



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2014/54**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 5, 2014
SUBJECT: Community Garden Planning Committee Request

BACKGROUND

At the May 26, 2014 Council Meeting, the attached letter received from the Community Garden Planning Committee requesting partnering for funding was referred to the Administration & Finance Executive Committee for recommendation.

As indicated in the attached letter from J. Quast, on behalf of the Community Garden Planning Committee is requesting that the Town of Fort Frances consider partnering with them in order to make a grant application to the FCC AgriSpirit Fund for the purchase of a compact utility tractor complete with a rear tiller & mid-mount mower and construction of a shed to house tools & equipment. The Community Garden Planning Committee also indicates that they hope to add a shelter from weather elements and construct a walkway. Registered Charities, non-profit organizations that will partner with a municipal body, less than 150,000 in population, who agree to receive money contributed and issue receipts are eligible to make application to the FCC AgriSpirit Fund. If they were selected for funding, the cheque would be made payable to the Town c/o the project. J Quast committed that the Community Garden Planning Committee would complete the funding application. Application to the FCC AgriSpirit Fund does not require matching financial contribution(s).

Jolene Quast informed the Committee that she would be the contact person and take responsibility should the Town receive any complaints about the appearance (i.e., weeds, debris, etc.) at the Community Garden Site.

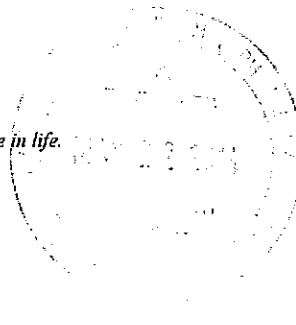
RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council support the Community Garden Planning Committee request to partner with the Town of Fort Frances and make application for the FCC AgriSpirit Fund to obtain a grant to improve the community garden. Further, the Community Garden Planning Committee must consult with the Chief Building Official and the Municipal Planner prior to the erection of any building structures.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation that the Town of Fort Frances partner with the Community Garden Planning Committee for the purpose of making an application to the FCC AgriSpirit Fund to obtain a grant to improve the community garden. Further, that the Community Garden Planning Committee must consult with the Chief Building Official and the Municipal Planner prior to the erection of any building structures.



Watching something grow is good for morale. It helps you believe in life.
- Myron S. Kaufmann



396 Scott St.
Fort Frances, ON
P9A 1G9
807-274-9827
knielson@nwhu.on.ca

Mayor and Council of the Town of Fort Frances

RE: PARTNERING FOR FUNDING OPPORTUNITIES

The Community Garden Planning Committee is looking to partner with the Town of Fort Frances in order to obtain a grant with which to improve our community garden. The community garden is a community driven partnership supported by the Gizhewaadiziwin Health Access Centre, Sunset Country Métis, United Native Friendship Centre, Northwestern Health Unit and community members. The community garden is located along Lilly Ave. between 6th and 5th street West. All community members have the opportunity to be involved in the Community Garden.

Community Gardens have many benefits to a community. This project provides the opportunity for people, who may not have otherwise had the space, skills or interest, to be able to garden. Community gardens promote healthy lifestyles by providing an affordable way to access fresh, local produce and an outlet for physical activity.

In order to become more self-sufficient and to help keep our community garden looking great, the Community Garden Planning Committee is seeking a model 1023E compact utility tractor, a model 447 rear tiller, a 54 inch shaft drive mid-mount mower and a shed to house these garden tools or a trailer to move them to and from the garden when needed. We are also hoping to add a shelter from the sun, rain and other weather elements and construct a walk-way in an effort to remain in compliance with The Accessibility for Ontarians with Disabilities Act (AODA). As a partner, the Town of Fort Frances would be the municipal body to receive requisitions and send payment for the items listed above (examples included).

If you require any further information about the project, please feel free to contact Jolene at 274-9827. We look forward to working with the Town of Fort Frances as this project develops and expands.

