MINI PEAKS LEGACY PROJECT

PROGRAM HANDBOOK

2026

FUNDING PARTNERS

LAND ACKNOWLEDGEMENT

Vancouver Whitecaps FC, the Province of British Columbia and viaSport acknowledge that the MINI PEAKS LEGACY PROJECT operates on the traditional, ancestral, and unceded territories of First Nations and Indigenous peoples throughout British Columbia.

We recognize the ancestral, traditional, and unceded territory of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and Səl̓ílwətaʔ/Sel̓íl̓witulh (Tsleil-Waututh) Nations on whose lands our organization is based, as well as the many First Nations, Metis, and Inuit communities whose territories span across the province.

We acknowledge the ongoing relationship between Indigenous peoples and their lands, and we commit to respecting the rights, knowledge, and sovereignty of Indigenous communities. The MINI PEAKS LEGACY PROJECT is designed to support communities, including Indigenous children, youth, and families, in accessing safe spaces for recreation, physical activity, and community connection.

We recognize that sport and recreation have historically been tools of both colonization and resilience within Indigenous communities. Through this project, we commit to:

- Building authentic partnerships with Indigenous-led organizations
- Listening to and learning from Indigenous communities about their needs and priorities
- Ensuring meaningful representation of Indigenous communities and First Nations among successful applicants
- Supporting culturally relevant programming approaches that honor Indigenous ways of knowing and being
- Creating spaces where Indigenous youth can thrive and lead

This is our commitment to action, accountability, and genuine partnership with First Nations and Indigenous peoples as we work together to build healthier, more inclusive communities across British Columbia.

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PROJECT OVERVIEW

WHAT IS THE MINI PEAKS LEGACY PROJECT?

The MINI PEAKS LEGACY PROJECT is a transformative investment in community sport and recreation infrastructure across British Columbia. Through a partnership between the Province of British Columbia, viaSport, and Vancouver Whitecaps FC, professional-quality mini-pitches will be installed in communities throughout the province, supported by vibrant grassroots programming that will serve thousands of participants for years to come.

This is a FIFA World Cup 2026™ Vancouver legacy initiative to ensure that the opportunity to host a world-class sporting event translates into real, lasting benefits for British Columbians in every corner of the province. Rather than temporary infrastructure that may disappear after the tournament, this project invests in permanent, community-owned soccer facilities that will serve communities for years to come.

The Province of B.C. and viaSport are providing $10 million to bring this project to life, with the Vancouver Whitecaps FC contributing an additional $3 million to support its success.

WHY THIS PROJECT MATTERS

There is a shortage of quality sport infrastructure across BC, with many existing facilities either at capacity or at the end of their lifecycle. Access to quality recreation facilities and programming is not equally distributed across British Columbia. Many communities, particularly those that are under-resourced, rural, or home to Indigenous peoples, racialized communities, children with disabilities, and newcomers, lack the infrastructure needed to support healthy, active childhoods and strong community connection.

Sport and recreation are powerful tools for:

- Building physical health and mental wellbeing
- Creating safe spaces where young people can thrive

- Strengthening community bonds and social cohesion
- Developing leadership and life skills
- Fostering inclusion and belonging.

The MINI PEAKS LEGACY PROJECT addresses this gap by investing in permanent soccer facilities and community-led programming designed specifically for grassroots participation, not elite competition. Every mini-pitch will be accessible, affordable, and welcoming to all.

CORE PROJECT OBJECTIVES

The project is guided by seven core objectives:

1. **Equitable Regional Distribution:** Ensure mini-pitches are strategically located across all eight economic regions of the province, reaching communities that need them most and where impact can be maximized.
2. **Demonstrated Community Need & Capacity:** Select sites where there is clear community need, strong local leadership, and organizational capacity to sustain programming long-term.
3. **Indigenous Leadership & Representation:** Consideration for applications from Indigenous communities and First Nations; support culturally relevant programming; build authentic partnerships with Indigenous-led organizations.
4. **Accessibility & Inclusion:** Ensure all mini-pitches are accessible to people of all ages and abilities; located in central community spaces; and offer low or no-barrier access to participation.
5. **Community Support & Integration**: Build on existing grassroots soccer programs; integrate with local schools, parks, and community organizations; demonstrate strong community buy-in.
6. **Site Readiness:** Prioritize applications with shovel-ready sites that can move quickly to installation.
7. **Long-Term Sustainability:** Select communities with demonstrated capacity and commitment to ongoing maintenance, soccer programming, and community activation.

WHO SHOULD APPLY?

