

# 2019 Active Living & Culture Grants Neighbourhood Grant Guidelines

First Friday of March, June and November | 4:00pm

These guidelines have been revised for 2019 – previous versions no longer apply.

If you have questions after reviewing these guidelines, you can obtain more information from Active Living & Culture staff. Please contact staff well in advance of application submission:

Tanya Sletten  
250-469-8723  
tsletten@kelowna.ca

2019 Neighbourhood Grants  
Active Living & Culture Division  
Strong Neighbourhoods  
City Hall  
1435 Water Street  
Kelowna, BC, V1Y 1J4

## **CITY OF KELOWNA ACTIVE LIVING & CULTURE DIVISION**

### **CORE PRINCIPLES:**

The City of Kelowna's Active Living & Culture Division administers a number of grant programs and services for the community which:

- encourage active healthy lifestyles
- build strong neighbourhoods
- nurture lifelong participation in sport
- enhance cultural vibrancy
- facilitate development of events
- enhance social sustainability
- support effective management and operation of sport, recreation and cultural facilities

Residents seeking funding support from the City of Kelowna through any of the grant programs administered by the Active Living & Culture Division should be aware of and aligned with one or more of these core principles.

### **STRONG NEIGHBOURHOODS GUIDING PRINCIPLES:**

The guiding principles for the Strong neighbourhoods Program are as follows:

- A resilient/vibrant community is made up of strong neighbourhoods.
- Strong neighbourhoods are places where people have a high level of attachment to the neighbourhood through a culture of connection and engagement.
- Citizen attachment is cultivated not only by what the City provides, but also how citizens who are inspired, involved and empowered contribute to the community and their neighbourhood environment.

### **VALUES:**

Residents supported by the City of Kelowna will commit to the following values:

- accessibility, diversity and inclusion: residents will not unreasonably exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, income
- accountability and fiscal responsibility: using resources effectively and efficiently
- innovation: being leaders in finding new solutions
- optimizing value: generating more value and impact from existing resources
- partnerships and collaboration: working with others to leverage energy, talent and resources

## 1.0 NEIGHBOURHOOD GRANT PROGRAM OBJECTIVES AND DESCRIPTION

### 1.1 *Objectives:*

Great cities are made up of strong neighbourhoods. In turn, strong neighbourhoods are made-up of active residents working to enhance the quality of life.

The focus of the Strong Neighbourhoods Program is on fostering connection and engagement at the neighbourhood level. One of the best practices in this area is the establishment of grant programs that empower residents. Through matching grants of up to \$1,500, the City of Kelowna's Neighbourhood Grant supports locally driven projects that are planned, implemented and managed by, and for the neighbourhood.

This program aims to provide assistance to residents at the neighbourhood level for the purpose of:

- inspiring residents to connect with their neighbours
- stimulate resident initiated neighbourhood enhancement projects
- harness local experience and expertise in neighbourhood based initiatives
- encourage resident involvement in making their neighbourhoods even better places to live
- promote neighbourhood based solutions to everyday concerns

The desired outcomes of the Neighbourhood Grant are as follows:

- residents will contribute their time and expertise to support neighbourhood-based projects
- residents will be actively involved in making their neighbourhoods even better places to live
- residents' attachment to the community will be deepened and strengthened

This program is not to be an ongoing source of support and the entry of new applicants into the program will be considered a priority. Applicants are limited to one grant from this program per calendar year and must have submitted a Final Report as a pre-condition for future eligibility.

### 1.2 *Applicant profile:*

Applicants must live within the City of Kelowna boundaries with the focus of connecting and engaging with neighbours to enhance the neighbourhood in which they live. Applicants must have two other neighbours from different households involved with the grant project.

For the purposes of the Neighbourhood Grant, *Neighbourhood* refers to the immediate area that surrounds someone's residence, as defined by each individual.

**1.3 Eligibility:**

Any group of three or more neighbours with an idea for a project or event that will enhance their neighbourhood is eligible. Experience in organizing a project or event is not necessary; the Community Development Coordinators are available to support the working group along the way.

To participate in this program, the applicants must:

- live in the City of Kelowna,
- live within the neighbourhood of the proposed project, and
- identify a working group including a minimum of two additional neighbours from separate households.