Sincerely,

Jolene Quast

On Behalf of the
Community Garden Planning Committee

FCC AgriSpirit Fund

[OVERVIEW](#)[ELIGIBILITY](#)[PAST-PROJECTS](#)[FAQ](#)

FCC AgriSpirit Fund is about enhancing rural communities. If your organization is raising money for a capital project and your city or town has less than 150,000 people, it may qualify for a donation between \$5,000 and \$25,000 to supplement your other fundraising efforts. **Apply now until June 12, 2014.**

Applications will only be accepted online until June 12, 2014.

What it's for

Successful projects have included hospitals and medical centres, childcare facilities, fire and rescue equipment, playgrounds, food banks, libraries, recreation centres and community gardens.

[View past FCC AgriSpirit Fund projects >>](#)

Who's eligible

- ▶ registered charities with Canada Revenue Agency
- ▶ non-profit organizations that will partner with a ~~municipal body~~, territorial or provincial government who agree to receive the money contributed and issue a receipt in your name
- ▶ a municipal body (a municipal body can include a town, city under 150,000 people, a rural municipality or a First Nations band)

Your project must

- ▶ enhance the quality of life for people in rural communities under 150,000 people
- ▶ recognize FCC's contribution
- ▶ be completed within two years of receiving AgriSpirit funding
- ▶ must be a capital project (equipment, building funds, etc.)

[View full eligibility guidelines >>](#)

How to apply

Apply now until June 12, 2014.

Applications will only be accepted online and only during this time period.

For more information about the FCC AgriSpirit Fund, view our **FAQ** section. For any other questions, **email us**.

[Print](#)

Introduction

You have four hours to complete your application.

This form will time out after four hours of inactivity, so we recommend you begin by printing a copy. Click on Printable Form in the top right corner of your screen.

Applications cannot be saved, so we recommend you print a copy **before** you click the Submit button.

Submission deadline is 11:59 p.m. EDT on June 12, 2014. Only online applications will be accepted. Late or incomplete applications will not be accepted.

Thank you for your commitment to rural Canada.

Press Next to begin.

Project or Event

Mouse over titles to view definitions.

* Required Fields

*Project or Event Name

*Address

*City

*Country

Canada

*State/Prov./Region

*Postal Code

*Phone

Fax

Website

Profile

Mouse over titles to view definitions. Click on date selector for dates.

* Required Fields

*Cash Budget Asked

*Will your project be completed by December 31, 2016?

*Select the option that best describes your organization:

*What is your charitable organization or non-profit registration number? (00000000RR0000)
If not applicable, write N/A.

If you are a registered charity applying using your parent or umbrella organization's registration number, provide the name, phone number and email address of the parent or umbrella organization and ensure you have permission to apply using that number.

If you are a non-profit organization partnering with a municipal body, enter the name, phone number and email address of your municipal partner and ensure you have their permission to apply for funding with the municipal body as a partner.

*Which category does your project fit best?

*What focus area best describes your project?

Is it your organization's mission to directly support one or more of these groups? If so, which one(s)?

*How did you hear about the FCC AgriSpirit Fund?

*Will the requested funds be used for construction activities or expansions of a building?

*Will the building or construction involve any of the following?

Provide the square footage of the project, if applicable.

*Will the finished building or structure use municipal water?

*Will the finished building or structure use municipal sewer services?

Please summarize your project in one sentence.
For example: To purchase a fire truck.

General Questions

Select your best answer for each section. A question you have already answered, for statistical reasons, could be asked again, for evaluation purposes.

* Required Fields

Describe the need or opportunity that exists for your project, including how it will enhance the quality of life for people who live in rural communities.

Explain your project, including a description of its current status and specifically how the money from the FCC AgriSpirit Fund will be used.

***If FCC chooses to support your project, how will you promote our participation? Select all that apply.**

- ☐ media release/press release
- ☐ recognition in promotional materials (newsletter, website, print ads)
- ☐ announcement at grand opening or event
- ☐ permanent signage (required)
- ☐ social media
- ☐ naming rights

***How often will your project be used?**

- ☐ daily throughout the year (180+ days per year)
- ☐ daily in certain seasons (50-179 days per year)
- ☐ once or twice a month (25-49 days per year)
- ☐ fewer than 25 days per year

How are community volunteers involved in your project?

