



SUPPORT FRAMEWORK

for leisure, sports and community development organizations



POINTE-CLAIRE

Culture, Sports, Leisure and Community Development Department

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Support

Framework

1 *Support* Framework

The Support Framework is the result of the City of Pointe-Claire's mission and purpose. Since Pointe-Claire was reinstated as a City, the support offered to organizations has not been standardized in the same way as other municipal programs. This Support Framework addresses the need for a fair and balanced approach to the organizations dealing with the City as they develop services provided in sports, leisure, and community development.

The Support Framework targets sport, leisure, and community development organizations. It formalizes the City's relationships with its partners, puts City resources at the community's disposal, and describes the conditions that sports, leisure, and community development groups and organizations must meet in order to receive the various types of support provided by the City.

The Support Framework consists of two levels of support, one that applies to standard services, and one that is linked to several programs whose objectives share the priorities of leisure, sport, and community development. In offering these two levels, the City aims to demonstrate both its intention of supporting organizations with their core activities, and its goal of developing more extended partnerships with specific formalized projects. The City's support will be granted within the financial resources and limits of the current year.

1.1 Objectives of the Support Framework

The Support Framework's main objectives are:

- *to provide the City with specific goals regarding financial, material, technical, and professional support;*
- *to offer fair and effective support to sports, leisure, and community development organizations;*
- *to encourage optimal use of resources and the community's network of services.*

The City provides various forms of support adapted to the needs of each organization: expert advice from a community development officer; access to buildings, playgrounds, and sports facilities; assistance with communications to publicize activities; loans and transportation of equipment; technical services, insurance, and so on.

1.2 Eligibility Criteria

In order to be eligible for the Support Framework and its various programs, an organization must meet the following criteria:

- It is a legally incorporated non-profit organization.
- It is administered by a democratically elected Board of Directors and is governed by general by-laws.
- It is well managed according to generally accepted principles.
- Its headquarters are preferably in Pointe-Claire and its services are primarily offered to Pointe-Claire residents.
- It does not compete with an organization with a similar mission that is active in Pointe-Claire or in the area where services are provided.
- Its services address the needs of the population and meet the criteria outlined on the application form as well as those of the various support programs.
- Its mission is focused on the practice of leisure, sports, or outdoor recreational activities.

Standard

Services

2 *Standard* SERVICES

The Department of Culture, Sports, Leisure, and Community Development has developed different levels of standard services that will be offered to organizations that apply to the City of Pointe-Claire for support.

Having several levels enables the City to determine the appropriate level for each organization. The Department of Culture, Sports, Leisure, and Community Development will analyze applications and attribute a ranking to each organization according to an evaluation grid that will determine the organization's partnership category and the level of support it will receive. Support will be granted according to the availability of funds.

Below are the three main partnership categories and the standard services associated with each.

2.1 Major Partner

This category includes organizations that are directly aligned with the mission of the Culture, Sports, Leisure, and Community Development Department. Through their main activities, these organizations have established a privileged relationship with the City and benefit from municipal resources on a quasi-permanent basis; they require regular annual support and rely on input from a variety of municipal services.

- *Priority access to facilities according to established procedures.*
- *Priority professional support.*
- *Mention in the City Newsletter.*
- *Loan and transportation of light equipment depending on availability.*
- *Loan and transportation of heavy equipment depending on availability.*
- *Insurance.*

2.2 Partner

Organizations that belong to this category require support from the City on a lesser basis. Their mission is consistent with the City's with regard to leisure, sports, and outdoor recreational activities, but these activities do not necessarily constitute the only basis of their action. The City contributes in specific instances; these organizations do not need support on a permanent basis.

- *Access to facilities according to established procedures.*
- *Professional support in specific instances.*
- *Mention in the City Newsletter.*
- *Loan of light equipment depending on availability.*
- *Loan and transportation of heavy equipment depending on availability.*

2.3 Support Partner

This category includes organizations that have dealings with the City only on rare occasions within a given year. These organizations receive one of the following standard services on a non-recurrent basis.

- *Access to facilities according to established procedures.*
- *Professional support in specific instances.*
- *Mention in the City Newsletter.*
- *Loan of light equipment depending on availability.*
- *Possibility of loan and transportation of heavy equipment depending on availability.*

Please note that the City of Pointe-Claire has no obligation to provide any or all of these services to organizations belonging to any of the three categories defined above. The analysis made by the grants committee will establish the level of support that each organization will receive. Furthermore, the City of Pointe-Claire is under no obligation to ensure the recurrence of these forms of support.