**1.4 Ineligible applications are:**

- applications whose mandates, operations and activities are not consistent with the program objectives, guiding principles and/or eligibility requirements

**1.5 Eligible activities and expenses:**

- 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
- food costs, to a maximum of \$10 per person, to compliment the neighbourhood enhancing project

**1.6 Ineligible activities and expenses are:**

- retroactive expenses
- any item that will revert to private ownership
- travel expenses
- trade shows or commercial/business activity
- fundraising activities and/or donations
- projects which already receive financial or in kind support from other City of Kelowna sources
- activities focused on politics or religion
- volunteer honorariums
- any project in contravention of City bylaws
- block parties where funds are used exclusively for food, drink, and entertainment

## 2.0 APPLICATION PROCESS

All applicants must complete the primary screening application. Once the primary application has been submitted, the Community Development Coordinator will follow up to discuss the project further and will provide the secondary application form, which must indicate the following:

- focus the project on one or more drivers of neighbourhood attachment: aesthetics, leadership, safety, social offerings or relationships
- describe the project and how it will enhance living in the neighbourhood
- meet matching grant requirement by means of volunteer hours (valued at current BC minimum wage rate), donations from businesses or community members, and other in kind sources
- foster neighbourhood participation
- include the Budget Worksheet and Working Group supporting documents

Additionally:

- Projects must comply with City of Kelowna bylaws.
- Insurance and applicable permits is the responsibility of the applicant

Residents considering submission of an application are encouraged to do the following:

- Review these guidelines
- Contact City staff for more information
- Complete the primary application
- \* Contact staff to discuss eligibility for this program or to obtain more information.

By the deadline of the respective grant deadline (the first Friday of March, June or November), deliver the completed secondary application form (including signatures), and required support materials, to:

2019 Neighbourhood Grant  
Attn: Tanya Sletten  
City of Kelowna Active Living and Culture  
1435 Water Street  
Kelowna, BC V1Y 1J4

Or email a scanned hard-copy or digitally signed PDF, and required support materials, to

Strong Neighbourhoods | [neighbourhoods@kelowna.ca](mailto:neighbourhoods@kelowna.ca)

Submission of an application does not guarantee funding. Obtaining a grant is a competitive process and demand often exceeds available resources.

### 3.0 ASSESSMENT CRITERIA

The criteria listed below and in Schedule 1 represent 'good' practices for project development and delivery. Assessment will be based on the degree to which applicants meet the criteria, based on the information they provide.

All projects are unique; there is no expectation that a resident group must demonstrate exceptional performance in all areas in order to receive funding support. However, the assessment criteria provide an objective framework within which the project's feasibility and impact can be considered, and form the basis for constructive feedback to the organization.

Applications will be considered on the benefit of projects to their neighbourhoods, and the City, through the following categories:

- Neighbourhood participation and impact
- Alignment with Council priorities and the program's focus areas
- Feasibility of project
- Sustainability of the project

Please note:

- Applicants who meet the above criteria and have not previously received grant funds will be given priority.
- Applicants will be limited to one Neighbourhood Grant per twelve-month period.
- Applicants cannot apply for recurring funding for a project already supported by the Strong Neighbourhood Program.

#### Drivers of Neighbourhood Attachment

Focus Area	Objective
<b>Aesthetics</b>	Enhance the physical appearance, character, or natural environment in your neighbourhood
<b>Leadership</b>	Encourage/involve multiple neighbours to participate in planning and/or implementing the project
<b>Safety</b>	Enhance safety, especially traffic, bike, and pedestrian safety (e.g.: creating a walking school bus)
<b>Social Offerings</b>	Provide opportunities for neighbours to gather and have fun
<b>Relationships</b>	Create opportunities for neighbours to connect, especially neighbours that are new or haven't interacted in the past

\* The project or event application must meet at least one of the five focus areas

#### **4.0 ASSESSMENT OF APPLICATIONS**

##### **4.1 *Staff Review:***

A grant review committee will review all grants within 2 weeks of the grant application deadline. Within five weeks of the application intake deadline, applicants will be notified of their application results.

##### **4.3 *Notification and Distribution:***

Applicants will receive an email notification of approval within 5 weeks of the intake deadline. Applicants will receive a letter of confirmation and next steps detailing any terms and conditions, feedback or follow up items.

##### **4.4 *Request for Clarification/Request for Reconsideration:***

Applicants who do not agree with a funding notification may request further clarification from staff, or if still in disagreement after clarification, may make a formal request for reconsideration by the Director of the Active Living & Culture Division. In the event of a formal request for reconsideration, the City may delay distribution of some or all of the funds in this program until all of the funding decisions have been resolved.