What obstacles or challenges may interfere with the completion of the project?

***Does your project have a focus on agriculture?**

***Please check which area best describes your project:**

- ☐ Community enhancement project or service (e.g. community halls, centres and facilities; sports and recreation facilities)
- ☐ Health and safety (e.g. hospitals, clinics, fire departments, equipment)
- ☐ Education (e.g. educational/interactive equipment, permanent exhibit, library resources)
- ☐ Arts and culture (e.g. sound equipment, pottery equipment, stage)
- ☐ Other (e.g. playground, park pathways)

***How many rural communities will benefit from this project?**

- ☐ 7 or more
- ☐ 5 to 6
- ☐ 3 to 4
- ☐ 1 to 2

List those communities:

***What percentage of the population in those communities will benefit from the project? Omit the %.**

*A direct beneficiary is someone who uses or participates in the project. How many people will be direct beneficiaries of your project each year?

Describe the direct beneficiaries and how they will benefit.

What is the population of your community?

What is the total cost of the project?

What is the total amount of funds received to date?

What is the the breakdown of funds received to date? (Grants, fundraising activities, private donations and in-kind donations)

*Financial commitment - what percentage of total funding has your project received to date? Omit the %.

Contact Form

Mouse over titles to view definitions. Please fill in this Contact Form and then click on Next.

*Salutation	<input type="text"/>
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
Job Title	<input type="text"/>
Organization	<input type="text"/>
Website	<input type="text"/>
*Street	<input type="text"/>
*City	<input type="text"/>
Country	<input type="text" value="Canada"/>
*State/Prov./Region	<input type="text"/>
*Zip/Postal Code	<input type="text"/>

***Email**

***Confirm Email**

***Phone**

Alternate Phone

Mobile

Fax

Your Comments

Use the area below to type or paste comments. Thank you for taking the time to improve our business relations. We will reply shortly.

Review and Submit

Your summary is now ready. You may review or print it before submitting by clicking on the link below. To edit your document, please use the Previous button on this page.

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TD Friends of the
Environment Foundation

Home > Funding



Apply online for funding in four easy steps:

1. Review eligibility criteria

The following organizations are eligible to apply for TD FEF funding:

Registered Canadian charities with a Charitable Registration Number (CRN)

Educational institutions (primary/secondary/post-secondary)

Municipalities

Aboriginal groups

2. Check examples of eligible projects

Eligible projects	Ineligible projects
✓ Environmental education	✗ Salaries (if more than 50% of the amount requested)
✓ Tree plantings (native plant species)*	✗ Administrative or capital costs
✓ Energy conservation	✗ Landscaping/beautification
✓ Schoolyard or urban naturalization projects*	✗ Pledges
✓ Community gardening programs*	✗ Operating expenses or deficits
✓ Habitat restoration	✗ Scholarships, grants, bursaries, and awards
✓ Endangered species/wildlife protection	✗ Advocacy activities
✓ Environmental research	✗ Mileage or meal costs
	✗ Projects started prior to application date

*Please ensure you include a maintenance plan for these types of projects.

3. Review FAQs for application deadlines and more

4. Submit funding request via our [Online Application Form](#) or [retrieve a saved application](#) if you have already started. *****WE ARE CURRENTLY EXPERIENCING TECHNICAL ISSUES WITH OUR APPLICATION FORM. PLEASE CHECK BACK SOON. THANK YOU FOR YOUR PATIENCE.*****

5. Applicants will be required to attach a budget to their application form. [Click here](#) for a sample budget template which you may save and use to complete your budget.

Anti-Discrimination Policy

The TD Friends of the Environment Foundation (TD FEF) prohibits discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, veteran status, disability or other characteristic protected by law. You will be asked to indicate whether the projects, programs and activities for which you seek funding comply with TD FEF's anti-discrimination policy.

TD FEF reserves the right to exclude organizations and decline donations, gifts or sponsorships as it deems appropriate.