Support Program

Application
Form

(mandatory)

3 *Support Program*

APPLICATION FORM (MANDATORY)

The application form for the support program is available on the City of Pointe-Claire's website: www.pointe-claire.ca.

This form must be completed and submitted to the Department of Culture, Sports, Leisure, and Community Development along with all relevant documents no later than April 1 or September 1, at the following address:

City of Pointe-Claire

Department of Culture, Sports, Leisure, and Community Development
94 Douglas-Shand Avenue
Pointe-Claire, Quebec H9R 2A8



Support
Program
for Organizations

4 **SUPPORT PROGRAM** *for organizations*

Support Program for Major Partners

23

- Deadline: April 1 or September 1

Support Program for Specific Projects

29

- Deadline: April 1 or September 1

Support Program for Events

35

- Deadline: April 1 or September 1

Support Program for the Development of Excellence

41

- Deadline: April 1 or September 1

Support Program for Consolidation Initiatives

45

Support Program for Delegated Management Projects

50

5 **SUPPORT** *for Organizations* Program Approach

The program approach enables organizations to define their needs and give the Department of Culture, Sports, Leisure, and Community Development a better idea of the kind of service offer they plan to develop. Several programs are offered, and organizations may submit their request to more than one program according to their level of interest and their demonstrated needs. To be eligible for the programs listed below, the organization must first have been assigned to one of the three types of partnership category.

PROGRAM	PROGRAM DESIGNED FOR:
Support Program for Major Partners	Organizations in the Major Partner category
Support Program for Specific Projects	All organizations
Support Program for Events	All organizations
Support Program for the Development of Excellence	Organizations affiliated with a recognized sport federation
Support Program for Consolidation Initiatives	Organizations with a shared mission who undertake to join forces or merge
Support Program for Delegated Management Projects	All non-profit organizations

These various programs offer a wide range of possibilities. Organizations interested in developing a partnership can express their interest to the City by submitting their project.

Through its representatives, the Department of Culture, Sports, Leisure, and Community Development will set the goals organizations need to reach in relation to the various programs and provide services adjusted to each organization.



Support
Program
for Major Partners

6 *Support* PROGRAM

FOR MAJOR PARTNERS

This program is aimed at organizations belonging to the Major Partner category. Overall agreements are established through a cooperative approach that implies a close relationship between the City and an organization designed to ensure that services are consistent with the City's priorities.

The main reason for the Department of Culture, Sports, Leisure, and Community Development's focus on partnership is a desire to better answer to the population's needs. By mobilizing resources and expertise and seeking complementarity, the City works with organizations to carry out actions that would be difficult or impossible to achieve alone.

Partnership implies a mutual desire to work together, a formal and voluntary commitment, shared values, a common vision with common goals, pooling of resources, and a balance in the sharing of responsibilities.

Partnership, which provides genuine added value, also calls for more energy, involvement, and commitment from the partners. This type of relationship helps sustain our community's energy and vitality.

Responsibility is shared between the City and the major partner.

6.1 Objectives of the Support Program for Major Partners

The ***Support Program for Major Partners*** aims to develop an agreement between the City and an organization in order to achieve the following objectives:

- *make the practice of leisure, sport, or outdoor recreational activities accessible to as many people as possible;*
- *offer conditions that allow the practice of activities in a safe and well supervised environment;*
- *facilitate access to the material, professional, and physical organization of leisure, sport, and outdoor recreational activities;*
- *promote, recognize, and facilitate volunteer commitment.*

6.2 Evaluation Criteria

Analysis will be based on criteria consistent with the City's goals.

These criteria include the following:

- *deployment of a range of services favouring 5- to 18-year-olds or people aged 60 and up;*
- *organization of activities that emphasize recreation and learning the basics;*
- *activities that reach as many residents as possible;*
- *impact, in the areas of leisure, sport, and outdoor recreational activities, on young people and priority groups;*
- *impact of the organization's activities on the municipality's outreach and reputation;*
- *budget forecasts that are realistic, and compliance with these forecasts;*
- *the organization's previous achievements.*

The following are elements that an organization officially recognized by the City as a partner could choose to develop as part of the Support Program for Major Partners. These elements may be covered by an agreement that will be analyzed on the basis of the organization's expressed intentions and recommendations from the Culture, Sports, Leisure, and Community Development Department.

