

# Report to Council



**Date:** February 01, 2016  
**Rim No.** 0610-53  
**To:** City Manager  
**From:** Community & Neighbourhood Services Manager  
**Subject:** Youth Development and Engagement Grant

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## **Recommendation:**

THAT Council receives, for information, the report from the Community & Neighbourhood Services Manager dated February 01, 2016, which outlines Youth Development and Engagement Grant Guidelines;

AND THAT Council approves the Youth Development and Engagement Grant Guidelines and directs staff to implement the Youth Development and Engagement Grant as outlined in the report dated February 01, 2016;

AND FURTHER THAT COUNCIL approves re-allocation of funding for the Mayor's Youth Forum to the Youth Development and Engagement Grant Program.

## **Purpose:**

To seek Council approval to implement a Youth Development and Engagement Grant with program funding from the Mayor's Youth Forum.

## **Background:**

During the November 16, 2015 Council meeting, Council approved, in principle, the development of a Youth Development and Engagement Grant. Council directed staff to prepare grant guidelines and to report back to Council.

The Youth Development and Engagement Grant cultivates leadership development and civic engagement through facilitating youth-led projects that improve the quality of life in Kelowna.

This grant program is intended to foster the potential in youth by providing them with support in the development and delivery of projects that enhance their neighbourhood environment and contribute to its vitality.

A key component of this program is mentorship. Research indicates that mentoring youth had as much or more benefit than the monetary sum given through a grant. Youth will have ownership of the projects, but the support of a mentor will help ensure success in the delivery of the project and will contribute to the development of the youth. The mentorship component provides the opportunity for youth to develop transferable skills that will support their ability to continue to contribute to the community that they live in.

### **Grant Framework**

The Youth Development and Engagement Grant will be administered through the Strong Neighbourhoods Program and the mentorship component will be provided by a Neighbourhood Development Coordinator. Both programs have similar objectives (fostering opportunities for connection and engagement), and one of the best practices identified through the Strong Neighbourhood initiative was the establishment of grant programs that empower residents.

<b>Grant Framework:</b>	
<b>Program Concept</b>	<ul style="list-style-type: none"> <li>• Support youth-led projects that foster connection and engagement</li> <li>• Empower youth to make their neighbourhoods even better places to live</li> <li>• Provide youth with mentoring</li> <li>• Connect youth to civic objectives</li> </ul>
<b>Desired Outcomes</b>	<ul style="list-style-type: none"> <li>• Youth are inspired, engaged and empowered to create the best city they can imagine</li> <li>• Youth lead the development and delivery of neighbourhood enhancement projects</li> <li>• Increase participation by youth in neighbourhood based initiatives</li> <li>• Increased civic engagement by youth</li> </ul>
<b>Mentoring Component</b>	<ul style="list-style-type: none"> <li>• Input and guidance throughout the project; developing project concept, filling out grant application, establishing project plan and implementing project</li> <li>• Workshops that cover topics such as; project management (timelines &amp; action plans), volunteer recruitment, budgeting</li> </ul>
<b>Civic Engagement</b>	<ul style="list-style-type: none"> <li>• During Civic Week youth will attend a council meeting and receive orientation to Council; function, protocols and priorities</li> <li>• Youth participate in presenting annual report to Council regarding that years grant</li> </ul>
<b>Grant Funding</b>	<ul style="list-style-type: none"> <li>• \$5,000 available annually</li> <li>• Up to \$1,000 per grant</li> <li>• Matching requirement (including in-kind contribution)</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Youth-led project</li> <li>• Commitment of a minimum of three youth, 13-19 years of age (project team)</li> <li>• Residents of Kelowna and live in the area of the proposed project (project team)</li> <li>• Project sponsor if all member of the project team are under 19 years of age</li> </ul>
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Enhance one or more drivers of neighbourhood attachment: aesthetics, leadership, safety, social offerings or relationships</li> <li>• Foster neighbourhood participation</li> <li>• Participation in workshops</li> </ul>
<b>Uses of funds</b>	<ul style="list-style-type: none"> <li>• Purchase or rental of equipment and materials</li> <li>• Contract services</li> <li>• Promotional materials</li> <li>• Training</li> </ul>
<b>Approval Process</b>	<ul style="list-style-type: none"> <li>• Internal staff evaluation and approval based on criteria</li> <li>• Successful applicants would be required to sign a letter of agreement that outlines the terms and conditions of the grant</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• Successful applicants will be required to complete a project evaluation form</li> </ul>

### **Timeline**

The timeline for the inaugural year (2016) will be different than in subsequent years. The deadline for submitting applications for 2016 grants will be April 15, 2016. The deadline for submitting applications in the future will be the last Friday of November. For 2017 grants the deadline for submissions will be November 25, 2016.

Timeline	Inaugural Year (2016)	Subsequent Years
Promote Grant Program	March	September through November
Community Information Session	March 14-18	Last week of October
Application Intake Deadline	April 15	Last Friday of November
Application Review Process	April 18-22	December
Grants Awarded	April 25-29	January
Mentorship Workshops	May & June	February through April
Grant Projects Delivered	July & August	April through July
Program Celebration	August	August
Program Evaluation	August	August

The Youth Development and Engagement Grant will provide youth the opportunity to enhance their community and the quality of life in our neighbourhoods, which supports the Council priority of ensuring a healthy, safe, active and inclusive community through strong neighbourhoods.

### **Internal Circulation:**

Divisional Director, Active Living & Culture; Communications Advisor, Communications & Information Services; Revenue Manager, Financial Services; Deputy City Clerk; Cultural Services Manager, Active Living & Culture;

### **Financial/Budgetary Considerations:**

There will be no financial impact to the City due to re-purposing base funding from the Mayor's Youth Forum. The \$15,000 currently in base budget for the forum will be utilized to provide this program. Budget areas will include grant funds, staff support (mentoring), promotional material and celebration event.

Budget Item	Amount (\$)
Grant Funds available	\$5,000
Staff wages - mentorship support for grant applicants	\$8,000
Marketing & Communication	\$1,000
Celebration Event	\$1,000
Total Funding	\$15,000

### **Personnel Implications:**

The Youth Development and Engagement Grant will be administrated by the Neighbourhood Development Coordinators. A Coordinator will be assigned to work with each of the applicants in order to provide support and mentoring as well as facilitate the delivery of the workshops.

### **Communications Comments:**

A communication plan will be developed by Communications and the Neighbourhood Development Team to inform the public about the Youth Development & Engagement Grant.

**Considerations not applicable to this report:**

Legal/Statutory Authority

Legal/Statutory Procedural Requirements

Existing Policy

External Agency/Public Comments

Alternate Recommendation

Submitted by:

L. Roberts, Community & Neighbourhood Services Manager

**Approved for inclusion:** J. Gabriel, Divisional Director, Active Living & Culture

Attachments:

Youth Development & Engagement Grant Guidelines

Power Point Presentation

cc: Divisional Director, Active Living & Culture

Divisional Director, Finance Services / Corporate Protective Services

Divisional Director, Communications & Information Services