This project is open to communities across British Columbia. Successful applicants will typically include:

- Municipalities and regional districts
- First Nations and Indigenous communities
- School districts and schools
- Non-profit organizations and community groups

PRIORITY COMMUNITIES

The MINI PEAKS LEGACY PROJECT is designed with priority communities in mind.

- We encourage applications from First Nations and Indigenous communities, recognizing that Indigenous peoples deserve meaningful engagement and representation in this project.
- We prioritize under-resourced communities that have had a lack of investment and access to quality recreation infrastructure.
- We seek communities with significant populations of children and youth experiencing barriers to sport participation, whether due to poverty, disability, immigration status, or other factors, because these young people deserve access to safe, welcoming spaces to play and belong.
- Finally, we prioritize communities demonstrating strong local leadership and commitment, recognizing that successful projects are built on the foundation of people who care deeply about their communities and are willing to do the work required for long-term success.

If your community fits one or more of these descriptions, we want to hear from you. The MINI PEAKS LEGACY PROJECT exists to serve communities that have had a lack of support by traditional sport and recreation investments. Your application matters, and we are committed to supporting communities like yours.

OUR COMMITMENT TO YOU

We are committed to:

- Transparency: Clear, honest communication about the process, criteria, and timeline
- Accessibility: Making application materials and support available to all eligible communities
- Equity: Actively working to ensure that communities facing systemic barriers have equal opportunity to participate
- Partnership: Treating applicants and selected communities as true partners
- Accountability: Following through on our commitments and measuring our impact together.

WHAT YOU WILL RECEIVE

If your community is selected, you will receive comprehensive support across four key areas:

Infrastructure

Your community will receive one professional-quality mini-pitch, per the outline specifications below:

- Durable, weather-resistant 60' x 120' mini-pitch playing surface. A pro-grade synthetic turf system with non-infill technology (which eliminates the need for crumb rubber) and rapid-drain technology that supports effective surface drainage and consistent playing conditions while providing shock absorption for player safety.
- Endline & sideline netting that extends above the 7-foot mesh fencing.
- Pro Futsal end goals with vandal-proof netting, and street soccer sideline goals for horizonal mini-games.
- 2x lockable doors with panic bar

Please refer to the following documents for further details:

- Appendix A - USP Park System Structural Design.pdf
- Appendix B - USP Small-Sided Turf.pdf

Please note that all mini-pitch specifications and technical requirements are subject to final confirmation and may be adjusted by the project team prior to installation.

Capacity Building

The Vancouver Whitecaps FC and project partners provide:

- Guidance through installation and programming components
- Evaluation and measurement tools to track impact
- Learning opportunities from other mini-pitch sites
- Technical assistance and communication.

Programming Support

Selected communities receive:

- Opportunity to access customized grassroots programming with the Vancouver Whitecaps FC and other soccer partners to meet the greatest needs and opportunities in your community
- Grassroots soccer programming though direct program delivery to implement programming
- Coach development and training opportunities
- Participant curriculum and programming models
- Connection to provincial programming partners
- Marketing and promotional resources.

Community Activation

The project supports:

- Opening ceremonies and community celebrations
- Marketing and storytelling assistance
- Media engagement and recognition of your community's achievements

THE OPPORTUNITY

WHY NOW?

British Columbia has a unique opportunity. As a host city for the FIFA World Cup 2026™, we can create lasting benefits for communities across the province. The MINI PEAKS LEGACY PROJECT transforms that opportunity into permanent infrastructure and programming to serve generations.

THE GAP WE'RE ADDRESSING

Across BC, many children and youth lack access to quality recreation facilities and programming. This gap follows patterns of inequality:

- Rural and remote communities lack resources to build infrastructure
- Under-resourced urban neighborhoods have aging or inadequate facilities
- First Nations and Indigenous communities have not been involved in sport and recreation planning
- Children with disabilities face participation barriers
- Families living in poverty cannot afford high fees.

WHAT THIS PROJECT CHANGES

The MINI PEAKS LEGACY PROJECT directly addresses this by:

- Building Permanent Infrastructure: Professional-quality mini-pitches serving communities for years to come
- Prioritizing Equity: Targeting under-resourced, rural, and Indigenous communities
- Centering Grassroots Participation: Creating low-barrier, affordable opportunities
- Supporting Indigenous Leadership: Ensuring meaningful Indigenous representation
- Building Local Capacity: Providing funding, training, and long-term support
- Creating Community Hubs: Strengthening social connection and well-being.

THE RIPPLE EFFECT

When a mini-pitch is installed in your community:

- For Children & Youth: Safe, healthy recreation close to home; skill development; reduced barriers; mentorship; belonging
- For Families: Peace of mind; affordable options; community connection;
- For Communities: Visible investment; public space activation; strengthened partnerships; economic activity; community pride
- For the Sport System: Expanded grassroots participation; diverse pathways; stronger community-based programming.

