



City of Kelowna  
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# Council Policy

## COMMUNITY GRANT POLICY

ESTABLISHED: 2019-xx-xx

Contact Department: Active Living and Culture

### Guiding Principle

Community development is a shared responsibility of government, the private sector, the non-profit sector and individuals, recognizing that financial support through grants can leverage additional support and enable the delivery of necessary and desirable services.

### Purpose

To establish a framework for grant funding to individuals and non-profit organizations through a variety of programs.

### Application

All individuals and non-profit organizations seeking support from City of Kelowna community grant programs as established and defined in this Policy.

This policy does not apply to:

- Direct funding provided to a non-profit organization or a private sector enterprise pursuant to a Lease and Operating Agreement, Partnership Agreement or Service Agreement;
- Funding provided to a non-profit or private sector event producer through programs encompassed within Event Support Policy No. 381;
- Financial support, sponsorship, philanthropic donations, reimbursement, refunds or other benefit provided to an external organization, cause or individual through a discretionary vote of Council or as a result of standard budget and accounting practices.

### Policy Statements

#### **1.0 Community Grant Framework:**

**1.1** Council establishes the following focus areas as a framework for community grant programs:

- Community & Social Development
- Arts, Culture & Heritage
- Capacity Building
- Community Sport Delivery

**1.2** The Active Living & Culture Division will:

- a) Establish administrative guidelines, and develop and administer community grant programs in the focus areas in accordance with those guidelines; and
- b) Provide regular reports to council and the community regarding community grant programs in the established focus areas.

#### **2.0 Budget:**

**2.1** Council will establish base operating funding allocations for each focus area.

**2.2** Funds not expended in a focus area in any given year will be automatically carried over and retained for use in the same focus area in the subsequent year(s).

**2.3** Council may, through the annual budget process, increase or decrease funding allocations in any of the focus areas.

**2.4** Funds in each focus area will be allocated to various programs in response to trends, priority needs, and maximizing benefit and impact.

**Definitions:****Focus area(s):**

*Thematic category for a cluster of grant programs which supports a specific area of interest or activity. Eligibility, funding levels and processes vary between focus areas.*

**Grant:**

*A one-time, annual or multi-year allocation of funds provided by the City to a specific recipient, for a specific purpose which, through objective evaluation, meets the criteria in a specific program as expressed in that program's published guidelines.*

**Guidelines:**

*A published document containing comprehensive information about a specific grant program, or a document describing administrative practices and processes. Guidelines function as terms of reference, and guide the work of staff, contractors, applicants and evaluators in program administration and determination of grant awards. Guidelines may be amended from time to time.*

**Individual(s):**

*A person or group of persons who are not formally incorporated or registered as a non-profit organization, corporation, company, partnership, cooperative or any other legal entity.*

**Non-profit organization:**

*Includes a Society incorporated pursuant to the BC Societies Act (or the previous Society Act) and an organization which is registered as a charity pursuant to the Income Tax Act. (Note: some program guidelines may limit eligibility to only registered charities.)*

**Program:**

*A funding opportunity provided by the City, governed by published guidelines. Eligibility, funding levels and processes vary between programs. Programs may be one-time, temporary or ongoing, and are subject to change. Program funding may be fully or partially provided by other agencies in partnership with the City.*

**Legal Authority**

Pursuant to Section 8 (2) of the *Community Charter*, a municipality 'may provide any service that Council considers necessary or desirable, and may do this directly or through another public authority or another person or organization.'

**Amendments**