

# RECREATION FEASIBILITY STUDY GRANT APPLICATION REQUIREMENTS

Please provide the following information regarding the feasibility study your municipality / organization wishes to undertake.

## **Project Title:**

- Provide a short, descriptive title for the project you wish to undertake.

## **Applicant's Information:**

- Name of Municipality / Legal Name of Organization
- Municipality / Organization's Mailing Address
- Name / Title of contact person and alternate contact person(s)
- Phone number, fax, email and mailing address for each contact person

## **Project Description:**

- Provide a description of the recreation facility project you wish to undertake.
- Provide background information that led you to the decision to consider the development of the project.
- Identify the market / service area your municipality / organization serves.
- Provide evidence of the demand for your proposed project; how this project would address the recreation needs of your community; how it is expected to sustain / enhance the delivery of recreation services; and, if applicable, how it fits within the recreation development and other land use / development plans of your community.
- Outline the potential benefits of this project to the community.

## **Evidence of Community Support:**

- Demonstrate that there is initial community support for this project. This could include fundraising undertaken to date, letters of support from senior's groups, schools, business community, etc, municipal contributions (in kind or cash) and volunteers committed to support the project.

### **Elements of the Feasibility Study:**

- Provide a detailed description of what you propose to include in your feasibility study.
- Elements of a feasibility study may vary, depending on the nature of the project, but must include, at a minimum, a community consultation / needs assessment; a basic business plan for the project including a funding strategy; and financial projections, including capital costs and operating revenues and expenditures for the proposed facility.
- Larger or more complex projects may involve architectural drawings, preliminary design and/or engineering studies as part of the feasibility study.

### **Cost / Funding for Feasibility Study:**

- Provide the estimated cost of the feasibility study, if possible, supported by quotes from consultants.
- Please identify any other proposed funding sources for the costs of your study, and indicate if this funding has been requested and/or confirmed.

### **Other Information:**

- Provide evidence of your organization's ability to undertake and complete the proposed study within a reasonable timeframe, including your ability to pay your share of the study costs. A copy of your organization's latest financial statements and bank statement must be submitted with your application.

A copy of your organization's minutes and/or Municipal Council resolution authorizing your share of the project costs should also be submitted.

- Please identify any potential challenges you may face in completing the project. Mitigating strategies should also be outlined, where applicable.
- Please identify any consultants you have engaged to assist you in carrying out the proposed feasibility study. Please provide evidence that a tendering process has been, or will be carried out, to hire external consultants.
- Please outline any other information you feel would support the need for this project and the grant funding for which you are applying. If applicable, please attach any other supporting documentation that may assist in evaluating your request (previous studies, reports, community surveys, etc.). Additional information may be requested in order to complete the evaluation of your request.

**Please forward your proposal and all supporting documentation to:**

<b>Central Region</b> 225 Wardrop St. <b>Morden</b> MB R6M 1N4 Ph: 822-5418/1-866-346-5219 Fax : 822-2915 E-mail <a href="mailto:Gisele.Timmerman@gov.mb.ca">Gisele.Timmerman@gov.mb.ca</a>	<b>Interlake Region</b> Box 1519, 62 2 <sup>nd</sup> Ave. <b>Gimli</b> MB R0C 1B0 Ph: 642-6006/1-866-259-5748 Fax: 642-6080 E-mail : <a href="mailto:Dave.Cain@gov.mb.ca">Dave.Cain@gov.mb.ca</a>	<b>Norman Region – The Pas</b> Box 2550, 3 <sup>rd</sup> St. & Ross Ave. <b>The Pas</b> MB R9A 1M4 Ph: 627-8213 Fax: 627-8236 E-mail: <a href="mailto:Wayne.Huculak@gov.mb.ca">Wayne.Huculak@gov.mb.ca</a>	<b>Westman Region</b> Rm. 146, 340 9 <sup>th</sup> St. <b>Brandon</b> MB R7A 6C2 Ph: 726-6066/1-800-259-6592 Fax: 726-6583 E-mail: <a href="mailto:Kris.Doull@gov.mb.ca">Kris.Doull@gov.mb.ca</a>
<b>Eastman Region</b> Box 50, 20 1 <sup>st</sup> St. S. <b>Beausejour</b> MB R0E 0C0 Ph: 268-6018/1-800-665-6107 Fax: 268-6070 E-mail: <a href="mailto:Roger.Langlais@gov.mb.ca">Roger.Langlais@gov.mb.ca</a>	<b>Parkland Region</b> 27 2 <sup>nd</sup> Ave. S.W. <b>Dauphin</b> MB R7N 3E5 Ph: 622-2022 Fax: 638-6558 E-mail: <a href="mailto:David.Bosiak@gov.mb.ca">David.Bosiak@gov.mb.ca</a>	<b>Norman Region – Thompson</b> 59 Elizabeth Dr. <b>Thompson</b> MB R8N 1X4 Ph: 677-6780 Fax: 677-6862 E-mail: <a href="mailto:Sam.Antila@gov.mb.ca">Sam.Antila@gov.mb.ca</a>	<b>Community Places Program- Winnipeg Office</b> 400-352 Donald Street <b>Winnipeg</b> , MB R3B 2H8 Ph: 945-0502/1-800-894-3777 Fax: 948-1065 E-mail: <a href="mailto:mcpp@gov.mb.ca">mcpp@gov.mb.ca</a> Website : <a href="http://www.gov.mb.ca/housing/cpp">http://www.gov.mb.ca/housing/cpp</a>