YOUR COMMUNITY'S ROLE

This is not something that happens to your community, it happens with your community. Selected communities will support the activation, determine programming priorities, build partnerships, develop coaches, and tell your story.

This is an opportunity to shape the future of sport and recreation in your community.

THE REGIONAL APPROACH

WHY REGIONS MATTER

British Columbia is vast and diverse. The MINI PEAKS LEGACY PROJECT uses a regional approach to ensure mini-pitches are strategically distributed, local leadership is centered, and every part of the province benefits.

THE 8 ECONOMIC REGIONS

The project targets all eight BC economic regions:

- Vancouver Island & Coast Region
- Lower Mainland / Southwest Region
- Thompson-Okanagan Region
- Kootenay Region
- Cariboo Region
- North Coast Region
- Nechako Region
- Northeast Region

Map: https://www.britishcolumbia.ca/about-british-columbia-canada/regions/

REGIONAL DISTRIBUTION TARGET

The minimum of 2 mini-pitches per region ensures no region is left behind. The project aims to install 18-20 mini-pitches total, distributed strategically based on:

- Application quality and completeness
- Community need and capacity
- Geographic balance

- Indigenous representation
- Alignment with project objectives
- Ability to complete site preparation works in line with prescribed requirements

WHAT "REGIONAL APPROACH" MEANS FOR YOU

- Tailored Support: Different communities need different support. A large municipality may need different guidance than a small First Nation.
- Regional Partnerships: The project works with BC Soccer, Indigenous Sport, Physical Activity and Recreation Council (I·SPARC), BC Recreation and Parks Association (BCRPA), and other regional partners who understand local context and provide expertise.
- Regional Representation: The Site Review Committee includes representatives from across the province, ensuring regional perspectives inform decision-making.
- Flexibility: The project recognizes that rural communities, Indigenous communities, and urban areas have different organizational structures, governance processes, and capacity.
- Regional Learning: Communities will have opportunities to learn from each other, share programming ideas, and connect across regions.
- Indigenous Representation: A core commitment is ensuring Indigenous communities and First Nations are appropriately represented across all regions.

IMPLICATIONS FOR YOUR APPLICATION

- Know Your Competition: You're competing with other communities in your region for 2+ available mini-pitches, not with all BC communities.
- Understand the Timeline: Applications are reviewed on an ongoing basis with attention to regional balance.
- Recognize Regional Assets: Highlight regional partnerships and support available to your community.
- Plan Realistically: Knowing your region will receive multiple mini-pitches creates real opportunity.

SHARED OUTCOMES & MEASUREMENT

The MINI PEAKS LEGACY PROJECT is designed to achieve measurable outcomes across infrastructure, programming, and community impact.

INFRASTRUCTURE OUTCOMES

The project aims to:

- Install 18-20 completed mini-pitches across all eight BC economic regions
- Achieve a minimum of 2 mini-pitches per region
- Ensure meaningful Indigenous representation
- Deliver all sites on time and on budget
- Ensure all sites are accessible and centrally located to serve as community gathering spaces

PROGRAMMING OUTCOMES

Communities will:

- Increase participation in grassroots soccer through diverse programming (introductory programs, youth leagues, family activities, inclusive programming for children with disabilities)
- Develop local coaches and youth leaders
- Build strong community partnerships
- Ensure regular, consistent programming schedules

COMMUNITY IMPACT OUTCOMES

Selected communities will demonstrate:

- High accessibility and community utilization
- Strong participant and community satisfaction
- Long-term sustainability of programming
- Strengthened social cohesion
- Improved health and wellbeing for participants
- Demonstrated benefits reaching priority communities (Indigenous peoples, under-resourced neighborhoods, families facing barriers to participation)

MEASUREMENT & ACCOUNTABILITY

Communities will track and report on:

- Participation numbers and demographics
- Participant and community feedback
- Satisfaction surveys
- Stories and qualitative learnings
- Contributions to provincial evaluation activities

This shared measurement approach ensures we learn together about what works and can celebrate success across all mini-pitch sites.

FUNDING

FUNDING PARTNERS

The MINI PEAKS LEGACY PROJECT is funded through a partnership of three sources:

- Province of B.C. through the Ministry of Tourism, Arts, Culture and Sport: Primary infrastructure and project funding
- viaSport: Primary infrastructure and project funding
- Vancouver Whitecaps FC: Direct funding and value-in-kind support including staff expertise, grassroots programming and administrative services.