- *Development of more diverse funding sources (partners, sponsors, own-source revenue).*
- *Development of initiatives specifically designed to address accessibility.*
- *Sound democratic management.*
- *Strategic planning.*
- *A succession plan, a recognition plan, and a volunteer training plan.*
- *A code of ethics.*
- *A volunteer screening policy.*

6.3 Requirements

Any request for support must be submitted before **April 1 or September 1**. The **Support Program Application Form** must be accompanied by the following documents:

- *the completed and signed application form;*
- *the minutes from the previous annual general meeting and the names of the administrators;*
- *the corporation's annual declaration;*
- *a copy of the corporation's charter or letters patent;*
- *an updated copy of the general by-laws;*
- *an updated copy of the insurance policy;*
- *financial statements (for an operating budget of \$100,000 or more; they must be approved and verified);*
- *an estimated budget for the following year;*
- *the organization's programming for the following year with clearly identified primary objectives;*
- *number of participants in activities over the previous year;*
- *the origin of participants with the proportion (percentage) of Pointe-Claire residents;*
- *a complete list of members of the Board of Directors and their mailing address as well as the names and addresses of all paid staff;*
- *any other document seen as essential to assessing the application;*
- *the Board of Directors resolution approving the application.*

6.4 Eligibility Criteria

- *The organization is recognized as a major partner.*
- *It is a legally incorporated non-profit organization.*
- *It is administered by a democratically elected Board of Directors.*
- *Its headquarters are located, preferably, in the City of Pointe-Claire.*
- *It pursues a mission centred on the practice of leisure, a sport, or an outdoor recreational activity that takes place primarily, if applicable (facilities available in the city), in the City of Pointe-Claire.*
- *It is well managed according to generally accepted principles.*

6.5 How and When to Apply

Deadline: April 1 or September 1

The organization must complete the **Support Program Application Form** (available at www.pointe-claire.ca) and send it to the following address along with all required documents and a cover letter addressed to the Support Program for Major Partners:

City of Pointe-Claire

Department of Culture, Sports, Leisure, and Community Development
94 Douglas-Shand Avenue
Pointe-Claire, Quebec H9R 2A8



Support
Program
for Specific Projects

7 SUPPORT *Program* FOR SPECIFIC PROJECTS

This program aims to support emerging projects that encourage as many residents as possible to participate in leisure, sport, or outdoor recreational activities, with a focus either on recreation or on learning the basics, as defined in the City's priorities. The **Support Program for Specific Projects** acts as a lever to support the community in taking charge of activities.

7.1 Objectives

- *Promote accessibility and the development of the practice of leisure, sport, and outdoor activities for 5- to 18-year-olds and seniors.*
- *Support organizations in carrying out complementary activities in the area of leisure, sport, and outdoor activities, especially for young people.*
- *Encourage cooperation and joint initiatives.*

7.2 Evaluation Criteria

- *Services designed with a focus on 5- to 18-year-olds and seniors.*
- *Activities centred primarily on learning the basics and recreation.*
- *Expected levels of participation.*
- *Duration and frequency of the activity or project.*
- *Impact of the project on the population of the area or the City.*
- *Complementary quality of the project (must not duplicate other initiatives).*
- *Efforts to foster accessibility.*
- *Efforts to self-finance, cooperate and engage in joint initiatives.*
- *The organization's financial health.*
- *The realistic character and feasibility of the project.*
- *The visibility provided to the City.*

7.3 Eligibility Criteria

- *The organization is a legally incorporated non-profit organization.*
- *It is administered by a democratically elected Board of Directors.*
- *It is well managed according to generally accepted principles.*
- *The project is centred on the practice of an outdoor recreational or leisure activity, or a sport taking place in the City of Pointe-Claire.*
- *The organization has been active for at least two years.*
- *The organization preferably has its headquarters in the City of Pointe-Claire.*
- *The organization's activities take place primarily in Pointe-Claire.*
- *Participation statistics for the activity must be submitted with the application in order to demonstrate a significant number of participants.*

7.4 Requirements

The following documents must be submitted:

- *the completed and signed application form;*
- *the origin of participants with the proportion (percentage) of Pointe-Claire residents;*
- *a complete list of members of the Board of Directors and their mailing address as well as the names and addresses of all paid staff;*
- *the minutes of the last annual general meeting and the administrators' names;*
- *the financial statements approved and signed by the president and the treasurer of the organization;*
- *a budget estimate for the year to come (broken down by project);*
- *the resolution by which the organization authorizes the application;*
- *an activity report for a specific project, including the project's budget report.*

7.5 Special Provisions

- *No application will be renewed **automatically**.*
- *Applications will not be considered if they are incomplete or received after the deadline.*
- *There must be an agreement between the parties about how the project will be carried out.*

7.6 Available Funding

The City may grant up to 40% of the budget of eligible expenses, not exceeding \$15,000 per project per year. There is no guarantee of recurrence for the amount granted.

