

Memorandum of Understanding



Between

City of Kelowna Active Living & Culture Division
1800 Parkinson Way
Kelowna, British Columbia, V1Y 4P9



And

Central Okanagan Foundation
306.1726 Dolphin Avenue
Kelowna, British Columbia, V1Y 9R9

To administer, adjudicate and fund the Neighbourhood Grant.

The purpose of the Neighbourhood Grant will be to spark neighbourhood enhancement initiatives. Grants will:

- Support small scale, resident driven projects that foster connection and engagement at the neighbourhood level.
- Be used to empower residents and neighbourhood based organizations to make their neighbourhoods even better places to live.
- Adhere to the City of Kelowna Neighbourhood Grants Terms of Reference

To ensure the successful administration, adjudication and funding of the Neighbourhood Grant, this agreement is hereby established between the City of Kelowna Active Living & Culture Division and the Central Okanagan Foundation as follows:

1.01 Term of Agreement:

This agreement shall be for a one year term, commencing on May 1, 2019

1.02 Option to Renew:

The agreement can be renewed for up to three terms. The agreement will automatically renew for an additional term upon each anniversary date, unless either party gives written notice at least 90 days prior to the anniversary of the agreement to negotiate changes or give notice of termination of the agreement.

2.0 City of Kelowna will:

- a) Advertise the Neighbourhood Grant.
- b) Be the primary point of contact for inquiries about the grant and grant applications.
- c) Distribute grant application forms to residents and neighbourhood based organizations and ensures updated grant applications are available.
- d) After the grant application deadlines, review submitted grant applications to determine if enough information is in the application for staff to make a responsible decision. If minor gaps are identified, will contact applicants to offer them an opportunity to fill in the gaps and answer questions.

- e) Vet applications through applicable City staff depending on the nature of the grant application.
- f) Evaluate the applications based on the criteria in the Neighbourhood Grant Terms of Reference using an evaluation matrix (scoring sheet).
- g) Ensure that records are kept, documenting the rationale for grant award recommendations.
- h) Upon completion of the adjudication process inform grant applicants in writing of the recommendations.
- i) Be the primary point of contact for any applicants seeking more information about the adjudication process or the recommendations.
- j) Assign staff to work with each successful application in order to provide mentoring and for accountability.
- k) Facilitate payment of grant awards to successful applicants once Terms of Reference is met including liability insurance coverage and Letter of Agreement is signed.
- l) Provide the Central Okanagan Foundation with a report outlining grants awarded.
- m) Invoice the Central Okanagan Foundation annually
- n) Track and manage the submission of final reports from grant recipients, as per the grant program guidelines.
- o) Provide Central Okanagan Foundation with the most current copies of the Neighbourhood Grant Terms of Reference and advise them of any changes to the document.
- p) Recognize the financial contribution of the Central Okanagan Foundation to the Neighbourhood Grant in all the promotional materials and media releases.

3.0 The Central Okanagan Foundation will:

- a) Provide funding to the City of Kelowna for the Neighbourhood Grant in the amount of up to \$15,000 per year.
- b) Promote the Neighbourhood Grant to the community.

We agree to the terms and conditions outlined in this Agreement.

Cheryl Miller
 Cheryl Miller, Director of Grants & Community Initiatives
 Central Okanagan Foundation

03.15.2019
 Date

 Mayor/City Clerk
 City of Kelowna

 Date