Total Investment: Approximately $13 million in total project investment, including infrastructure, programming, coaching development, and community support.

The MINI PEAKS LEGACY PROJECT will cover costs associated with the installation of the mini-pitch and will directly manage vendors including payment for services and installation. Selected communities will not directly receive funds for the capital portion. Selected communities will be responsible for work and costs associated with preparing their site for installation of the mini-pitch.

Vancouver Whitecaps FC and the project funders are not responsible for any costs incurred by applicants in preparing their submissions or attending any meetings with Vancouver Whitecaps FC, making any presentations in connection with their submission, or otherwise incurred in connection with this process. The application process does not create any legal obligations between Vancouver Whitecaps FC and any applicant.

Timeline:

- Application Period: May 2026 (ongoing until all pitches allocated)
- Site Selection: August 2026 (ongoing until all pitches allocated)
- Installation: Starting September 2026
- Programming: From mini-pitch launch up to three years.

WHAT IS COVERED

The project covers, from approval to mini-pitch launch:

- Mini-pitch construction and installation
- Equipment and supplies
- Community activation and opening ceremonies
- Project management and technical support
- Grassroots programming and coach development support (up to 3 years).

WHAT IS NOT COVERED

The project does not include:

- Site preparation costs
- Ongoing maintenance and repairs
- Insurance
- Long term (post 3-years) community programming
- Community staffing costs

COMMUNITY RESPONSIBILITIES

Selected communities are responsible for:

- Providing an installation ready site
- Ongoing maintenance and operations, including insurance
- Long-term programming sustainability
- Building community partnerships and activation

ACCESSIBILITY, REGISTRATION, AND COST-RECOVERY MODELS

1. Foundational Accessibility Mandate

To honor the community legacy of the FIFA World Cup, the primary mandate of the mini-pitch network is to provide universal, barrier-free access to sport infrastructure. Consequently, it is a core condition of the project agreement that all programming, open-play, and localized activations remain no or low cost to participant for a minimum of the first three (3) years post-installation.

2. Structured Access and Registration Frameworks

The Project Team recognizes that operational contexts vary across British Columbia. Site owners and Lead Programming Organizations (LPOs) are permitted to implement localized registration or booking registries where necessary to structure field access, coordinate community schedules, and maximize safe utilization.

3. Future Cost-Recovery and Maintenance Allocations

Over the long term, the Project Team acknowledges that cost-recovery adjustments may be beneficial to ensure player commitment and contribute to the ongoing maintenance of the asset. Following the initial three-year baseline, fee-for-service structures may be considered providing they meet the following guidelines:

- **Reinvestment in Community Access:** All collected revenues must be directly restricted to supporting the community participants it serves.
- **Commercial Exclusion:** The infrastructure may not be leased or monetized for the financial gain of commercial entities.

4. Collaborative Governance

The Project Team remains collaborative and flexible regarding long-term operational plans. LPOs are encouraged to maintain open lines of communication with the project team to adapt these guidelines to unique regional challenges and community priorities.

APPLICATION OVERVIEW AND ELIGIBILITY

The MINI PEAKS LEGACY PROJECT invites eligible organizations across British Columbia to apply for a mini-pitch. This outlines the complete eligibility requirements and application procedure for communities interested in hosting a mini-pitch.

The application process is designed to be transparent, equitable, and thorough, ensuring that selected sites are technically feasible and communities are well-positioned to sustain long-term activation and programming.

HOW TO APPLY

Before applying, ensure you have read this entire handbook thoroughly. If you have concerns about meeting specific criteria, please reach out to the Project Team before starting your application.

Phase 1

1. Confirm Eligibility
2. Prepare Supporting Documents
3. Complete the Expression of Interest Form
4. Wait for Phase 1 Results of Shortlisted applicants

Phase 2

5. Technical and Community Assessment (if shortlisted)

Phase 3

Verification through meetings and possibly a site visit.

6. Await Final Selection
7. Sign agreement
8. Shared public announcement

ELIGIBILITY AND PREPARATION

To be eligible to apply for a mini-pitch, your community or organization must meet specific requirements, and your proposed site must meet technical requirements.

Community Requirements

Your community must demonstrate a clear need for new or upgraded recreation facilities and programming, with evidence of lacking or inadequate facilities. Your programming must serve priority communities including under-resourced neighbourhoods, Indigenous children and youth, racialized communities, children with disabilities, refugees and new Canadians. You will be asked to explain how these communities will directly and consistently benefit from the project.