7.6.1 Eligible Expenses

Expenses related to the implementation of the project (facilities, equipment, salaries, transportation, efforts on the part of the organization to promote accessibility, publicity, insurance), at the City's discretion.

7.6.2 Non-Eligible Expenses

Expenses related to the organization's regular operations or programming, expenses for food and accommodation, expenses for facilities, specialized equipment or specialized day camps, at the City's discretion.

7.6.3 Processing of Applications

Organizations must send their applications to the City's Culture, Sports, Leisure, and Community Development Department. The grants committee will analyze the applications and submit a recommendation to City Council.

Please allow a delay of two months for an application to be processed.

7.7 How and When to Apply

Deadline: April 1 or September 1.

The organization must complete the **Support Application Form** (available at www.pointe-claire.ca), include all required documents, and send the application to:

City of Pointe-Claire
Department of Culture, Sports, Leisure, and Community Development
94 Douglas-Shand Avenue
Pointe-Claire, Quebec H9R 2A8



Support

Program
for Events

8 SUPPORT *Program* FOR EVENTS

This program supports community organizations in organizing and carrying out specific events designed to encourage as many residents as possible to participate. It also supports the hosting of special events on a municipal, regional, or national level. The program does not support either expenses related to tournaments or sports competitions on a local or regional level, or any kind of fundraising activity. The support granted by the City will take into account the budgetary resources available and must be approved by City Council.

8.1 Objectives

- *Provide the City with visibility.*
- *Provide financial and technical support for the organization of leisure, sports, and outdoor recreational events in Pointe-Claire.*
- *Support events such as activities highlighting the founding anniversary of an organization, neighbourhood parties, and popular events.*
- *Encourage local initiatives that foster a sense of belonging.*

8.2 Evaluation Criteria

- *The visibility provided to the City.*
- *The targeted clientele.*
- *Expected levels of participation.*
- *The goal of the event.*
- *The organization's financial health.*
- *Development of funding sources.**
- *Accessibility (costs, promotion of the event).*
- *Duration of the event.*
- *Complementary quality of the event.*
- *The priorities of the Culture, Sports, Leisure, and Community Development Department.*
- *Financial impact and impact on the community.**

* This criterion does not apply to neighbourhood or area parties.

8.3 Eligibility Criteria

- *The organization is a legally incorporated non-profit organization (or a group of citizens sponsored by a non-profit organization).*
- *It is administered by a democratically elected Board of Directors.*
- *Its headquarters are preferably in Pointe-Claire.*
- *Its event is centred on the practice of an outdoor recreational or leisure activity, or a sport, taking place in the City of Pointe-Claire.*
- *It is well managed according to generally accepted principles.*

8.4 Requirements

The application form must be accompanied by the following documents:

- *the completed and signed application form;*
 - *the origin of participants with the proportion (percentage) of Pointe-Claire residents;*
 - *a complete list of members of the Board of Directors and their mailing address as well as the names and addresses of all paid staff;*
 - *the corporation's annual declaration;*
 - *the Board of Directors resolution authorizing the application;*
 - *a list of members of the organizing committee;*
 - *a description of scheduled activities;*
 - *funding for the project.*
-
- The organization must be willing to submit a report on the event (participation statistics, financial report).
 - The organization must have liability insurance coverage of \$3,000,000.
 - If the event takes place on City property and includes high-risk activities (inflatable structures, animals, amusement rides, etc.) the supplier must submit adequate proof of insurance and name the City of Pointe-Claire and the hosting organization as co-insured.

8.5 Special Provisions

- *Applications will not be considered if they are incomplete or received after the deadline.*
- *No application will be **automatically** renewed.*
- *Projects that already receive financial support from another City department (such as neighbourhood festive events and festivals) may not receive support under this program.*
- *The City's contribution is calculated on the basis of the project's budget forecasts. The final amount given to the organization will be based on the actual budget of the event (receipts required), up to the maximum established according to eligible expenses.*

8.6 Available Funding

The City may grant up to 40% of the budget of eligible expenses, not exceeding \$15,000 per project per year. There is no guarantee of recurrence for the amount granted.

8.6.1 Eligible Expenses

Emceeing or entertainment, rentals for the event (premises, structures, inflatable games, performances, portable toilets), extra insurance related to the event, publicity, and promotion, all at the discretion of the City.

