



## Pittsburgh Community Benefit Fund Project Application Instructions

**Application deadline: February 1 at 11:59pm.**

**Submission:** By email to [info@pcbf.org](mailto:info@pcbf.org).

**Background:** In June 1997, the Township of Pittsburgh agreed to amalgamate with the City of Kingston and Kingston Township into one new City of Kingston. In November 1997, the Township Council passed a by-law establishing the Pittsburgh Community Benefit Fund (PCBF) as a non-profit Corporation without share capital.

**Fund Objective:** The Fund was created to ensure that the Township's operating reserves would be used specifically for the benefit of the residents in the former Pittsburgh Township, and was mandated to provide support, benefits and assistance to the residents of the community by developing and fostering community spirit, promoting organized athletics, arts, education or civic emergency. ***The area represented are the Pittsburgh and Countryside Districts east of the Cataraqui River and Rideau Canal.***

### Understanding the Evaluation Process

1. The merit of all submissions is evaluated by the PCBF Board against the fund criteria as established in the Letters Patent in the fund (listed below). The group/organization may be invited to make a presentation at a regular Board meeting early in the year to assist in the determination of those projects that best meet the criteria and overall PCBF objectives.
2. Using the information gathered from both the written application and the presentation, the Project Committee reviews all applications, then makes its recommendations to the Board of Directors for approval. This process coincides with or shortly follows the review of the year-end fiscal statement and the development of the budget for the current fiscal year.
3. The Board reviews the list of projects against the monies available, approves or declines each of the requests, or defers the decision pending further specified information. If the project list exceeds the monies available, or the Board wishes to approve a project request that would require going beyond the funding envelope, the expenditure must be taken to the members at the next Annual General Meeting (AGM).
4. At the AGM, the Board presents its year-end financial and project performance and its commitments for the current year, including the approved project list. This allows input by the membership for future policy review, if necessary.
5. Project sponsors are informed of decisions and advised of the requirement for full accountability, financial reporting and feedback.
6. The PCBF cannot guarantee funding to all applicants, nor can it guarantee that the full amount requested by a successful applicant will be granted. The decision to fund all or



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part of an applicant request will be based on the demonstrated ability to meet PCBF funding criteria and the overall demand for funds in the program.

### Criteria for Project Submissions

The following is used by the PCBF Project Committee/Board of Directors as a guide in assessing projects submitted for funding considerations:

1. Eligibility of the request

Does it meet the criteria set out in the letters patent, e.g.

- Develop and foster community spirit.
- Promote organization athletics, arts, recreation, civil emergency, social service and other community endeavors.
- Promote, develop, and operate educational, recreational and athletic facilities and equipment within the community.
- Undertake other such complementary purposes consistent with these objectives.

2. Impact on the majority of residents in the community

What percentage of residents will benefit from this project? Is the project or grant request only going to benefit a certain category or demographic which would be perceived as unfair or inequitable to the entire community?

3. Geographical impact

How many residents of the former Pittsburgh Township area will benefit from this project? Are the benefits widely dispersed, such that all residents have fair opportunity to benefit from the assistance of the PCBF?

4. Urgency

Will declining the project, or not approving in a timely manner, seriously affect the future of the project?

5. Is the PCBF the right organization to sponsor the request?

Is there some other government office or agency, commercial or private organization that should rightfully fund or assist in funding the project?

6. Perceived acceptability by the majority of PCBF members

Will funding for the project or grant meet with the approval of the majority of the residents in the former Pittsburgh Township?

7. Are the benefits of this request long-term or short-term?

Will the project funds make a long-lasting, permanent impact to improving the former Pittsburgh Township as a better place for residents? The Former Pittsburgh Township includes Pittsburgh and Countryside Districts east of Cataraqui River and Rideau Canal

8. Is it financially acceptable?

Does the PCBF have sufficient funds? Is there a requirement to go to the general membership because the projected costs exceed \$500,000? Does the project or the grant fall within the former boundaries of Pittsburgh Township?



## Pittsburgh Community Benefit Fund Project Application Instructions

9. Is the request a one-time expenditure or are there expectations of continuous funding? Is this a one-time request or is the PCBF going to be asked to provide funding annually? Will seed money enable this project to become viable and self-sufficient?

10. Accountability

Are the sponsors prepared to provide detailed accounting of funds expended and project progress to the PCBF, as requested by the PCBF?

11. Does it help develop and foster community spirit

12. Bias or discrimination

Has the PCBF assessment of the project or grant been free of bias or discrimination in accordance with the Canadian Charter of Rights and Freedoms?

### Recipient Obligations

Applicants should be aware that the PCBF is bound by the *Freedom of Information and Protection of Privacy Act*, and that any information provided to the PCBF in conjunction with the application may be subject to disclosure in accordance with the Act. There is an expectation that applicants try to find other sources of funding including internal fundraising initiatives.

### Successful applicants are required to:

1. Sign a funding agreement with the PCBF outlining the terms and conditions for receiving funds.
2. Obtain competitive quotes for goods and services over \$50,000.
3. Report back to the PCBF within 90 days following the completion of the project on the use of the funds, service deliveries and outcomes achieved.
4. Permit the PCBF to verify/audit information submitted, at the discretion of the PCBF to ensure the funds were used for the purpose(s) intended.
5. Agree that if the funds were not used, or will not be fully used, for the intended purpose(s), specified services were not delivered or intended outcomes were not achieved, the PCBF has the right at a future date to recover the funds granted.
6. Obtain in writing the PCBF's approval for any change to the proposed project, once approval is given.
7. Acknowledge the PCBF's support of the project.
8. Comply with all federal, provincial, municipal laws and regulations, e.g. environmental approvals, zoning bylaws, building codes, human rights, animal welfare, etc.

### Reporting Requirements and Accounting

A Board endorsed or Treasurer certified financial statement that accounts for the project expenditures, including a list of all relevant invoices. Invoices and competitive quotes must be retained for a period of seven (7) years in accordance with records retention guidelines. The PCBF may request copies of quotes or invoices during this time.



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Project Application Instructions**

**General Instructions**

1. Justification for projects or grants is essential. Do not assume the Project Committee is familiar with your organization or purpose.
2. Any request received that the Project Chair deems incomplete or provides insufficient information will be returned to the respective applicant/organization to be resubmitted. Requests that fail to provide the necessary information in a timely manner will not be eligible for funding in the requesting fiscal year (FY).
3. In accordance with a motion passed at the Annual General Meeting (AGM) 2008, requests from individuals or organizations outside the boundaries of the former Pittsburgh Township, if recommended for funding by the Board of Directors, must still have the funding requests approved by majority vote of the membership at the Annual General Meeting in the fiscal year of the monetary request.
4. In accordance with the By-Laws of the Fund, the Board of Directors cannot approve monetary values beyond the amount of the unrestricted funds available in the fiscal year, or above \$500,000 on a single request without majority vote of the membership at the AGM.