Donate

Every dollar you donate goes to work greening your community. Make a difference today.

[Donate](#)

Learn

Find out how TD FEF has supported more than 22,000 environmental initiatives across Canada.

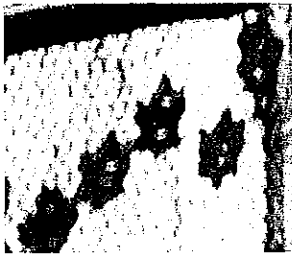
[Learn](#)

Apply for funding

Need funding for your environmental project? Find out if it qualifies for a TD FEF grant, and how to apply.

[Apply for funding](#)[Share](#)[Like](#)[Tweet](#)[Email](#)

For over 22 years, TD Friends of the Environment Foundation has worked to help protect the environment and green communities across Canada. By donating to TD FEF, you're directly supporting projects that make a difference in your community. TD Friends of the Environment Foundation - BN/Registration Number: 133702845RR0001


[Contact Us](#) | [Our Chapters](#) | [Close Window](#)

- 1 **Before You Begin** 2 **Organization Information** 3 **Primary Contact Information** 4 **Project Information** 5 **Anti-Discrimination Attestation** 6 **Attachments** 7 **Review My Application**

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

Before You Begin

[Printer Friendly Version](#)

* Required before final submission

Grant Application

In order to be eligible for TD FEF funding you must be

- a municipality
- an educational institution (primary, secondary, post-secondary)
- an Aboriginal group
- a Registered Canadian charity with a charitable registration number.

Please ensure that your project takes place in Canada and that it has a clear environmental focus.

Organization Information

* Required before final submission

General Information

* The primary applicant is a/an:

please select from the drop down menu

<Select One>

Charitable Registration Number (CRN)

Please note that ALL applicants (with the exception of Municipalities and Aboriginal groups) must have a valid CRN to be eligible for a TD FEF grant. A CRN consists of 9 numeric digits followed by RR and four more numeric digits. If you are applying as a municipality, please enter Municipality in this field. If you are applying as an Aboriginal group, please enter Aboriginal in this field.

Schools

In addition to your School Board's CRN, provide your School Board Name.

* Is this your organization's first time applying to TD FEF?

<None>

* How did you learn about TD FEF?

<None>

* Have you spoken to anyone at TD FEF? (i.e. Regional Manager)

<None>

If yes, please provide name

Please complete a separate application for each Chapter of TD FEF that you are applying to.

To see a list of our Chapters, please click on "Our Chapters" above.

* Please select the chapter to which you are applying.

<Select One>

* Organization Name

* Street Address

* City * Province * Postal Code
Please ensure you use the following format: N5K 1A2

* Organization Phone # Extension
Please ensure you use the following format: 999-999-9999

Organization's Email Address
Please ensure that the email address used for this project is one that is accessible by another member of your organization.

Organization Fax #
Please ensure you use the following format: 999-999-9999

* Website Address

Background Information

* Provide a brief description of your organization.
Describe the purpose and/or mandate of your organization. Maximum of 100 words.

Word count 0 of 100

If you are applying on behalf of a school, please provide the current enrollment

Year Founded (yyyy) Annual Budget:

Number of staff in your organization: * What is the primary focus of your organization?
Please select the category that best describes your organization.

Are there any other groups involved in the implementation or administration of this initiative?
If yes, please provide the full name of the organization(s) with which you are working.

Primary Contact Information

* Required before final submission

Primary Contact for Organization

Please note: the organization contact and application contact must be two different people. The organization contact should be someone TD FEF can connect with in case of staff turnover. If you are applying as a school, the organization contact must be on-staff at the school at the time of applying.

* Prefix * First Name * Last Name

* Title/Position or Affiliation to Organization

* Office Phone Extension Home/Other Phone

* E-mail Address

Primary Contact for Application

Please note: the primary contact for the application needs to act as the project lead and have the approval and authority to undertake the project.