##### **4.5 *Support and Project Delivery***

Approved grant applicants will be connected to a Community Development Coordinator who will provide support and guidance in:

- Developing the project concept
- Establishing the project plan
- Implementing the project
- Evaluating the project impact

During the implementation phase:

- Recipients will connect with the Community Development Coordinator regularly in order to give updates, troubleshoot, and further plan their upcoming project goals. This can be done in person, by phone, or by email
- Recipients will be required to recognize the financial assistance of the City of Kelowna and Central Okanagan Foundation on all formal promotions and communications
- The project lead will be required to sign a letter of agreement that will clearly outline the terms and conditions of the grant
- The project lead or co-lead will be responsible for project funds and reporting
- Grant recipients will be required to provide proof of insurance coverage where necessary
- Upon receipt of the signed letter of agreement a timeline for the funding to be released will be established

#### 4.6 **Final Report:**

Successful applicants must provide a Final Report in a prescribed format to the Active Living & Culture Division. Receipt of a completed report is a pre-condition for future eligibility in any City of Kelowna grant program. Final Reports may also be considered part of assessment of any future applications by the organization.

Final Reports for 2019 Neighbourhood Grants must be submitted within 15 days of completion of the project, unless other arrangements are made with staff.

As the project concludes:

- Recipients will be required to complete and submit a short project evaluation form to provide details such as the project's impact on the neighbourhood
- As part of the final evaluation report, applicants are expected to provide a final budget
- Recipients will be required to provide a summary paragraph and a minimum of three photographs of the project, with signed photo release forms, to be published on the [kelowna.ca/neighbourhoods](http://kelowna.ca/neighbourhoods) website
- Any unused funds must be returned to the City of Kelowna
- At the one year anniversary of project completion:
  - Recipients will be required to complete and submit a short follow-up project evaluation form to provide details such as neighbourhood usage, maintenance, challenges of the project, and neighbourhood impact.

#### 5.0 **TIMELINE**

A typical timeline appears in the table below. The timeline is subject to change.

	Summer	Fall	Winter
Secondary Application Deadline	First Friday in March	First Friday in June	First Friday in November
Decisions Announced	First Friday in April	First Friday in July	First Friday in December
Implementation Phase	May - September	August - December	January - April
Project Completion By	September 30	December 31	April 30
Final Report Due	Fifteen days after project is completed		

\* If deadline lands on a statutory holiday, the next business day will serve as the new deadline.



## 6.0 CONDITIONS OF FUNDING

The Neighbourhood Grant is a matching grant; the funding availability and requirements are as follows:

- **Maximum grant amount is \$1,500 per project/initiative**
- In total, the Central Okanagan Foundation contributes \$15,000 towards Neighbourhood Grants
  - The \$15,000 will be distributed over the three intake periods - \$6,000 is available per intake for March and June while \$3,000 is available for the November intake.
  - Any funds remaining from an intake will be carried over to the next intake
- Matching contribution can include cash, in-kind volunteer hours valued at current BC minimum wage rate, and/or donated materials and equipment
- Application budgets must accurately reflect the estimated costs of the project
- 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 serve' basis

The below conditions will apply to any resident receiving funding from this program:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities
- The resident will make every effort to secure funding from other sources as indicated in their application
- The resident will maintain proper records and accounts of all revenues and expenditures relating to its activities and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors
- If there are any changes in the resident's activities as presented in its application, the City must be notified in writing immediately and must provide approval for such changes
- In the event that the grant funds are not used for the resident's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City
- Receipt of a grant does not guarantee funding in the future

## 7.0 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. General information about the project, including the funded amount and the organization being funded under the program may also be released. The City will not release any additional 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.

<b>SCHEDULE 1 – DETAILED ASSESSMENT CRITERIA</b>	
General Criteria	Are all the sections of the application completed? /1
	Have 2 additional individuals completed their portion of the working group section? /1
	Does the project support at least 1 focus area? /1
Project Description	Is the concept clear? /1
	Is the project feasible/doable/allowable within City bylaws and regulations? /2
	Is the project innovative? /2
Focus Area(s)	Does the applicant meet at least 1 of the 5 focus areas (i.e., aesthetics, leadership, safety, social offerings, relationships)? /5
Neighbourhood Involvement	Is there a neighbourhood engagement plan in place? /1
	Does the project have the potential to involve multiple neighbours in a meaningful way? /2
	Is there a reasonable plan to involve new or never before engaged neighbours? /2
Impact	Is it reasonable to expect that the project will enrich the neighbourhood? /2
	Will multiple households be positively affected by the project? /2
Logistics	Is the proposed location acceptable? /1
	Will the project be completed within the timeframe available? /1
	Will the project be free of ongoing maintenance? If not, is there a feasible sustainability plan? /2
Budget	Is the budget reasonable? /1
	Is there a plan in place to match the funds (i.e., matching contributions, in-kind donations, volunteer hours)? /2
	Can the project continue if less than the requested funding is awarded? /1
Overall	Are there any questions that need to be answered before going ahead?
	What other departments need to be involved in the decision/implementation?