8.6.2 Non-Eligible Expenses

Food, beverages, salaries of the organization's employees, contests, prizes for raffles, gifts for participants, the organization's regular programming, police supervision, tournaments, and fundraising, all at the discretion of the City.

8.7 How and When to Apply

Organizations must send their applications to the City's Culture, Sports, Leisure, and Community Development Department. The grants committee will analyze the applications and submit a recommendation to City Council.

Deadline: April 1 or September 1

The organization must complete the **Support Program Application Form** (available at www.pointe-claire.ca), include all required documents, and send the application to:

City of Pointe-Claire

Culture, Sports, Leisure, and Community Development
94 Douglas-Shand Avenue
Pointe-Claire, Quebec H9R 2A8



Support

Program

for the Development of
Excellence

9 SUPPORT *Program*

FOR THE DEVELOPMENT OF EXCELLENCE

This program is aimed at organizations active in Pointe-Claire that are planning to organize sporting competitions and that are involved in developing excellence. The hosting of these competitions must be recognized by the relevant sport federation.

9.1 Objectives

Offer financial support, as well as material resources or facilities, according to procedure, for the organization of competitions that fit with the goal of developing excellence in sports.

9.2 Evaluation Criteria

- . *Availability of facilities.*
- . *Competition level (e.g. Excellence, Elite, Relève, Espoir).*
- . *The level of support provided by the sports federation along with its official approval.*
- . *The City's reputation as a result of the event; the level and calibre of the competition calendar.*
- . *The total number of athletes participating in the same level of competition.*
- . *The organization's financial situation.*
- . *A letter of support from the sport federation confirming that the organization is organizing and hosting the competition.*
- . *Impact on regular operations.*

9.3 Eligibility Criteria

- . *The organization is a legally incorporated non-profit organization.*
- . *It is administered by a democratically elected Board of Directors.*
- . *Its headquarters are preferably in the City of Pointe-Claire.*
- . *It is affiliated with a recognized sport federation in the relevant sport, and this federation confirms that the organization is organizing and hosting the competition.*
- . *The competition is recognized by the sport federation and is consistent with the goal of developing excellence.*
- . *The organization is well managed according to generally accepted principles.*

9.4 Requirements

- *the completed and signed application form;*
- *the origin of participants with the proportion (percentage) of Pointe-Claire residents;*
- *a complete list of members of the Board of Directors and their mailing address as well as the names and addresses of all paid staff;*
- *the corporation's annual declaration;*
- *the Board of Directors resolution authorizing the application;*
- *a list of members of the organizing committee;*
- *a description of scheduled activities;*
- *funding for the competition;*
- *the organization must be willing to submit a report on the competition (participation statistics, financial report);*
- *the organization must have liability insurance coverage of \$3,000,000;*
- *submit an activity report and a financial report;*
- *provide visibility for the City of Pointe-Claire.*

9.5 Special Provisions

- Applications that are incomplete or received later than the deadline will not be considered.
- No applications will be renewed **automatically**.

9.6 Available Funding

- Regional sports competition: up to \$1,500 or the equivalent in goods and services.
- Provincial or national sports competition: up to \$3,000 or the equivalent in goods and services.
- International sports competition: to be determined.

9.7 How and When to Apply

The organization must send the application form (available at www.pointe-claire.ca) no later than **April 1 or September 1** to the following address:

City of Pointe-Claire

Culture, Sports, Leisure, and Community Development
94 Douglas-Shand Avenue
Pointe-Claire, QC H9R 2A8

Support

Program

**for Consolidation
Initiatives**

10 SUPPORT *Program*

FOR CONSOLIDATION INITIATIVES

The purpose of this program is to support organizations that want to work together to combine services or organizations, or to create a new organization based on the merged activities of several organizations.

Through this program, the Culture, Sports, Leisure, and Community Development Department provides organizations that decide to merge with a range of services that will support them throughout the process. The Department is also committed to supporting organizations and the consolidation process through financial, material, technical, or professional support.

The Department firmly believes that strategic consolidation results in important savings in the administrative management of organizations. Where gains can be made and where the added value for citizens is obvious, the Department will offer the necessary resources to support organizations through this process.

