City of Kelowna
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Council Policy

Community Social Development Grants

UPDATED: 2017

Contact Department: Active Living & Culture

Guiding Principle

The City is committed to supporting community organizations who make a direct impact on the social well-being and resiliency of the community.

Purpose

The purpose of the Community Social Development Grants is to make available funding to registered non-profit organizations and community organizations offering services or programs with the goal of generating, promoting or accelerating socially beneficial services or programs in the city of Kelowna.

Application

To be eligible for this program applicants must be

a. a Registered Charity Organization that is registered with Canada Revenue Agency, a not for profit organization that is incorporated under the Societies Act; or
b. a Community Organization that has established a set of working rules and regulations, a banking account in the group's name and has been operating for at least two years.

The following are ineligible for funding:

a. programs primarily providing for recreation or leisure time pursuits;
b. retroactive financial support for projects and programs that occurred prior to the decision to award the grant;
c. agencies or programs that receive ongoing City of Kelowna funding within the City's Annual Budget;
d. activities of religious organizations that serve primarily their membership and/or for direct religious purposes;
e. permanent or continual funding for an organization
f. programs which offer direct financial assistance to individuals or families;
g. programs which duplicate services that fall within the mandate of a senior government agency;
h. major building or other major capital projects (limited capital costs are eligible);
i. assistance for an industrial, commercial or business undertaking.

Policy Statements

1. The following grant catagories are established through this policy:

   1. Operational Grants

   Purpose: To assist eligible organizations with expenditures incurred funding the operation and/or delivery of existing programs;

   Eligible Uses: Office supplies, administrative and facility costs, minor capital costs (e.g. office equipment), advertising, training, technical/material assistance, and similar items necessary to deliver existing programs. This category is not intended to provide the basis for permanent operational funding.

   Funding Levels: A maximum of 25% of the organization's operating budget.

   2. Project Grants

   Purpose: To assist eligible organizations to stage special events or to operate short-term programs or projects (less than 12 months in duration). Projects must have clear time frames, not require additional permanent staff, and be projects which would not normally have been undertaken without this additional resource.

   Eligible Uses: To cover costs of hosting and promoting special events (facility rental, guest speakers, food, advertising, promotional items, etc.); administrative and delivery costs for short-term programs/projects (supplies and materials, facility rental, etc.); minor capital costs (e.g. office equipment) and non-permanent staffing.

   Funding Levels: A maximum of 50% of the costs of the special project.

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3. Emergency Grants

Purpose: To provide emergency funding for the purpose of assisting an organization through a financial crisis. It is anticipated that the funding will be short-term funding only, pending more secure or ongoing funding.

Eligible Uses: To cover costs incurred in the operation and the delivery of their programs such as administrative costs, program delivery, facility costs and technical/material assistance.

Funding Levels: A maximum of $5000 once in every three-year period. Funding will depend on the availability of funds within the Social Development Grant Reserve (R117).

2. The following critieria will be used to evaluate all applications for Community Social Devleopment Grants:
    a. alignment with the City's Social Framework including Social Policy No. 360 and Chapter 10 of the Official Community Plan and/or policies tagged as socially sustainable in the Official Community Plan with a person symbol;innovative or unique approach to addressing social well-being;
    b. promotion and demonstration of volunteerism;
    c. evidence of community support;
    d. an approach that is responsive to social needs, strengthens and stabilizes family and community life, and improve peoples' abilities to identify and act on their own social needs;
    e. clear information on their operations and planning, demonstrating transparency;
    f. clearly identified needs based on local research and effective planning as the basis for the services provided;
    g. demonstrated collaboration with other service providers in the community; identify how other organizations will be engaged;
    h. clearly defined performance targets and timelines;
    i. demonstrated need for funding;
    j. a clear plan for future funding from other sources
    k. quality of management, including the satisfactory administration of any previous City of Kelowna grant

3. The City of Kelowna will contract a funding agency by agreement to administer the grants program.
    a. The funding agency will establish a Grants Committee consisting of two (2) appointed members representing the City of Kelowna and additional members as determined by the funding agency.
    b. The Grants Committee will follow the established policy and service agreement to evaluate each application and provide a list of grant recipients through an annual report to Council.

4. All organizations approved for funding under the Community Social Development Grants program will be required to sign and adhere to the City of Kelowna's Letter of Agreement for Funding and have liability insurance in place, as outlined on the City's Certificate of Insurance.
    a. Funding will commence once the Letter of Agreement and Certificate of Insurance has been received, is deemed satisfactory to the Funding Agency and signed by the Funding Agency or a qualified designate of the Funding Agency.

5. A three month time period will be given for applicants to claim their grants following written confirmation of the grant to the applicant. Any grant that is not claimed within the three month period will remain in the Community Social Devleopment Grant fund.

6. Any unused portion of the Community Social Devlopment Grant appropriation will be carried over to the following year and operated similar to a reserve fund with interest accrued and the necessary administration of the fund managed by the City.

7. Grant proposals that offer services or programs that cross municipal boundaries will be considered; however, grant funds may only be used for those portions of the program that are delivered within the boundaries of the City of Kelowna for the benefit of Kelowna residents.

8. Emergency Grants shall be administered as described above with the following exceptions:
    a. Emergency grant applications may be submitted throughout the year, on the basis of need.
    b. The Grants Committee shall review an application for emergency funding at a special meeting no later than 2 weeks following receipt of the application by the City. An interview with the applicant may be conducted.

c. Recommendations of the Grants Committee for any additional funding will be forwarded to City Council for consideration at the earliest available Council meeting. Funding is at the discretion of City Council. Notification of a decision by City Council will be provided to the applicant within two days of the Council meeting date when the decision is made.
d. Emergency funding is only available to an organization once every three-year period.
e. The organization must claim the Emergency grant within one month following written notification of the grant approval. Any unclaimed funds will be returned to the Social Development Grant Reserve.

Amendments