Your proposed site should be proximate to a community gathering space such as a school, community centre, friendship centre, park, or supportive housing, ensuring accessibility to families who need it most. Provide evidence of ongoing positive community impact, demonstrating your organization's track record of serving community needs. Applicants are encouraged to provide evidence of wide and enthusiastic community support of the application.

Applicant Organization Requirements

Your organization must be a regional district, municipality, First Nations government, registered non-profit, school district, or other pre-approved entity.

Your organization must:

- Be legally registered with a Board of Directors or equivalent governing body and be in good financial standing.
- Either own the proposed site or maintain a long-term lease (5+ years) with documentation.
- Identify a primary and secondary project lead and demonstrate capacity to deliver incremental grassroots programming and meet reporting requirements.
- Provide written support from your governing body and demonstrate strong community support for a soccer-specific program.
- Enter into a legal agreement with Vancouver Whitecaps FC.

Site Eligibility Requirements

Your site must be on publicly accessible or community-held land (municipal, Indigenous, school district, or other community land) and be accessible and inclusive to the public. It must be located within one of the eight BC Economic Regions and appropriately zoned for sport and recreation.

Your site must be installation-ready or can demonstrate it will be installation-ready before construction begins. This means clear title or long-term lease documentation, necessary permits in place or easily obtainable, no major environmental or utility conflicts, and site conditions confirmed as suitable for installation.

Site Preparation Requirements

The selected applicants will be responsible for preparing their site for the installation of the mini-pitch and ongoing maintenance for the lifespan of the pitch. Services are to include the following:

- Engagement of qualified consultants to complete a geotechnical report and Environmental Site Assessment Phase 1 to verify existing site conditions.
- Engagement of qualified consultants to complete the necessary site preparation design work (geotechnical, civil, survey, structural or others as deemed necessary) per the reference specs, site verification documents noted above, local conditions and design codes.
- Continued engagement of consultant team to provide oversight throughout the delivery of the site preparation work.
- Engagement of a contractor to complete site preparation work per approved site preparation design.
- Liaison with the mini-pitch supplier throughout the planning and implementation of the site preparation work.
- Temporary storage of the mini-pitch kit on-site prior to installation (40′ high-cube container measuring 40′ long x 8′ wide x 9.5′ tall), if available.
- Agree to and be responsible for the maintenance throughout the lifespan of the mini-pitch.

Please refer to the following documents for further details:

- Appendix A - USP Park System Structural Design.pdf
- Appendix B - USP Small-Sided Turf.pdf
- Appendix C - USP Crushed Rock Pad - Site Preparation.pdf
- Appendix D - USP Maintenance & Service Guide - 2026.pdf
- Appendix E - USP Shock Pad & Drainage Tile.pdf

Note: The project team reserves the right to make technical adjustments based on site conditions, vendor requirements or third-party feedback.

Optional Enhancements

The MINI PEAKS LEGACY PROJECT provides a standard mini-pitch installation package. If your organization has access to additional funding, you may choose to enhance your facility with optional features such as upgraded lighting, seating, storage facilities, or other improvements.

Any enhancements must be confirmed and approved before your final funding agreement is signed. Enhancements are arranged directly between your community and the supplier, separate from the core project funding.

Lead Programming Organization Requirements

You must identify a Lead Programming Organization (which can be the applicant organization or a separate entity) that will implement grassroots programming for up to three years post-installation. If this is a separate organization, they will need to provide written support from that organization.

The Lead Programming Organization must be a non-profit organization or municipal services provider (not for-profit) with a Board of Directors or equivalent governing body. It must have at least 5 years of documented experience collaborating with priority communities, be in good financial standing, and have capacity to deliver incremental grassroots programming.

The Lead Programming Organization must demonstrate how programming will align with priorities and outline anticipated impacts. Evaluation considers community size and capacity, recognizing that rural and small communities may demonstrate capacity differently than urban centers.

Ineligible Organizations

Organizations in poor financial standing, without proper governance, without 5+ years of experience with priority communities, lacking programming capacity, unable to enter legal agreements, with undisclosed conflicts of interest, or for-profit entities that haven't been pre-approved are ineligible.

If your organization doesn't currently meet requirements, consider partnering with an eligible organization, building capacity over time, or forming a coalition with other organizations. Contact the project team to discuss your situation.

Questions About Eligibility?

Contact the project team before applying if you're unsure whether your community or organization meets requirements.

APPLICATION PROCESS

The MINI PEAKS LEGACY PROJECT uses a three-stage application process designed to be thorough yet accessible. The first stage allows communities to express interest and provide basic information. The second stage asks communities to provide detailed information about both the proposed site and the community's capacity to deliver programming. The last stage provides the opportunity for feedback and adjustments before a final decision is made.