10.1 Objectives

- *Offer appropriate support to voluntary consolidation initiatives.*
- *Facilitate initiatives to consolidate organizations or create a new organization produced through a merger, by providing financial support, professional expertise, and material resources.*
- *Actively support organizations seeking to undertake a process leading to consolidation of several organizations or the creation of a new organization as a result of this consolidation.*

10.2 Eligibility Criteria

- *The organization is a legally incorporated non-profit organization.*
- *It is administered by a democratically elected Board of Directors and governed by general by-laws.*
- *Its headquarters are preferably located in Pointe-Claire and it provides services primarily to Pointe-Claire residents.*
- *Its mission is centred on the practice of a sport, or an outdoor or leisure activity, taking place primarily, if applicable (facilities available in the city), in Pointe-Claire.*
- *It is well managed according to generally accepted principles.*
- *It has been active for at least two years.*

10.3 Types of Support Available

Support can take many different forms, and requests are analyzed on a case-by-case basis.

Once the application has been received, the Culture, Sports, Leisure, and Community Development Department will communicate with representatives to explore various kinds of possible support. The grants committee will then study the application and make a recommendation to City Council.

- *Professional support*
- *Financial support (according to need)*
- *Logistic support*
- *Expertise in specific areas (accounting, legal issues, business plan, strategic planning)*
- *Premises*

10.4 How and When to Apply

The program welcomes any application for support with regard to consolidation initiatives.

Organizations that wish to be supported in a consolidation process must:

- *Submit a letter signed by the various Boards of Directors explaining that the organizations intend to join forces, merge, or consolidate their services in some way;*
- *Explain what kind of support is requested.*

Deadline: April 1 or September 1

The letter and all required documents should be sent to the following address:

City of Pointe-Claire

Culture, Sports, Leisure, and Community Development
94 Douglas-Shand Avenue
Pointe-Claire, Quebec H9R 2A8

Support

Program

for Delegated Management
Projects

11 SUPPORT *Program*

FOR DELEGATED MANAGEMENT PROJECTS

This program is aimed at all organizations active in Pointe-Claire that would like to indicate to the Department their interest in taking on a management mandate. This mandate would be covered by a business agreement between the City and the organization.

11.1 Objectives

- *Develop projects to create programs or infrastructure, or to maintain equipment (belonging to the City or leased).*
- *Develop any other specific mandate in a spirit of contribution to the community.*
- *The relationship can be defined as a business relationship.*
- *The City defines quality criteria.*
- *The City assigns the mandate.*

11.2 Evaluation Criteria

- *Complementary quality of services offered.*
- *Service consistent with the City's main objectives, principles and priorities.*
- *Project relevance.*
- *Project complementarity with the organization's mandate.*
- *Targeted clientele and age group.*
- *Fees charged to users.*
- *Efforts made to favour accessibility.*
- *Increase in number of people taking part in activities.*
- *Duration and scope of the project.*
- *Realistic financial projections.*
- *Quality and reliability of the services offered.*
- *Impact of the project on the population of the City, sector, or district.*
- *Impact on unions.*
- *Financial impact on the City.*
- *Value gained from outsourcing the project.*
- *Communications plan.*

11.3 Evaluation Criteria (continued)

- *Proposed monitoring methods.*
- *Demonstrated sound management of resources.*
- *Organization's notoriety.*
- *The choice between an outsourcing or a collaborative approach will be based on real added value.*

11.4 Eligibility Criteria

- Projects are accessible to private or public organizations and are developed in a spirit of public interest.
- Priority is given to non-profit sports, leisure, and outdoor recreational organizations based in Pointe-Claire.

Programs or projects to be delegated are:

- governed by standards,
- quantifiable,
- relatively stable.

11.5 Requirements

- Agree on a particular need.
- Develop a proposal that may, in some cases, become the basis for a call for tenders.
- Develop a business agreement or protocol.

11.6 Special Provisions

- No application will be renewed **automatically**.
- Delegated management projects will be defined by a service contract.

11.7 How and When to Apply

Deadline: April 1 or September 1

Organizations that want to submit a proposal to the City must send a letter explaining the project to the following address:

City of Pointe-Claire
Culture, Sports, Leisure, and Community Development
94 Douglas-Shand Avenue
Pointe-Claire, Quebec H9R 2A8

General

INFORMATION

12 *General* INFORMATION

For information regarding the Support Framework, please contact the Culture, Sports, Leisure, and Community Development Department at 514-630-1214.

The Support Program Application Form is available on the City's website.

City of Pointe-Claire

Culture, Sports, Leisure, and Community Development

94 Douglas-Shand Avenue

Pointe-Claire, Quebec H9R 2A8

www.pointe-claire.ca



CITY OF POINTE-CLAIRE

Culture, Sports, Leisure, and
Community Development