



**City of Ottawa**

**2025 Funding Submission Report**

**Renewable Recreation Funding Program**

**Deadline: Monday, February 3, 2025 at 4:00 p.m.**

**Recreation, Cultural and Facility Services Department**  
Recreation Funding Unit, City of Ottawa

## CHECKLIST OF MANDATORY REQUIREMENTS

Please note that **2025** funding submission reports **must** be complete for organisations to receive **second quarter** payment. If you require support to complete this submission, please contact the Recreation Funding Coordinator by email [rec-info@ottawa.ca](mailto:rec-info@ottawa.ca) or phone 613-580-2424 Ext 26459.

Please ensure that your submission includes the following:

### COMPLETION OF ALL REQUIRED SECTIONS INCLUDING:

- Two signatures from individuals who have signing authority for the organisation on page 18 – Signature Block. Electronic signatures are accepted.
- Details about your Reserve Fund(s) on page 17
- Financial Information on pages 11 – 16 (**2024** revenues/ expenditures & **2025** forecasts)

### AUDITED FINANCIAL STATEMENTS – for last completed fiscal year

- Consult your Contribution Agreement Schedule A - Annual Reporting Requirements, for organisations that may submit financial statements that have not been prepared by a “qualified” auditor (unaudited financial statements)
- Unaudited Financial Statements include :
  - **Statement of Operations (i.e., Income Statement)** that details types of annual revenues and expenditures, and highlights any annual surplus or deficit;
  - **Statement of Financial Position (i.e., Balance Statement)** with the assets and liabilities of the organization and highlights any unrestricted and externally restricted reserve funds

### ANNUAL REPORT – for last completed fiscal year

- In the absence of a formal Annual Report, please attach a summary that includes your organisation’s activities and accomplishments in **2024**, and goals for **2025**

### ANNUAL GENERAL MEETING (AGM) MINUTES

- Most recent **approved** AGM minutes signed by **two** individuals with signing authority for your organisation. Electronic signatures are accepted.

### CURRENT BOARD OF DIRECTORS LIST

- Include the names, position, address, contact information and the number of years each member has been on your Board

### VALID CERTIFICATE OF INSURANCE

- Identifying the City of Ottawa as an additional insured. Ensure insurance coverage is adequate as stipulated in your legal agreement.

## Section 1 – Organisation Information

### General information

1. Legal name of organisation

2. Preferred language of communication:

English

French

### 3. Address of organisation:

Street number

Street name

Unit number

City

Province

Postal code

### 4. Mailing address if different from above

Street number

Street name

Unit number

City

Province

Postal code

5. Charitable number (if applicable)

6. Incorporation name

7. Incorporation number (if applicable):

8. Federal or Provincial incorporation

Federal

Provincial

9. Primary Contact Information:

Salutation:

Mr.

Ms.

Mrs.

Dr.

First name

Last name

Role in organization

Phone number (including extension)

Email

**Facility information**

10. Please provide details about your organisation's main facility:

- City-owned and Partner managed
- Rented / Leased
- Owned by your organisation
- Other (e.g.; shared facility)

If other, please specify

11. If you currently occupy any space(s) in a City of Ottawa facility, please indicate:

Name of City of Ottawa facility

**Address of City facility**

Street number

Street name

Unit number

City

Province

Postal code

Annual City facility rental / mortgage amount:

Type of rental:

- Hourly
- Seasonal
- Long term lease

**Service Boundaries**

## 12. Primary catchment area(s):

Please only **select wards** where you **currently provide services**. Please select City-Wide **ONLY** if your funded program(s) and/or service(s) are open to residents from all wards of the city.

Ward 1 - Orléans East-Cumberland

Ward 2 - Orléans West-Innes

Ward 3 - Barrhaven West

Ward 4 - Kanata North

Ward 5 - West Carleton-March

Ward 6 - Stittsville

Ward 7 - Bay

Ward 8 - College

Ward 9 - Knoxdale-Merivale

Ward 10 - Gloucester-Southgate

Ward 11 - Beacon Hill-Cyrville

Ward 12 - Rideau-Vanier

Ward 13 - Rideau-Rockcliffe

Ward 14 - Somerset

Ward 15- Kitchissippi

Ward 16 - River

Ward 17 - Capital

Ward 18 - Alta Vista

Ward 19 - Orléans South-Navan

Ward 20 - Osgoode

Ward 21 - Rideau-Jock

Ward 22 - Riverside South-Findlay

Ward 23 - Kanata South

Ward 24 - Barrhaven-East

City-Wide

**Populations served**

## 13. Target population(s):

Please indicate the **primary target group(s)** and / or **current users** of your organisation's programs/ services. Check all that apply.