* Prefix <Select One> ▾	* First Name <input type="text"/>	* Last Name <input type="text"/>
* Title/Position or Affiliation to Organization <input type="text"/>		
* Office Phone <input type="text"/>	Extension <input type="text"/>	Home/Other Phone <input type="text"/>
* Email Address <input type="text"/>		


Project Information

* Required before final submission

Project Details


* **Project Title**
Maximum of 25 words. More details can be provided in the spaces below. You will have the opportunity to attach any relevant supporting documentation at the end of your application.

Word count 0 of 25

* **Project Description** 
Tell us about your project, and what you plan to do with the grant. If this is an outdoor classroom, naturalization, or community garden project please indicate whether you have permission from the landowner (i.e. School Board, Municipality, etc.) Maximum of 200 words.

Word count 0 of 200

* **What is the primary focus of your project/activity?**

* **What is the environmental issue your project addresses and what will be its impact on community?** 
Why is this project important to the community(s) supported by the specific TD FEF Chapter you're applying to?

Word count 0 of 200

* **What is the total dollar amount of your project budget including funds from other sources?**

* **What is the dollar amount of your request?**

The budget template must be completed to be eligible for a TD FEF grant. Please visit the TD FEF website to download attachment.

Over what period is the project taking place?

* **Project Start Date**

Please note that if your project has already started or if your event is occurring before the board review period, you will not be eligible for a TD FEF grant based on our giving guidelines.

* **Project End Date**

Please note that once you have received the funds, you will have one year to use the funds. Exceptions can be made in certain situations however you must get permission from the Regional Manager in your area.

* **Please indicate the town/city that is closest to the project site.**

* Please indicate the province/territory in which this project is taking place?

<None> ▾

How many volunteers will be involved with the project?

<None> ▾

Additional Project Information

If this project is a subsequent phase of another project funded by TD FEF, please include information on the first phase below and upload pictures on the attachment page of this application.

Word count 0 of 100

* Please give us an itemized list of how TD FEF funds will be allocated and provide the dollar amount per item.

* How would TD FEF be recognized for funding this project?

For example: signage, news release, newsletter, event/activity

Word count 0 of 100

* Are there any volunteer opportunities for TD employees associated with this project? If yes, please describe.

Word count 0 of 100

* How will you share the results of this project with others? Maximum of 200 words.

Word count 0 of 200

* How will you measure the effectiveness of this program? Maximum of 200 words.

What measures are in place to gauge your results? How will you quantify its success?

Word count 0 of 200

Please describe any controversial issues associated with this project (if applicable).

Word count 0 of 100

Comments

Please use this section to briefly mention any relevant points that have not been addressed in the application form. Maximum of 100 words.

Word count 0 of 100

In submitting this application to TD Friends of the Environment Foundation for funding, the applicant agrees that in the event this application is successful, The Toronto-Dominion Bank (TD), will be granted permission that, at its option, TD may publish or otherwise use the applicant's name and project details without limitation and without compensation, in any publicity carried out by TD or its advertising agencies.

Anti-Discrimination Attestation

* Required before final submission

Anti-discrimination Attestation

The TD Friends of the Environment Foundation (TD FEF) prohibits discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, veteran status, disability or other characteristic protected by law.

* Do the projects, programs and activities for which you seek funding comply with TD FEF's anti-discrimination policy?

<Select One> ▼

TD FEF reserves the right to exclude organizations and decline donations, gifts or sponsorships as it deems appropriate.

Attachments

* Required before final submission

Attachments

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded. Please upload a single file for each of the required attachments below. If you have multiple documents, please consolidate them into a SINGLE file.

Board of Directors

A list of the organization's Board of Directors/Trustees. Note, if you are applying as a School, Municipality, or Aboriginal band, you are not required to upload a board list; however you must still attach a budget.

Upload

Browse...

Budget

A detailed budget for the project. Please include any secured funding and in-kind budget items. If you need assistance, please contact your local TD FEF Regional Manager. Click here to download the budget template.

Upload

Browse...

