

The header image features a dark red background with a blue square in the top right corner containing the word "Edmonton" in white. On the left side, there is a graphic of overlapping, curved, metallic-looking bands in shades of blue and grey.

Recreation Partner & Facility Investment Program (RPFIP) Guide

Edmonton

The Recreation Partner and Facility Investment Program (RPFIP) aims to foster healthy, vibrant active communities throughout Edmonton. The program has been designed to support the efforts of Sport and Active Recreation organizations that contribute to providing opportunities for Edmontonians to engage in physical activity in their communities.

Specifically, RPFIP responds to local facility development and enhancement needs and works in partnership with eligible organizations to assist communities with the acquisition, construction, enhancement/upgrade, repairs and preventive maintenance, or redevelopment of public-use community facilities.

This program is for Sport and Active Recreation capital projects on City owned or Private land in Edmonton.

- Projects on City owned land need to be at [Checkpoint 2](#) Strategy and Concept in the [Community Group Led Construction Project Construction Projects Guide](#).
- Projects on private land have to submit a business case and other relevant documents.
 - A business case that must include the following:
 - Project description (scale, scope, schedule, costs, resourcing, operational plan, risks and risk mitigation)
 - Project Goals & Outcomes
 - Project Alignment with City Priorities (see the core principles and outcomes section)
 - Activity Based Needs Assessment
 - Context Analysis
 - Public Engagement
 - Organizational Profile
- Project Budget Sheet. Complete the [Budget form](#) and provide written confirmation of funding sources
- Organization most recent final Audited or Unaudited Financial Statements, signed by two board members or delegated officials.

Organizational Eligibility

- Organizations who are registered (and in good standing) including not-for-profit or for-profit service providers in existence for more than one year

- Organizations primary mandate must be for sport and active recreation. The activities of the organization shall address identified sport and active recreation needs, trends as defined in the purpose and Core Values section above.
- 75 % Membership or primary beneficiaries of its programs and services must be residents of the city of Edmonton
- Organizations membership and beneficiaries of its programs and services must be directed to the improvement of the quality of life of Edmontonians
- The organization must demonstrate equity inclusion and diversity and part of organizations services and programs to its organization and/or be open to the public, except for valid program factors (e.g. "age")
- Organizations must be willing to enter into a Funding Agreement with the City of Edmonton, meet reporting requirements, agree to provide the City with the right to audit project-related documents and agree to secure the appropriate approvals for the proposed project.

Eligible Expenses

- Capital and facility upgrades, renovations and construction.
- Design costs that have not already been expensed and incurred no earlier than the application submission

Ineligible Organizations, Projects and Expenses

Ineligible Organizations

- Community Leagues are not eligible for this program
- Organizations whose primary focus is not sport and active recreation such as arts, culture & heritage, education, multicultural, indigenous and social services
- Municipal departments or other governmental organizations
- Organizations that are already receiving City capital funding
- Organizations that have overdue or incomplete accounting/reporting relating to any funding previously awarded by the City of Edmonton
- Individuals

Ineligible Projects

- Any project that is not deemed to meet one of the outlined outcomes.
- Projects that are operational rather than capital.
- Projects that are already receiving City capital funding

Project funding cannot be used for expenses related to

- Time and labour provided towards preparation of funding applications, fundraising including costs for fundraising campaigns and websites for fundraising purposes.
- Operating costs

- Debt reduction, financing charges and/or interest payments on loans, retroactive expenses incurred prior to application submission dates.
- Direct government lobbying or partisan political activities (i.e. activities related to advocacy must demonstrate non-partisan approaches.)
- Fittings Fixtures & Equipment (FFE) items not fixed to the building

Evaluation Criteria

Once an applicant is confirmed to be eligible for the investment program the next step will be to review the project application and business case by the Evaluation Committee with the following criteria. The applicant will be assessed and scored and the funding approval and amount will be determined upon completion of this review.

Applications will be assessed based on the following criteria:

- **Organizational Health** (Impacts of project on programs & services, organizational stability, financial stability, leadership, and governance)
- **Project Need and Strategic Alignment** (Needs assessment, context and alternatives, anticipated public use, user impacts and benefits, accessibility and inclusiveness, and alignment with City strategic priorities and Live Active outcomes)
- **Project Strength** (Readiness, defined project scope, defined project outcomes, explanation and justification of project alternatives, clear schedule and key deliverables, project costs and funding plan/confirmation, project resources and management are clearly identified, and risks and mitigation strategies are included.)
- **Operational Plan** (clear operational plan and identified and accounted for costs for operations and maintenance)
- **Financial Analysis** (organizational financial documentation is provided for assessment and operational information is clearly identified and will be reviewed)

Timelines

- Application process opens January 5, 2024 until February 23 2024
- February - April review and assess applications
- Notification to applicants will be mid April 2024
- Funding agreements signed May
- Funding will be received upon completion of all documents

Reporting

- Projects must be completed prior to the termination date of the funding agreement
- If projects are not going to be completed by that time Organizations may request an extension through the Grants office
- A final report is due within 60 days of the project completion
- The [final report form](#) is available on the edmonton.ca website and must be fully completed.
- The final report form includes:
 - Name of Project

- Brief description of the approved project, amount of funding, completion date
- Description of how the project met the objectives and expectations. Including expected benefits and impacts.
- Financial reporting on eligible expenses (including copies of paid receipts)

The following required documents must be attached with the Google Application Form

- Projects that are on City owned land
 - Applicants will be required to take information from their Community Led Construction Business Case Part 1 & Part 2 and answer questions in the google application form.
 - Applicants will be required to complete a [Project Budget Sheet](#). Complete the Project Budget sheet and provide written confirmation of funding sources.
 - Attach the organization's most recent final Audited or Unaudited Financial Statements, signed by two board members

**please check the [community led construction process](#) to confirm the above requirements are answered correctly.*

- Projects that are on Private Land
 - In order to be eligible for the RPFIP you must provide the following:
 - A business case that must include the following:
 - Project description (scale, scope, schedule, costs, resourcing, operational plan, risks and risk mitigation)
 - Project Goals & Outcomes
 - Project Alignment with City Priorities
 - Activity Based Needs Assessment
 - Context Analysis
 - Public Engagement
 - Organizational Profile
 - Example of a business case [template](#)
 - Applicants will be required to complete a Project Budget Sheet. Complete the Project Budget sheet and provide written confirmation of funding sources.
 - Attach the organization's most recent final Audited or Unaudited Financial Statements, signed by two board members or delegated officials.

For more information about the RPFIP please contact: Grants@edmonton.ca