The application period remains open until all mini-pitches are allocated. This means that applications are reviewed on an ongoing basis. However, earlier applications may have advantages in site selection, so we encourage you to apply as soon as you're ready.

Throughout the process, the project team is available to answer questions and provide support. We recognize that application processes can be complex, and we want to make this as straightforward as possible for communities of all sizes and types.

PROCESS

This process is designed to ensure regional equity and community eligibility while maintaining technical and environmental rigor. The sections below walk you through each stage of the process, what information you'll need to provide, and what happens after you submit your application.

PHASE I: EXPRESSION OF INTEREST (EOI)

This is the initial application stage where all interested communities submit their proposals. The EOI allows the project team to provide early feedback and clarify any eligibility questions before you invest time in a full application. Each section should be 1-page (for a total of 4 pages), with the addition of the supporting letters as noted.

1) **Community Profile and Region Identification** (maximum 1-page)
   a) Applicant organization name
   b) Lead Programming organization name
   c) Primary and secondary project lead names, titles, and contact information

d) Exact address and coordinates of the proposed site
e) Region identification (select from 8 BC Economic Regions)
f) Proof of land ownership status (Municipal, Indigenous/Band Council, School District, Other)
g) Proof of organization registration/status
h) Commitment to long-term operations and maintenance

2) **Regional Needs and The Legacy Vision** (maximum 1-page)
   a) Detailed description of current infrastructure gaps in your community
   b) Detailed description how the mini-pitch will serve as a FIFA World Cup 2026™ legacy
   c) Other multi-sport opportunities the pitch will support

3) **Programming, Inclusive Participation & Accessibility** (maximum 1-page)
   a) Description of targeted demographics and nearby organizations the site will serve, such as child care centers, after-school programming, etc.
   b) Commitment to "open-play" usage and low-barrier access (i.e. pay-to-play programming will not be permitted)
   c) Commitment to deliver grassroots programming for up to 3 years post-installation.

4) **Site Readiness & Potential** (maximum 1-page)
   a) Description, size and scope of the "under-utilized" space
   b) Known environmental sensitivities
   c) Anticipated challenges in development, delivery, and maintenance

5) **Letters of Support** (3 x 1 page each)
   a) Confirmed land ownership or long-term lease (minimum 5-year term) on public or community-held land
   b) Letter of Support from Local Government, Band Council, Board of Education, or landowner (governing body of the proposed site)
   c) Letter of Support from the Lead Programming Organization

PHASE 2: DETAILED APPLICATION – COMMUNITY ASSESSMENT AND TECHNICAL SITE ASSESSMENT

Shortlisted applicants from Phase 1 will undergo a detailed technical review of their application.

Phase 2A: Community Assessment

If not previously provided, the following required information should be submitted to further support the documentation provided in Phase 1.

- Detailed information on the lead programming organization (structure, financial standing, experience)
- Evidence of strong financial standing (e.g. audited financial statements)
- Detailed community needs assessment and data
- Programming plan and capacity for no or low fee access
- Sustainability plan
- Additional supporting letters and documentation

Phase 2B: Technical Assessment

Details on the proposed site, including site information, geotechnical information and readiness.

Site Dimensions and Layout

a) A flat 70′ x 129′ (21m x 40m) footprint
b) Clearance buffers
c) Surface condition: no major heaving/potholes, no permanent obstructions
d) Heavy equipment access
e) Staging area availability
f) Site longevity: no planned renovations/re-zoning for 8-10 years

2) **Operations and Maintenance Plan**
   a) Documentation of long-term maintenance (lighting, cleaning, security)
   b) Staffing and resource allocation
   c) Budget and funding plan

3) **Environmental Stewardship**
   a) Waterway proximity
   b) Riparian assessment areas (not within 30 meters of waterway)
   c) Drainage flow (runoff not directly into sensitive habitats)
   d) Non-invasive materials
   e) Habitat protection
4) **Accessibility & Universal Design**
   a) Accessible route: (paved, level, minimum 36″ wide)
   b) Zero-threshold entry point
   c) BCBC 2024 accessibility compliance
   d) Spectator area availability

Applicants are required to provide the following in their Phase 2 submission:

- **Provide funding confirmation** demonstrating available funds for site preparation, or a detailed plan and timeline for securing them.
- **Confirm engagement of qualified consultants** to complete site preparation design work and oversee construction.
- **Submit completed site assessment reports**, including both a Geotechnical Assessment and a Phase 1 Environmental Site Assessment (ESA), to verify site suitability.
- **Provide a high-level construction schedule** outlining the timeline and expected completion date for site preparation work.
- **Demonstrate a commitment to collaboration** with the Whitecaps Mini-Pitch Project Team and mini-pitch supplier, including examples of past collaborative projects.
- **Confirm temporary equipment staging capability** to accommodate on-site storage for a 40′ high-cube container (40′ L × 8′ W × 9.5′ H).
- **Commit to long-term facility maintenance** to ensure ongoing upkeep throughout the lifespan of the mini-pitch.
- **Submit a signed** *Application Terms and Conditions document*.