Additional Documentation

Any additional documentation that may help us to assess your request for funding, such as site plans, maps, plant lists, relevant letters of support or partnership, etc. If this is an outdoor classroom, naturalization, or community garden project please attach relevant supporting documents, if available (e.g. permission from the landowner).

Upload

Browse...

Save & Finish Later

Submit



Administrative use only	Initial _____
Deposit/cheque date: _____	Posting _____

FINANCIAL TRANSACTION REQUEST FORM

- 1) This request is for a: Deposit ☐ Cheque ☒ (if cheque go to number 6)
- 2) Is this deposit a Program Grant for Administration by SCRRD? Yes ☐ No ☐
 (If yes please enclose the Application for the program grant. A 10% administration fee applies)
- 3) Is there a need for a new account for this program? Yes ☐ No ☐
- 4) If deposit is for a partnership program, please specify the program: _____
- 5) Amount of deposit _____
- Cheque Request:**
- 6) Has this cheque been approved at your leadership table? Yes ☒ No ☐
- 7) Is approval documentation is attached with original receipt? Yes ☒ No ☐
 NOTE: Approval must accompany requests for cheques
- 8) If cheque is from a partnership program, please specify the program: NH-FF Community Garden
- 9) Amount of cheque _____ Payable to _____
- 10) Submitted By: _____ Title: _____



Watching something grow is good for morale. It helps you believe in yourself.

- Myron S. Kaufmann

Example

Date: _

Fort Frances Community Garden

It is moved by _____, and seconded by _____ that

—



What is the role of a municipal partner and why do I need one?

There is no national registration for non-profit organizations so they must partner with their local municipal body to qualify for funding. If you're selected for funding the cheque will be made payable to the municipal body c/o your project. You must then work with the municipal body to obtain the funds. The municipal body must also sign off on a letter we'll provide you if you're chosen for funding indicating they'll provide you with the funds and control the expenses any way they see fit.

As a municipal partner, can we partner with more than one organization and apply for our own projects too?

Yes, there's no limit to the number of projects a municipal body can partner with. You can also apply for your own projects, but they will be competing against each other.

What is debt reduction?

FCC considers debt reduction to be re-payment of any expenses incurred prior to receiving funding from FCC which typically occurs in the fall. When you apply for funding, keep in mind the project or expenses must not be completed prior to receiving notification of funding or they will be ineligible for funding.

Where can I find more information about the FCC AgriSpirit Fund?

Email us

Travis Rob/Frances
06/02/2014 10:01 AM

To Laurie Witherspoon/Frances@Frances
cc
bcc
Subject Recommendations from the PDEC Meeting This Morning

Hi Laurie,

So three items discussed at PDEC this morning. The first two being Festival of Nations and FFCBC requests regarding the tent at the Sorting Gap. There was two concerns raised by PDEC, the first being liability for maintenance and security of the tent between functions at which point does the Bass Tournament take over from the Festival and will they have site security between the events to insure no one can get into the site and potentially tamper with the tent. The second was that both parties will need to come together and complete a joint building permit application to name both parties responsible for the structure as well as both parties named on the occupancy permit.

The third item was the non agenda request from the Community Garden. This item was discussed at length with the following concerns being brought forward. The condition of the property through the last few growing seasons has been poor, weeds and improper maintenance have began to be the norm. The other concern was in the long term maintenance of any sheds or other structures or walkways, who would be taking responsibility for these buildings for the long term? It was discussed that a written agreement should be in place naming the Northwestern Health Unit responsible for the property and its appearance so that if issues arose there would be named person or organization that we can go to for resolution of the issue. There was also concern with the lack of information provided with the request did not allow the committee to get a full understanding of what they had planned for that site, it would have been nice to have a site plan included showing the proposed locations of the buildings and walkways. It was also suggested that Jolene be invited to the A&F Meeting to further explain the request and answer any questions that may arise.

Please let me know if you have any questions about anything here.

Regards,

Travis

Travis Rob, EIT
Chief Building Official
Facilities/Special Projects Coordinator
Town of Fort Frances
P:(807)274-5323 ext.252
C:(807)275-9757