Children 0-12

Youth 13-18

Adults

Older Adults

All Ages

Indigenous

Rural Residents

Immigrants or Newcomers

Francophones

Low Income

2SLGBTQ+ Communities

Individuals with Disabilities

Other (specify):

**14. Primary language**

In providing services, what primary language does your organisation use:

English

French

Bilingual

Other (specify):

**Volunteers and staffing**

15. Volunteers and staffing:

Description	2024 Actual Number
How many volunteers are involved in your organisation (include committees, boards and front-line volunteers)?	
How many part-time staff does your organisation employ?	
How many full-time staff does your organisation employ (individuals who work 35 hours or more a week)?	

16. Participation - Individuals served / Frequency:

Description	2024 Actual number	2025 Forecast number
Number of programs?		
Estimated number of participants?		

17. Use of funding - Rentals

Is part of your Renewable Recreation Funding used for community hall management, and/or sports field management, specifically rentals to outside individuals/organisations?

Yes                  No

If no, go to question 18.

If yes, indicate the types of **rentals** that typically take place in these spaces? Do not include the programming that your organization directly provides here as that will be captured in question 18.

- Children’s Programs
- Youth Programs
- Adult Programs
- Seniors Programs
- Outdoor Sports Programs
- Indoor Sports Programs
- Summer Camps



- After School Programs
- Performing Arts
- Visual Arts
- Fitness Programs
- Inclusive recreation for individuals with disabilities
- General Interest
- Community Meetings
- Community or Private Rentals
- Aquatics
- Events
- Other

18. Use of funding - Programming

Is part of your Renewable Recreation Funding used for programming directly delivered by your organisation?

Yes                      No

If yes, check all boxes that apply:

- Children's Programs
- Youth Programs
- Adult Programs
- Seniors Programs
- Outdoor Sports Programs
- Indoor Sports Programs
- Summer Camps
- After School Programs
- Performing Arts
- Visual Arts
- Fitness Programs

Inclusive recreation for individuals with disabilities

General Interest

Aquatics

Events

Other

## Section 2 – Financial Information

### Revenues

19. Government Revenues:

<b>Government Revenues</b>	<b>2024 Actual 1 Jan - 31 Dec</b>	<b>2025 Forecast 1 Jan - 31 Dec</b>
<b>a) City of Ottawa Funding</b>		
Renewable Recreation Funding		
Civic Events Funding		
Community and Social Services Funding		
Councillor Donation		
Crime Prevention Ottawa		
Cultural Funding		
Emergency Funding		
Major Capital Funding		
Minor Capital Funding		
Outdoor Rink Grant		
Rural Affairs Funding		
<b>Subtotal</b>		
<b>b) Other City Funding</b> (Identify type of funding / department)		
<b>Subtotal</b>		
<b>Total City of Ottawa Funding</b>		
<b>c) Provincial Government Funding</b> (Identify type of funding)		
<b>Subtotal</b>		

<b>Government Revenues</b>	<b>2024 Actual 1 Jan - 31 Dec</b>	<b>2025 Forecast 1 Jan - 31 Dec</b>
<b>d) Federal Government Funding</b> (Identify type of funding)		
<b>Subtotal</b>		
<b>Grand Total Government Revenues</b>		

20. Non-Government Revenues:

<b>Non-Government Revenues</b>	<b>2024 Actual 1 Jan - 31 Dec</b>	<b>2025 Forecast 1 Jan - 31 Dec</b>
<b>e) Non-Government Revenues</b>		
Community Foundation of Ottawa		
Trillium Foundation		
United Way		
<b>Subtotal</b>		
<b>f) Other Non-Government Funding</b> (Identify the source)		
<b>Subtotal</b>		
<b>Total Non-Government Funding</b>		
<b>g) Other Revenues</b>		
Donations		
Fundraising		
Hall / Facility Income		
Investment Income		
Membership Fees		
Program Registrations		
Special Events Admission Fees		
User Fees / Drop -in Fees		
<b>Subtotal</b>		
<b>h) Miscellaneous Other</b> (Identify type of funding)		
<b>Subtotal</b>		
<b>Grand Total Non-Government Revenues</b>		
<b>Total Revenues</b>		

