



Community Partnership Major Capital Program Preliminary Partnership Proposal

Instructions

Mail, fax, email or deliver the completed proposal to:

City of Ottawa
Recreation, Cultural and Facility Services Department
Parks and Facilities Planning Services
100 Constellation Crescent, 8th Floor West
Ottawa, ON K2G 6J8 Mail Code - 26-51
FAX: 613-580-9612

Attention: Donna Williams or Renée Proteau
Donna.Williams@ottawa.ca or Renee.Proteau@ottawa.ca

Information

Refer to the Community Partnership Major Capital Program Guidelines and Principles for more detailed information. The initial evaluation process will qualify projects based on eligibility and criteria as outlined in the Guidelines and Principles. The selected project applicants will be contacted to further detail their business case. The recommended projects will be submitted to Committee and Council for final approval.

Application deadline is March 1, 3:00 p.m. Late applications will not be considered.

If you require assistance completing the proposal or you would like to discuss the program, please contact:

Donna Williams, 613-580-2424, ext. 23169, Donna.Williams@ottawa.ca or

Renée Proteau, 613,580-2424, ext. 26967, Renee.Proteau@ottawa.ca

Applicant Information:

Name of Organization:

Contact Persons(s):

Role in Organization:

Phone Number:

Fax Number:

Email Address:

Mailing Address:

City:

Province:

Postal Code:

Date Received (Office use only):

Project Information

Project Title:

Project Location Address / Council Ward:

Mailing Address:

City:

Province:

Postal Code:

Council Ward:

Project Type: Sports Field Recreation Facility Park Facility**Project Description:**

Provide a brief project description and attach a high level business plan.

Project Rationale:

Describe how the community will benefit?

How will the project meet your organization's mandate?

Project Target Focus:

Who are the anticipated users?

children 0-5

children 6-11

youth 12-18

families

adults

seniors

If the project is sports related, identify estimated percentage for recreation and competitive use.

Recreational use	<input type="text"/>	%
Competitive use	<input type="text"/>	%

Project Operating Impacts:

Will the project increase the City's operating costs?

Yes No

If yes, list anticipated operating impact, i.e. hydro etc.

Will your organization contribute?

Yes No

If yes, to what degree:

Project Implementation:

Anticipated project start date (month /year)

<input type="text"/>

Anticipated project completion date (month/year)

<input type="text"/>

Is this a phased project?

Yes No

If applicable, when will the next phase begin/finish?

Begin	<input type="text"/>
End	<input type="text"/>

Capital Asset Ownership:

Who will own the resulting capital asset?

Other Information:

Has your organization received City funding within the last 24 months?

Yes No

If yes, specify

City Contribution:

The city's contribution may be provided in one or more of the following forms: grant paid in cash, land or other services in kind or waiver of applicable municipal fees. What is the expected City contribution?

Community Contribution:

What is the expected community contribution?

Authorization:

As an authorized representative of _____, I attest that all information contained in this proposal is accurate to the best of my knowledge.

Signature: _____

Date: _____

Municipal freedom of information and protection of privacy act:

Personal information provided by the applicant on the proposal is collected for the purposes of the City of Ottawa's Community Partnership Major Capital Program approved by Council on an annual basis. The information will be used internally within the city to administer your proposal.