COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM GUIDELINES AND APPLICATION PACKAGE

## BUDGET SHEET

**All quotes referenced on this sheet for over \$100 should be included with the quotes for the purchase sheet.**

VENDOR AND MATERIALS / SERVICES INFORMATION	GRANT	MATCH	TOTAL COST / VALUE	NOTES
Valley View Landscaping & Construction - Gazebo & Picnic Area			\$11,130.50	
Valley View Landscaping & Construction - Stone Work			\$9,605.00	
Valley View Landscaping & Construction - sod, cedars, trees, soil, move rock etc			\$12,430.00	
Valley View Landscaping & Construction - Half-Court basketball court			\$3,390.00	
Contingency Funds			\$4,000.00	
Grant Total (Sheet)				
Match Total (Sheet)				
Total Project Value (Sheet)				
Totals (From All Pages)				



## **PROJECT DESCRIPTION SHEET**

### **PROJECT DESCRIPTION**

This year plans are underway to turn an underutilized area on our property (located at 9 Centre St., beside 7-11) into a vibrant green space that will benefit the youth we serve as well as the broader community. This project will include leveling and preparing the land for a grassy area for outdoor youth activities, laying sod, constructing a gazebo and picnic tables, planting trees and installing a half-court basketball court. By creating this safe, inviting space, we seek to enhance the availability of recreational opportunities and foster a sense of community.

## **PROJECT PLANNING SHEET**

WORK PLAN (Please describe how and when the project will be completed)

The work is being completed by Valley View Landscaping and Construction based in Mono, ON.

The project is expected to begin mid-June 2025 and will be completed Mid-July 2025.

Future gazebo, picnic table, lawned area, gathering space:



Future Half-Court Basketball area:

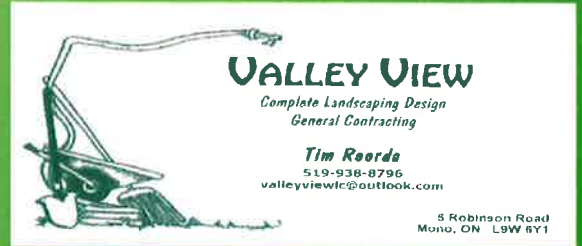


# QUOTE

DATE

April 29, 2025

Valley View Landscaping and Construction  
5 Robinson Road, Mono, ON  
519-938-8796  
ValleyviewLC@outlook.com



TO: Youth Unlimited  
Kerry Duffield Community  
Director  
519-941-0690

Project:

## Fenced in Area

All Labour and Material \$15,322.00

Plus HST \$1,991.86

Total \$17,313.86

## Pavillion

All Labour and Material \$9,850.00

Plus HST \$1,280.50

Total \$11,130.50

## Stone Work

All Labour and Material \$8,500.00

Plus HST \$1,105.00

Total \$9,605.00

## Sod, Cedars, Trees, Soil, Move Rock ect...

All Labour and Material \$11,000.00

Plus HST \$1,430.00

Total \$12,430.00

**Basketball Court**

**All Labour and Material \$3,000.00**

**Plus HST \$390.00**

**Total \$3,390.00**

All Labour and Material

Plus HST

**Total**

\*The given quote is subject to change dependent on any extra time and materials needed to complete the project as well as any additional changes or add on's\*

# COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM GUIDELINES AND APPLICATION PACKAGE

2

## ORGANIZATION SHEET

ORGANIZATION NAME <i>Youth Unlimited YFC Highlands</i>
ORGANIZATION ADDRESS (IF APPLICABLE) <i>9 Centre Street</i>
ORGANIZATION DESCRIPTION

TOTAL MEMBERS	<b>The proposal must include the names and signatures of 5 members of the organization.</b>	YEAR ESTABLISHED
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By SIGNING BELOW, I declare in good faith that I am a member of the organization named above. I realize that the Community Services Department may contact me to verify my membership in this organization.

NAME	ADDRESS	PHONE	SIGNATURE



**COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM  
GUIDELINES AND APPLICATION PACKAGE**

**PROJECT PLANNING SHEET**

WORK PLAN (Please describe how and when the project will be completed)

**COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM  
GUIDELINES AND APPLICATION PACKAGE**

**PLEDGE OF CONTRIBUTION SHEET**

Use this form to document donations of cash, discounts materials, services, and volunteer labour.

PROJECT NAME	DATE
ORGANIZATION	

NAME OF DONOR ENTITY <i>Youth Unlimited</i>	CONTACT PERSON
ADDRESS	PHONE
DESCRIPTION OF PLEDGE	
TOTAL VALUE OF PLEDGE <i>15,000</i>	

BY SIGNING BELOW, I declare in good faith that I will contribute the in-kind donation toward the project. I declare that the value of the pledge is based on fair market value.  
I understand that this organization is seeking funding through the Town of Orangeville Community Matching Fund Parks Improvement Program in which the grant award must be matched dollar-for-dollar with donations of cash, materials, services, and/or volunteer labour. I understand that the project will begin after notification of award.