## 21. Expenses

<b>Expenses</b>	<b>2024 Actual 1 Jan - 31 Dec</b>	<b>2025 Forecast 1 Jan - 31 Dec</b>
<b>i) Staffing</b>		
Full-time salaries and benefits		
Part-time salaries and benefits		
<b>Subtotal</b>		
<b>j) Other Staffing</b> (Provide details)		
Honorariums		
<b>Subtotal</b>		
<b>Total Staffing</b>		
<b>k) Office Administration</b>		
Advertising / public relations / office administration		
Audit / legal fees		
Board expenditures		
Equipment repairs / purchases		
IT costs (computers, internet, telephone, etc.)		
Licenses, taxes and permits		
<b>Subtotal</b>		
<b>l) Other Administration</b> (Provide details)		
<b>Subtotal</b>		
<b>Total Administration</b>		

<b>Expenses</b>	<b>2024 Actual 1 Jan - 31 Dec</b>	<b>2025 Forecast 1 Jan - 31 Dec</b>
<b>m) Occupancy</b>		
Building repairs (furnace, etc.)		
Heat		
Hydro		
Mortgage / Rent / Property taxes		
Water		
<b>Subtotal</b>		
<b>n) Other Occupancy</b> (Provide details)		
<b>Subtotal</b>		
<b>Total Occupancy</b>		
<b>o) Insurance</b>		
Board of Directors insurance		
Commercial General Liability insurance		
Property insurance		
Other insurance		
<b>Subtotal</b>		
<b>p) Supplies and Equipment</b>		
Supplies and equipment		
<b>Subtotal</b>		
<b>q) Other Supplies</b> (Provide details)		
<b>Subtotal</b>		
<b>Total Supplies and Equipment</b>		

<b>Expenses</b>	<b>2024 Actual 1 Jan - 31 Dec</b>	<b>2025 Forecast 1 Jan - 31 Dec</b>
<b>r) Other Expenses</b>		
Fundraising		
Professional fees		
Transportation		
Volunteers		
<b>Subtotal</b>		
<b>s) Operations</b>		
Fuel for outdoor equipment		
Grass cutting		
Lining of sports fields		
Outdoor rink maintenance		
<b>Subtotal</b>		
<b>t) Other Operations</b> (Provide details)		
<b>Subtotal</b>		
<b>Total Operations</b>		
<b>Total Expenses</b>		

<b>Total Revenues</b>		
<b>Total Expenses</b>		
<b>Surplus or (Deficit)</b>		



**22. Surplus or Deficit:**

a) Please provide an explanation for your surplus or deficit

b) Is the surplus a result of funds provided by the City of Ottawa's Recreation Funding? Any unspent Recreation Funding must be returned to the City of Ottawa's Recreation Funding Unit.

Yes

If yes, please provide the amount:

No

**23. Reserve Funds:**

Please include information for ALL reserve funds as of December 31, 2024. Do not leave this section blank. **If none, please indicate \$0.**

<b>Reserve Funds</b>		
<b>Unrestricted:</b>		<b>Purpose:</b>
<b>Externally restricted: (e.g.; by an external donor)</b>		<b>Purpose:</b>
<b>Internally restricted: (e.g.; through a motion at a Board of Directors meeting)</b>		<b>Purpose:</b>

## Section 3 – Signature Block

Both signatures on this page are mandatory.

We hereby certify that the Board of Director s/Steering Committee has authorized this 2025 Funding Submission, that all information provided in this application and any attachments is true, correct and complete in every respect and that we have signing authority for the organisation. Additionally, we certify that the Contribution received through the Recreation Renewable Funding Program was upheld and applied to programs and activities outlined as per Schedule A of the Contribution Agreement

### First Signature

**Name of Signatory** (please print)

Title of Signatory:

Name of Organisation:

Telephone number:

Date (YYYY/MM/DD):

### Second Signature

**Name of Signatory** (please print)

Title of Signatory:

Name of Organisation:

Telephone number:

Date (YYYY/MM/DD):

Notice of Collection of Personal Information in the City of Ottawa **2025** Renewable Funding Program.

Personal information is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25, as amended, and is administered in accordance with the City of Ottawa Grants and Contributions Policy.

Personal information will be used by the City for the purposes of administering the City of Ottawa **2025** Renewable Funding Program.

In making an application for funding under the **2025** Renewable Funding Program, the applicant acknowledges and agrees that the City of Ottawa is subject to the Municipal Freedom and Information and Protection of Privacy Act , R.S.O. 1990, c. M.56, as amended (MFIPPA), and that all information provided to and/or collected by the City in connection with each funding application is subject to disclosure in accordance with the MFIPPA.

Questions about this collection and use of your personal information may be directed to Program Manager, Business Support Services Unit at 613-580-2424 ext. 46203.