

Guidelines for project applications under \$10,000 in Saanich Parks

Saanich Parks works closely with many community groups and partners to provide safe recreational opportunities for Saanich residents and other park visitors. Parks may contribute a small amount of financial support in order help our partners provide tangible assets that enhance recreational opportunities for the greater community. Any assets that are built on park land require Saanich's written permission prior to starting work and after completion, are ultimately the property of the District of Saanich.

These guidelines apply to minor upgrades, repairs and small new projects that are estimated to be less than \$10,000 if they do not create a significant change in use and/or significant impacts to park users and neighbours. If the project you are considering is more than \$10,000, or might require community consultation, please refer to the [Guidelines for Community Driven Capital Projects](#).

Eligibility:

Partner project arrangements can only be made with legal entities (not individuals). In order to qualify for a cost-sharing arrangement, community partners must be legally constituted, incorporated non-profit organizations such as, but not limited to: community associations, non-profit societies, sports organizations, and clubs. Only one cost-application per project is accepted per year. Phased approach projects may be considered if funding is available.

Timing:

Capital budgets are developed in the fall for projects in the upcoming calendar year. (Council approvals occur in April/May for submissions from the previous year). To ensure efficiency in timing and peace of mind for planning, projects are best proposed in the previous fall for implementation the following year.

Saanich Budget Development, Review and Approval Process



For example, a new project proposed for implementation as early as the spring of 2018 would need to be considered in capital budgeting in the fall of 2017.

Saanich Parks' Partner Project Review and Approval Process



While projects that are not requesting any financial assistance from the District may be considered outside of this timeframe, staff capacity is also a factor, so allow your project plenty of lead time before implementation. For smaller projects, please plan for 4-6 weeks, but for more complex projects, a longer planning horizon may be required and in some cases, may require a year or more to plan and implement properly. This is especially true when community consultation is required.

Cost share fund is limited and shared:

Saanich Parks budgets approximately \$40,000 per annum to develop cost share arrangements with a variety of Saanich Parks' partners. The maximum Saanich will provide for cost share arrangements is 50% but depending on the availability of funds, it may be less. Applications for cost sharing are received starting in September and approved on a first come, first served basis. Projects may be carried forward to the following year, depending on council budget approval.

In Scope to cost share

In general, Saanich Parks supports cost sharing with various groups when the project serves the greater community and/or the public benefits from the project.

Criteria:

All applications are assessed using the following criteria:

- Benefit to greater community
- Public accessibility
- The applicant's ability to leverage funds (own costs, grants, donations in kind etc.)
- Whether or not Saanich has funded this project with other grants, interest-free loans, or through the cost-share program in previous years.

Out of scope for cost sharing:

When the project serves a direct benefit to an association or club and its members only, and is not accessible to the public (exclusive use), Saanich Parks is not able to support the cost sharing approach unless it is for exceptional circumstances.

Eligible expenses for cost sharing for tangible park assets include, but are not limited to:

- Concept and detailed design costs
- Construction costs
- Materials
- Services by a third party
- Permit or development cost
- Some repairs
- Small equipment

Expenses NOT eligible for cost-sharing include but not limited to:

- Insurance requirements
- Compensation for time by volunteer groups or clubs (except professional assistance required to deliver project such as an engineer, electrician etc.).
- Special events, celebrations or recognition supplies

Process to gain written approval from Saanich

Any group considering doing any kind of work on District land requires the District's written permission prior to proceeding. If your group wishes to work in a Saanich Park, please fill out a [Project Proposal Application Form](#) before starting any work. Saanich Parks staff would be happy to help if you have any questions regarding this process. Any groups hiring third party contractors conducting works on District land on their behalf, also requires written permission from Saanich.

STEP 1 – Getting project “approval in principle”. At this stage of the project, proposals may be conceptual plans, reflecting discussions with Parks staff and other stakeholders. Fill out your application with the appropriate amount of details to determine whether or not the projects is feasible and supported in general before investing too much in detailed professional services. If the project you are proposing is simple, your application can be fairly detailed. Once your project has “approval in principle”, more detailed information may be required depending on the nature of the project.

STEP 3 – Saanich Parks to review all applications based on the following criteria:

- Does the project support the public or the “greater community”?
- Does the project help sustain the park or park resources?
- Does the project promote healthy lifestyles?
- Has this project or group been funded before?
- Has this project or group leveraged other resources?
- Does the group have the financial means to pay for the project without taxpayer's dollars?
- Does the project have any impacts to Saanich (ongoing maintenance, staff support, etc.)?

STEP 4 – Saanich Parks will provide a written decision regarding application. There may be some conditions to meet for final approval (e.g., insurance, permits, other)

Step 5 – Project implementation if project is approved. This stage will involve continued communications with Saanich, timelines and follow up to ensure the project is implemented smoothly and that any unforeseen circumstances can be resolved quickly and safely.

STEP 6 - Project completion. This phase will include a final project debrief. Any relevant information will be filed with Saanich Parks (all final drawings, pictures, final budgets, etc.).

Any questions? Contact us at parks@saanich.ca or 250-475-5522.