PHASE 3: EVALUATION AND FINAL SELECTION

The results of the Phase 2 visit are compiled into a Site Readiness Brief. Successful Phase 2 applicants may be asked to participate in meetings and provide additional information to verify community and site suitability. The project team may request a site visit and community engagement meetings. If your application is unsuccessful, you may be invited to correct omissions and resubmit your application.

Community Site Visit & Stakeholder Activation

If your application advances, the project team may conduct an in-person assessment to evaluate:

- Physical Site Verification: An on-site walk-through to verify the data provided in the Phase 2 Technical Assessment.
- Partner Meeting: A meeting with key community representatives (e.g., Band Council members, Municipal Recreation Directors, or local Youth Sport Leads) to review community engagement and activation plans.

Final Approval Recommendation

The Review Committee, comprised of partner representatives with provincial distribution, will make final selections based on the assessment criteria outlined in this handbook. The Vancouver Whitecaps FC will ensure the Province of B.C and viaSport review evaluation criteria and committee recommendations before final decisions are made by the Vancouver Whitecaps FC.

Moving to Agreement

Following notification of selection, your organization will work with the project team to finalize and execute your funding agreement. This process typically includes:

- Agreement Review & Approval: Your organization's leadership will review the agreement and provide any questions or concerns to the project team. Your legal counsel may review on your behalf. The project team will address questions and work toward agreement.
- Agreement Execution: Once your organization approves the agreement, it will be signed by authorized representatives from your organization and the Vancouver Whitecaps FC.

- Kick-Off Meeting: Following agreement execution, your community will participate in a kick-off meeting with the project team to discuss next steps, timelines, site preparation requirements, and programming planning.

Notification & Celebration

The Vancouver Whitecaps FC, the Province of B.C., and viaSport will jointly announce all selected communities through a coordinated announcement. This may include a public event, media release, and social media campaign celebrating the communities and the opportunity ahead.

Your community will have the opportunity to participate in the joint announcement and share your excitement with local media and stakeholders. The project team will work with you to coordinate local celebration and media engagement.

Timeline from Selection to Installation

The exact timeline will depend on site conditions, permitting requirements, and construction schedules. A detailed timeline specific to your community will be provided, once selected.

ASSESSMENT CRITERIA & SELECTION

THE IDEAL APPLICATION

The strongest applications are thorough and well organized, demonstrating clear community need, strong local leadership, and realistic capacity to succeed. The ideal application shows that this is not a one-time project. It is part of a broader community commitment to accessible recreation and youth wellbeing. It demonstrates that the community has thought about sustainability, has identified funding or in-kind support for ongoing operations, and has the partnerships in place to deliver quality programming from day one.

- **The ideal application** tells a compelling story: a community that has identified a genuine gap in recreation infrastructure, has built genuine partnerships to address that gap, and has the organizational capacity and commitment to sustain programming long-term.
- **The ideal site** is shovel-ready, meaning permits are in place or easily obtainable, the land is available and ready, and there are no major barriers to construction.
- **The ideal location** is proximal to schools, daycares, after-school programs, community centres, friendship centres, parks or other community gathering spaces where children and families already congregate.
- **The ideal applicant** has demonstrated experience serving priority communities, has secured buy-in from local government and senior elected officials, has engaged the community in planning, and can articulate a clear vision for how the mini-pitch will be programmed and activated.

Most importantly, the ideal application is authentic. It reflects the real needs, assets, and vision of the community, not what applicants think the project team wants to hear.

EVALUATION FRAMEWORK

Applications are evaluated on the following criteria:

Criterion	Evaluation Focus
Regional Equity	Applicant must identify one of the eight (8) BC Economic Regions (Vancouver Island/Coast, Mainland/Southwest, Thompson Okanagan, Kootenay, Cariboo, North Coast, Nechako, Northeast)
Site Readiness	Land ownership, funding availability and timeline for site preparation, site readiness and suitability, ability to collaborate, storage and maintenance abilities
Community Impact & Need	Demonstrated need, target populations, alignment with priority communities, low-barrier access
Indigenous Representation & Partnership	Indigenous community involvement, culturally relevant programming, partnership with Indigenous organizations
Accessibility and Inclusion	Universal design, removal of barriers, inclusive programming, accessibility for people of all abilities
Organizational Capacity & Leadership	Governance, financial stability, experience with priority communities, community engagement
Program Sustainability	Long-term programming plans, maintenance capacity, funding strategy, community partnerships

SELECTION PROCESS

Applications are reviewed on an ongoing basis. The Site Review Committee, comprising representatives from the Vancouver Whitecaps FC, sport partners and regional representatives, evaluates applications against the criteria above.

