

Report to Council



Date: May 1, 2017
File: 0710-30
To: City Manager
From: Mariko Siggers, Community & Neighbourhood Services Manager
Subject: 2017 Community Social Development Grants

Recommendation:

THAT Council receives, for information, the report from the Community & Neighbourhood Services Manager dated May 1, 2017, regarding the administration and distribution of the Community Social Development Grants;

Purpose:

To provide Council with background information about the Community Social Development Grants, the grant review process and the decision of the Grant Advisory Committee regarding the distribution of the 2017 program funds.

Background:

The City social grant program currently consists of Community Social Development Grants and Emergency Grants (Policy 218). The purpose of these grants is to support the social sustainability objectives outlined in Chapter 10 of the Official Community Plan, the City Social Framework and Social Policy (Policy 360).

In early 2017, Council endorsed an updated policy for Community Social Development Grants (Policy 218). The purpose of the revisions was to streamline the policy and program guidelines, and to better align the grant with Council priorities. In addition, in 2017, \$85,000 was added to the grant fund as transitional funding to respond to the gap created by the loss of the RDCO Grant-in-Aid program.

The Community Social Development Grants include three streams of funding:

Grant	Purpose	Funding Levels
Operational Grants	Assist with expenditures incurred funding the operation and/or delivery of existing programs	A maximum of 25% of the organization's operating budget
Project Grants	Assist with special events or to operate short term programs or projects	A maximum of 50% of the costs of the project
Emergency Grants	Assist an organization through a financial crisis	A maximum of \$5000 once in a three year period

Annually, the Operational and Project Grants have an intake and administrative timeline and based on the increase noted above, the total available for 2017 is \$187,000. Emergency Grants are distributed as the need arises and are funded through the Social Development Grant Reserve (R117). The Central Okanagan Foundation (COF) has been contracted by the City since 2005 to administer an arms-length, independent evaluation process for the social grants. This relationship is governed by an annual Memorandum of Understanding.

The Central Okanagan Foundation is responsible for the following:

- Advertising the grant program
- Organizing and facilitating an information workshop for interested grant applicants
- Being the primary point for inquiries from grant applicants
- Reviewing submitted grant applications to determine if enough information has been provided
- Establishing a Grant Review Committee and providing oversight to the Grant Committee
- Convening and facilitating a meeting of the Grant Review Committee to review and evaluate each grant application
- Preparing minutes from the review committee meeting
- Informing grant applicants of the committee's decisions
- Reporting to Council annually with a list of grant recipients
- Facilitating payment of grant awards
- Tracking project/program progress and managing submission of final reports

2017 Timeline:

- February 1, 2017 - community information session
- March 10, 2017 – deadline for grant submissions
- April 5, 2017 - Grant Review Committee adjudicate grant applications

The Grant Review Committee evaluates submitted grant applications based on parameters established through Council Policy 218 and the Community Social Development Grant Guidelines. Award amounts were determined based on the applicants' ability to demonstrate how the objectives of the grant program would be met and to clearly identify how the funds would be used. Applications that did not demonstrate this were given partial or no funding. In addition, the committee considered previous

levels of funding and based the 2017 award on the addition of services being delivered (i.e. an organization requesting a larger grant than was received in 2016 would need to demonstrate an increase in deliverables in order to receive the requested amount).

The following are the recipients of the 2017 Community Social Development Grants as awarded by the Grant Review Committee:

	Organization	Amount Recommended	Type of Grant	Funding Level
1	Canadian Mental Health	\$6,500	Operational	Partial
2	Central Okanagan Food Policy Council	\$10,000	Project	Full
3	Elevation Outdoors	\$5,000	Operational	Full
4	Hands in Service	\$20,000	Operational	Partial
5	John Howard Society of the Central Okanagan	\$13,300	Operational	Partial
6	Karis Support Society	\$10,000	Operational	Partial
7	Kelowna Women's Shelter	\$5,500	Operational	Full
8	Ki-low-na Friendship Society	\$25,000	Operational	Partial
9	Mamas for Mamas	\$15,000	Operational	Full
10	NOW Canada	\$25,000	Operational	Full
11	Pathways Abilities	\$6,048	Project	Full
12	Project Literacy Kelowna Society	\$5,000	Project	Full
13	The Kelowna & District Safety Council	\$10,000	Project	Partial
14	The Kelowna & District Society for People in Motion	\$13,000	Project	Full
	Total	\$169,348		

Total Grant Applications Received: 22

Total Funds Requested: \$381,721

Total Grant Applications Funded: 14

2017 Grant Funding Available: \$187,000

Total Funds Distributed: \$169,348

Undistributed funds to be transferred to Social Development Grant Reserve (R117): \$17,652

Applicants have all been notified of the decisions. Unsuccessful applicants received feedback as to how the decision was reached and how they can improve their application for next time. Successful applicants must sign a Letter of Agreement outlining the terms and conditions of the grant and show proof of adequate liability insurance before any funds will be released. A final report is required within 90 days of the end of the grant term and will include the following information:

- how the agreed upon measureable performance targets were met.
- project statistics and supplementary data as they relate to project goals, objectives and outcomes.
- a financial statement certified correct by the directors of the agency or an independent auditor, showing all revenue and expenses related to the project and detailing how the grant funds were dispersed.

Next Steps

The changes made for the 2017 intake were intended to make the grant more current. Through the adjudication process and as work is done on projects such as the Homeless Serving Strategy, Imagine

Kelowna and the Healthy City Strategy, it is recognized that further development of the program will lead to a greater opportunity to be more strategic and intentional on community priorities.

In addition, an evaluation of the allocation of RDCO Transitional Grant-in-Aid funding will be conducted. In 2017, \$15,000 was allocated to Organizational Development and \$85,000 was allocated to Community Social Development Grants in order to mitigate the impact of the termination of the RDCO Grant-in-Aid program. The results of the 2017 intake will be used to inform future program development.

Staff will report back to Council with recommendations for future grant administration, including allocation of RDCO Transitional Grant-in-Aid Funds and overall program updates.

Internal Circulation: Divisional Director, Active Living & Culture; Divisional Director, Financial Services; Manager, Social Development; Communications Advisor

Existing Policy:

Council Policy 218 Community Social Development Grants
Council Policy 360 Social Policy

Financial/Budgetary Considerations:

Allocated in the Community & Neighbourhood Services Branch the annual budget is \$102,000 for Community Social Development Grants and \$15,000 for contracted services for grant administration. In addition, in 2017 \$85,000 was allocated as RDCO Transitional Grant-in-Aid Funding.

Unused funds of \$17,652 will be transferred to the Social Development Grant Reserve (R117)

External Agency/Public Comments

This report has been prepared in consultation with the Central Okanagan Foundation in their role as the contractor providing arms-length administration and review of this grant program.

Considerations not applicable to this report:

Legal/Statutory Authority
Legal/Statutory Procedural Requirements
Personnel Implications
Communications Comments
Alternate Recommendation

Submitted by:

M. Siggers, Community & Neighbourhood Services Manager

Approved for inclusion: J. Gabriel, Divisional Director, Active Living & Culture

Attachments:

Report from the Central Okanagan Foundation
Council Policy 218 Community Social Development Grants

Cc: Divisional Director, Corporate Strategic Services
Divisional Director, Financial Services