

## Youth Development and Engagement Grant GUIDELINES

Application Deadline: April 15, 2016

If you have questions after reviewing these guidelines, you can obtain more information from Community and Neighbourhood Services staff. Please contact staff well in advance of the deadline:

Strong Neighbourhood Program  
(250) 470-0636  
[neighbourhoods@kelowna.ca](mailto:neighbourhoods@kelowna.ca)

Submit required materials by the deadline to:

Strong Neighbourhoods Program  
City of Kelowna Community and Neighbourhood Services Branch  
Glenmore Office\*  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2  
HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.  
*\*located at the corner of Mountain Avenue and Glenmore Drive*

## CITY OF KELOWNA COMMUNITY AND NEIGHBOURHOOD SERVICES

Community & Neighbourhood Services delivers a broad spectrum of sport, recreation and cultural programs throughout the community. It provides a wide range of multi-age programming for individuals of all abilities and social-economic levels that promote active lifestyles and neighbourhood connectivity.

### GUIDING PRINCIPLES

- It takes citizens who are inspired, engaged and empowered to create strong neighbourhoods.
- One of the best practices for fostering connection and engagement is the establishment of grant programs that empower residents.
- Mentoring youth provides as much or more benefit than the monetary sum given through a grant.
- Mentorship provides the opportunity for youth to develop the transferable skills that will support their life-long ability to continue to contribute to the community they live in.

### STRATEGIC ALIGNMENT

This program supports:

- The City's Mission of leading the development of a safe, vibrant and sustainable city.
- The Corporate Plan of engaging communities.
- The Council Focus of ensuring a healthy, safe, active and inclusive community.

The Youth Development and Engagement Grant is one of many grants and support programs provided by Active Living and Culture and the City of Kelowna. Information about other grant opportunities is available on the:

- City of Kelowna's website: [kelowna.ca](http://kelowna.ca)
- Strong Neighbourhood Program's webpage: [kelowna.ca/neighbourhoods](http://kelowna.ca/neighbourhoods)

## 1.0 THE YOUTH DEVELOPMENT AND ENGAGEMENT GRANT

The Youth Development and Engagement Grant supports Council's priority in "ensuring a healthy, safe, active, and inclusive community" and recognizes that youth engagement is essential to neighbourhood vitality. The Grant is designed to empower youth to support City objectives, participate in civic engagement, receive mentorship, and shape their neighbourhoods by leading neighbourhood enhancement projects.

### 1.1 *Purpose*

The purpose of the Youth Development and Engagement Grant is to cultivate leadership capacity and civic engagement through facilitating youth-led projects that improve the quality of life in Kelowna.

Additionally, this 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.

### 1.2 *Desired Outcomes*

- Kelowna youth will be inspired, engaged and empowered to create the best city they can imagine.
- Youth will lead the development and delivery of neighbourhood enhancement projects.
- Participation by youth in neighbourhood based initiatives that contribute to the quality of life at a neighbourhood level will increase.
- Youth attachment to the community will be deepened and strengthened.
- Increased civic engagement by youth.

### 1.3 Definitions

For the purposes of the Youth Development and Engagement Grant:

- *Neighbourhood* refers to the immediate area that surrounds someone's residence, as defined by each individual.
- *Youth* refers to anyone between the ages of 13-19 years.
- *Sponsor* is defined as someone 19 year of age or older who agrees to be legally responsible for the grant funds and ensuring the terms of the Letter of Agreement are met.

## 2.0 STRONG NEIGHBOURHOODS PROGRAM

The focus of the Strong Neighbourhoods Program is on fostering connection and engagement at the neighbourhood level. One of the best practices identified through this initiative is the establishment of grant programs that empower residents.

### 2.1 Relationship

The Strong Neighbourhoods Program and the Youth Development and Engagement Grant share similar objectives and a common grant framework.

### 2.2 Focus areas

In a 2014 community survey, residents of Kelowna identified five key drivers of neighbourhood attachment, shown in the table below. Applications will need to demonstrate how projects will enhance one or more of these drivers.

Focus Area	Objective
Aesthetics	Enhance the built or natural environment.
Leadership	Increase the capacity of neighbours/neighbourhoods to implement projects/events.
Safety	Improve safety and residents' sense of safety, especially in terms of moving safely through the neighbourhood.
Social Offerings	Generate new opportunities for neighbours to gather, have fun and connect.
Relationships	Create opportunities for neighbours to connect, especially new or isolated neighbours.

## 3.0 ELIGIBILITY

To be eligible an applicant needs to:

- Be 13-19 years of age.
- Reside in Kelowna.
- Indicate commitment from two other youth from the same neighbourhood who will co-lead the proposed project.
- Live in the neighbourhood where the proposed project would take place.
- Identify a project sponsor if all member of the project team are under 19 years of age.

## 4.0 FUNDING

### 4.1 Available Funds

- \$5,000 available annually.
- Grant of up to \$1,000.
- If all funds are not awarded during a grant cycle, applications received after the deadline which meet all other criteria will be considered on a 'first come, first served' basis.

