

**FAMILY AND YOUTH
CAPITAL ASSISTANCE PROGRAM
(FYCAP)**

PROCEDURES AND GUIDELINES

AND

APPLICATION FORM

(2012-2013)

FAMILY & YOUTH CAPITAL ASSISTANCE PROGRAM
PROCEDURES AND GUIDELINES

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FAMILY AND YOUTH CAPITAL ASSISTANCE PROGRAM (FYCAP)

Procedures and Guidelines

I. OBJECTIVE

To provide funding for **eligible capital costs of projects in support of youth and family related activities**, that, without such support, would otherwise not proceed.

This program is administered by the Regional Development Corporation and is designed to complement federal and provincial programs related to youth and family development.

II. PROGRAM CRITERIA

Assistance will be available to non-profit organizations, local service districts and/or municipalities engaged in youth and family related projects such as playgrounds, sports/recreational facilities, community centres and community equipment. Examples of the sports/recreational facilities include the following: baseball fields, soccer fields, volleyball courts, tennis courts, football fields, skateboard parks, arenas/rinks, youth camps, local and municipal parks. Examples of centres include community, seniors, women's institutes, youth and recreation. Examples of community equipment include recreational and fire brigade.

III. FORM OF FINANCIAL ASSISTANCE

Assistance under the **Family and Youth Capital Assistance Program** will be in the form of non-repayable grants. Only one grant is available for each **project**.

IV. AMOUNT OF FINANCIAL ASSISTANCE

The level of assistance available for eligible capital costs under the Family and Youth Capital Assistance Program will be based on the type of project.

- a) Playground type projects will be eligible for 100% of the total approved material costs to a maximum level of \$15,000. Eligible costs include fixed playground structures and pea gravel. *(Operational costs, harmonized sales tax (hst), land costs, machinery, planning, design and labour costs are not eligible costs.)*
- b) All other project types will be eligible for 50% of the total approved project costs to a maximum level of \$50,000. Eligible costs include materials, building materials, land preparation, machinery rental, purchase of recreational equipment, and labour associated with the project. *(Operational costs, harmonized sales tax (hst), land costs, design and planning costs are not eligible costs.)*

V. EXCLUSIONS

(The Corporation reserves the right to add additional items to the list.)

The following activities are **not eligible** under the Program:

Animal shelters
Art galleries
Bowling alleys
Campgrounds
Churches / cemeteries
Community garden
Daycare facility (playground eligible)
Enterprise / Employment centres
Equestrian facilities
Equipment (uniforms, personal sporting equipment, vehicles, materials for programs,
school gym/team equipment, books)
Food Bank
Fair facilities
Feasibility studies
Golf courses
Health centres
Housing (transitional or other)
Hunting / Fishing / Archery clubs & Gun ranges
Libraries
Municipal (town halls, fire stations, sidewalks)
Museums
Operational expenses
Pools
Sailing schools
Schools (buildings, gyms, parking lots & school equipment/materials)
Site/Land improvements (landscaping, parking lots, signs)
Tourism projects
Travel expenses
Trail projects & clubs (ATV, snowmobile & ski)
Wharfs and floating docks

VI. APPLICATION PROCEDURES

To be considered for funding, applicants must complete, sign and forward the enclosed application form including contractor/supplier estimates of the project costs to the Regional Development Corporation.

Applications will be assessed against program criteria.

Project must not commence before the applicant receives written notification of approval by the Regional Development Corporation.

VII. PAYMENT PROCEDURES

Applicant must complete, sign and forward a claim form including copies of all pertinent documentation relating to the project for reimbursement of expenditures.

An affidavit is required for the volunteer labour contribution (**maximum of 25% of the eligible project cost**).

Donations of materials, equipment, or services are not eligible to be included in the claim as they are not actual costs incurred (paid out) on the project. Only actual costs incurred and volunteer labour are eligible for reimbursement.

Expenditures can be reimbursed in up to three installments, or one lump sum at the end of the project. **For direct deposit service, please contact the Corporation for the form.**

Send documents to address below.

Family and Youth Capital Assistance Program

Regional Development Corporation
836 Churchill Row
P. O. Box 428
Fredericton NB E3B 5R4

Telephone: (506) 453-2277

Fax: (506) 453-7988

Web site: <http://www.gnb.ca/0096/Youth-e.asp>

VIII. MONITORING PROCEDURES

The applicant shall allow any authorized representative of the Regional Development Corporation, at its discretion, reasonable access to the project site(s) and information to verify that the project has been undertaken and completed in accordance with the program objectives and guidelines.

REGIONAL DEVELOPMENT CORPORATION		Project Number: _____
		Date Received: _____

**FAMILY AND YOUTH CAPITAL ASSISTANCE PROGRAM (FYCAP)
APPLICATION FORM (2012-2013)**
(Please refer to Fund guidelines)

SECTION I: PARTICULARS OF THE PROJECT

1. Project title: _____ Location of the project: _____
(Town / City / Village)

2. Project description:

3. Total estimated project costs and funding sources (*refer to section IV and VII of the Fund guidelines*) :

A) Estimated project costs-excluding taxes (you must attach contractor/supplier estimates):

B) Proposed funding sources:

Building and structures \$ _____
Machinery and equipment \$ _____
Labour \$ _____
Other (specify) \$ _____

Applicant \$ _____
Other government programs \$ _____
(specify) _____
Other (specify) \$ _____

Sub-total (A) \$ _____

Volunteer labour \$ _____ *

Volunteer labour \$ _____ *

Requested FYCAP contribution: \$ _____

TOTAL (A) \$ _____

TOTAL (B) \$ _____

TOTAL (A) MUST BE EQUAL TO TOTAL (B)

***Volunteer labour:**

- The amount under Part (A) must be equal to the amount under Part (B)
- The amount of volunteer labour will be calculated at \$10/hour and **cannot exceed 25%** of the sub-total (A).

4. Estimated start date of the project: _____
5. Estimated completion date of project: _____

SECTION II: BACKGROUND OF THE APPLICANT

6. Legal name of applicant: _____

Check appropriate box: Municipality Local Service District Non-profit Organization

Street Address: _____ Mailing Address (if different): _____

7. Name and title of official to whom inquiries may be directed:
 Mr Ms./Mrs

Name: _____ Title: _____
 Tel (daytime): _____ Fax: _____

SECTION III: AGREEMENT

- a) Project must **not** commence before the applicant receives written notification of approval by the Regional Development Corporation.
- b) The applicant shall allow any authorized representative of the Regional Development Corporation, at its discretion, reasonable access to the project site(s) and information to verify that the project has been undertaken and completed in accordance with the program objectives and guidelines.
- c) This contract may be terminated by the Regional Development Corporation upon written notification.

I CERTIFY THAT THE INFORMATION CONTAINED IN THE APPLICATION IS CORRECT AND I AGREE TO ABIDE BY THE GUIDELINES.

Name of applicant Signature Position Date

Please forward completed and signed application form to:

Family and Youth Capital Assistance Program
 Regional Development Corporation
 836 Churchill Row, PO Box 428
 Fredericton NB E3B 5R4
 Telephone: (506) 453-2277
 Fax: (506) 453-7988
 Web site: <http://www.gnb.ca/0096/Youth-e.asp>

For direct deposit service, please contact the Corporation for the form.