OBLIGATIONS & ACCOUNTABILITY

Selection as a MINI PEAKS LEGACY PROJECT site comes with important obligations. These commitments ensure the project succeeds, funds are used appropriately, and community benefits are sustained long-term.

TRANSPARENCY & COMMUNICATION

Selected communities must maintain open, honest, and regular communication with the Whitecaps Project Manager throughout all phases of the project:

- Respond promptly to project team inquiries and requests for information
- Proactively share updates on site preparation, construction progress, and programming implementation
- Report any challenges, delays, or changes to plans as soon as they arise
- Attend required meetings and check-ins with the project team
- Provide advance notice of any significant changes to community leadership or organizational structure

The Project Manager serves as your primary point of contact and liaison with the Whitecaps, the Province of B.C., and viaSport.

AGREEMENTS

Before your community can receive a mini-pitch installation, your organization must sign a formal agreement with the Vancouver Whitecaps FC. Your organization's leadership must review and approve the agreement before signing. Legal counsel may review on your behalf if desired. The mini-pitch installation will not proceed until the agreement is signed and returned to the project team.

The agreement clarifies that the Whitecaps will pay all construction vendors and installation costs directly. Your community is not responsible for capital costs. However, you are responsible for

identifying and securing the site, ensuring site readiness, and committing to long-term maintenance and programming of the facility. The agreement outlines your obligations, expectations for programming delivery and community activation, reporting requirements, and dispute resolution processes.

Community Responsibilities

Your organization is responsible for ongoing maintenance and operations of the mini-pitch, including regular upkeep, repairs, and facility management. You must maintain detailed records of all maintenance activities and costs.

If you receive programming funding or grants to support grassroots programming, you must maintain financial records and documentation for those expenditures and use funds only for approved purposes. You must use all funding in accordance with the funding agreement and report any significant budget variances or unexpected costs promptly.

Reporting & Accountability

Your community must provide regular reports to the project team on a schedule determined by the project team (typically quarterly or annual). Reports should include:

- Participation numbers, demographics, and programming activities
- Facility maintenance activities and any significant repairs
- Community feedback and participant satisfaction
- Challenges or issues affecting programming or facility use
- Financial information related to programming or maintenance (if applicable)

Your organization may be asked to participate in evaluations or audits to demonstrate impact and accountability. This ensures the project achieves its goals and benefits are reaching priority communities as intended.

Confidentiality

All documents, data, information and other materials which are provided to or obtained or accessed by an applicant in relation to this application procedure are confidential and are provided

only for the purpose of enabling applicants to prepare and submit a submission. The documents, data, information and other materials of Vancouver Whitecaps FC contained in, referred to, or appended are not to be disclosed or released for any other purpose or use and must be returned to Vancouver Whitecaps FC, if requested.

Public Acknowledgement

Public announcements about the selected communities will be led by the Vancouver Whitecaps FC and may not be initiated by the community themselves.

In any subsequent public announcements or news releases, selected communities must publicly acknowledge the Province of B.C., viaSport, and Vancouver Whitecaps FC as partners. This includes:

- Displaying signage at the mini-pitch site crediting all partners
- Including acknowledgement in all promotional materials, websites, and social media
- Mentioning partners in press releases and media communications
- Recognizing partners in opening ceremonies and community celebrations
- Using approved logos and branding in all materials

The project team will provide approved logos, signage templates, and branding guidelines to ensure consistent, professional acknowledgement across all communities.

SPONSORSHIP GUIDELINES

CORPORATE PARTNERSHIPS

The Whitecaps is actively pursuing corporate partnerships to maximize community investment, and those logos may be incorporated into the design and implementation of the mini-pitch. All project logos and marks must remain intact and cannot be removed or modified.

Host communities are not permitted to pursue commercial partnerships related to this project.

ACKNOWLEDGEMENT

All project partners will be publicly acknowledged at the facility and in promotional materials.

CONTACT & SUPPORT

For questions about the application process, eligibility, or to request support:

Email: minipeaks@whitecapsfc.com

Website: https://www.minipeaks.ca/

We encourage early engagement with the project team to ensure your application is complete and competitive.