SIGNATURE

DATE



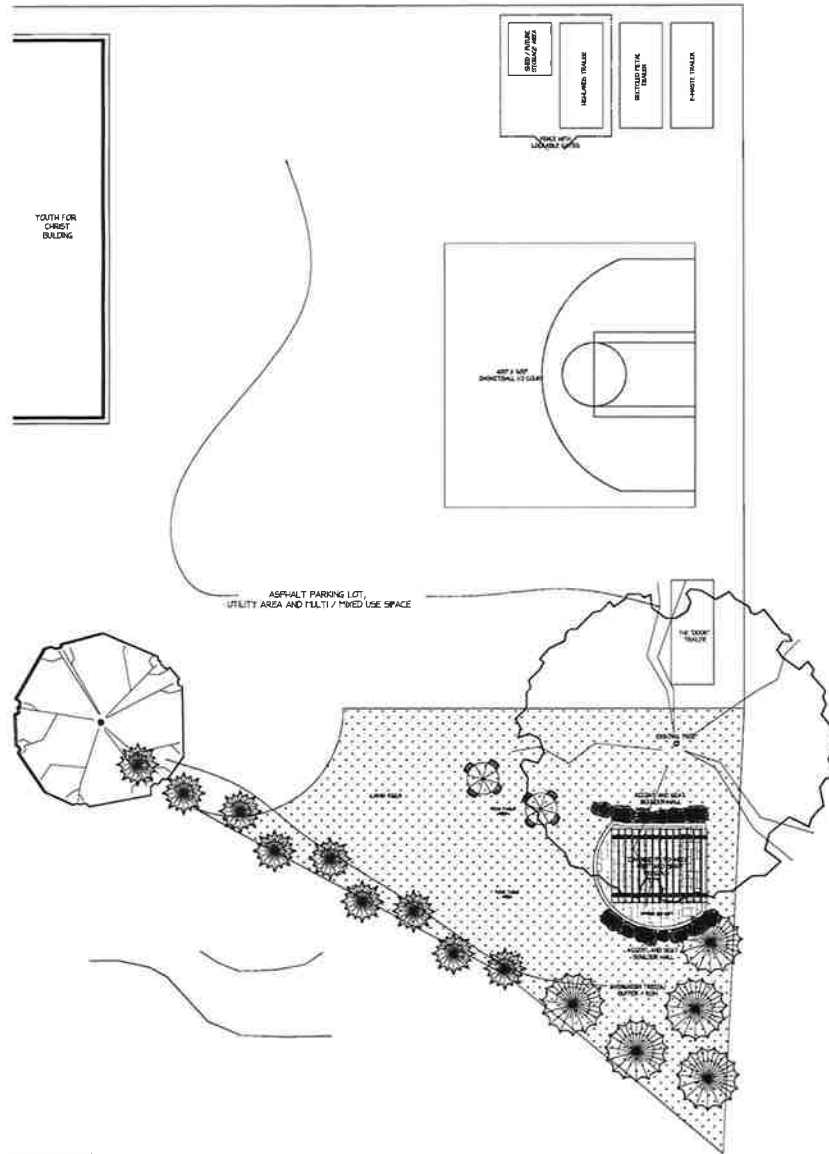
COMMUNITY SERVICES DEPARTMENT  
87 Broadway, Orangeville, ON, L9W 1K1  
519-940-9092 parks@orangeville.ca

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GUIDELINES AND APPLICATION PACKAGE**

**QUOTES FOR PURCHASES SHEET**

Attach quotes or estimates for purchase over \$250 that will be paid for by Community Matching Fund dollars.

# YOUTH FOR CHRIST PROPERTY PLAN



SITE PLAN: 1/8" = 1'

NOTES:



SITE PLAN: 1/8" = 1'



NOTES

YOUTH FOR CHRIST

9 CENTRE ST.  
ORANGECVILLE, ON  
L9N 3A1

WHISPERING PINES  
LANDSCAPING

SCALE: AS NOTED  
DESIGNED BY: CHAD KETTERLEY  
DATE: NOV 1, 2024  
DATE OF PRINT:

PROJECT NO:  
SHEET NO:

**COMMUNITY MATCHING FUND – PARKS IMPROVEMENT PROGRAM  
GUIDELINES AND APPLICATION PACKAGE**

**BEFORE IMAGE SHEET**

Attach before images to this sheet or design your own sheet. Include text explanations.

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### **PROJECT RENDERING SHEET**

Attach conceptual images or sketches of the project to this sheet or design and print your own sheet. Include text explanations.