## 4.2 ***Acceptable Funding Uses***

- Equipment, materials and other items that will not revert back to private ownership.
- Contract services from outside the neighbourhood, e.g., master gardener, journeyman carpenter or artist. These services are only fundable if there is no individual within the neighbourhood willing or able to donate the necessary expertise.
- Promotional material and translation services.
- Equipment rental.
- Training for skills required for projects e.g., Foodsafe.

## 4.3 ***Non Fundable Expenses***

- Retroactive expenses.
- Any item that will revert to private ownership.
- Travel expenses.
- Fundraising activities.
- Volunteer honorariums.
- Any project in contravention of City bylaws.

## 5.0 **PROGRAM TIMELINES**

Timeline	
Program Promotion	September through November
Community Information Session	Last week of October
Application Intake	Last Friday of November
Application Review	December
Grants Awarded	January
Mentorship Workshops	February - March - April
Grant Project Delivery	April through July
Report to Council on grants awarded, recipients attend Council Meeting	May (Civic Week)
Final Report on grants projects, recipients present to Council	August
Program Celebration	August
Program Evaluation	August

## 6.0 **PROGRAM PROMOTION**

Program promotion will involve:

- Connecting with and distributing promotional materials to schools and a wide spectrum of organizations that serve youth including social, cultural and sports-based.
- Holding a community information session.
- Posting information on social media.

## 7.0 **APPLICATION PROCESS**

Staff will be available to assist applicants throughout the application process. Support will be provided for formulating the project concept, filling out the application form, creating a project plan, developing a budget, executing the project and ensuring City bylaws are observed.

## **7.1 Application Criteria**

All applicants will be asked to:

- Describe the project and how it will impact the neighbourhood.
- Demonstrate how their project will enhance one or more drivers of neighbourhood attachment: aesthetics, leadership, safety, social offerings or relationships.
- Outline how the project fosters neighbourhood participation.
- Provide a budget which includes details regarding how grant funds will be matched with cash, in-kind volunteer hours and/or materials and equipment.
- Have a sponsor co-sign their application if they are under the age of 19.
- Identify and provide contact information for two other youth who are committed to the project.

Projects will be required to:

- Occur within the applicant group's neighbourhood and within the City of Kelowna's boundaries.
- Comply with City of Kelowna bylaws.
- Return any unused funds to the City of Kelowna.

## **7.2 Assessment Criteria**

Applications are to be considered based on the benefit of the project to the youth applicants, their neighbourhood, and the City through the following categories:

- Neighbourhood participation and impact.
- Alignment with the program's focus areas.
- Feasibility of project.
- Projects from groups that have not previously received a grant will be given priority.

## **7.3 Approval Process**

- Applications will be reviewed by staff who will vet the applications through applicable City departments, depending on the nature of the grant application.
- Staff will evaluate the applications based on the program criteria and will forward their recommendations to the Divisional Director of Active Living and Culture for final approval.
- The decision of the Divisional Director of Active Living and Culture will be final.
- Applicants will be notified within five weeks of the intake deadline. In some cases, an applicant may be required to submit further information before a final decision can be made.

## **7.4 Confidentiality**

All documents submitted by applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and assessors for the purposes of evaluation, administration and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.

## **8.0 PROJECT WORK**

### **8.1 Grant Awarding**

- All applicants will be notified of their application results.
- A Neighbourhood Development Coordinator will work with grant recipients.
- The primary contact and, if applicable, the project sponsor will be required to sign a Letter of Agreement that will clearly outline the terms and conditions of the grant, their commitment to attend workshops, council meetings, and provide proof of any applicable insurance coverage.
- Upon receipt of the signed Letter of Agreement, a timeline for the funding to be released will be established.

## **8.2 Mentorship**

Project teams will be connected with a Neighbourhood Development Coordinator who will provide support and guidance, as necessary, in:

- Developing the project concept;
- Establishing the project plan;
- Implementing the project;
- Evaluating the project impact; and
- Presenting to Council.

## **8.3 Workshops**

- Four workshops will be offered to assist project groups in finalizing their project plans, budgeting, creating timelines and action plans, recruiting neighbourhood volunteers, and other work critical to their project's success.
- All project group members will be encouraged to attend all four workshops. At least one member of each project group will be required to attend each workshop and all participants will be encouraged to attend at least one workshop.

## **8.4 Project Delivery**

- Staff will connect with program participants regularly in order to offer support, troubleshoot, and assist with upcoming project goals.
- Applicants will be required to recognize the financial assistance of the City of Kelowna on all formal promotions and communications.

## **8.5 Project Evaluation and Celebration**

- Participants will be required to complete a short project evaluation form.
- Participants will be asked to provide stories and photographs of the process.
- Recipients will be expected to provide a final budget.
- All project participants will be invited to participate in a celebration event.

## **8.6 Civic Engagement**

- During Civic Week, currently the third week in May, staff will provide a report to Council, updating them on the approved projects. Project teams will be requested to attend this meeting.
- Once all projects have been completed, staff and project teams will provide a final report to Council. A minimum of one participant from each recipient group will be required to attend this meeting and, with the support of staff, present their project to Council.