

# Report to Council



**Date:** October 2, 2017  
**File:** [RIM Classification Number]  
**To:** City Manager  
**From:** Sandra Kochan, Partnership Manager  
**Subject:** Overview of 2018 Cultural Grants

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## **Recommendation:**

THAT COUNCIL receives, for information, the overview of 2018 Cultural Grants as contained in the report dated October 2, 2017 from the Partnership Manager;

AND THAT COUNCIL approves the guidelines for the 2018 Professional Operating Grants, 2018 General Operating Grants and the 2018 Project Grants as set out in the report dated October 2, 2017 from the Partnership Manager;

AND FURTHER THAT COUNCIL directs staff to provide, for information, a list of the 2018 recipients in the General Operating and Project programs, as well as a summary of achievements, benefits and impact arising from grants awarded in these programs in 2017.

## **Purpose:**

To provide an overview of grant programs and processes to be administered by the Cultural Services Branch for 2018.

## **Background:**

The following grant programs will be administered by the Cultural Services Branch in 2018:

### **A. Professional Operating Grants**

The purpose of professional operating grants is to provide consistent and reliable annual support to professional, established non-profit arts and cultural organizations which provide impactful, quality programs and services, demonstrate sustainable operations and contribute to the realization of the City's cultural vision, principals and goals as outlined in the Cultural Plan.

New guidelines were introduced in 2016, and other than adjusting dates as needed, no other changes are proposed. The 2018 guidelines are attached as Appendix A.

In 2017, four organizations (Okanagan Symphony, Ballet Kelowna, Alternator Centre for Contemporary Art and Bumbershoot Children's Theatre) received a total of \$140,000 through this program. Each of the organizations has provided a report to Council.

Submissions in this program are due on December 14, 2017 and upon completion of submission review, staff will bring forward a report in early February 2018 seeking approval of funding recommendations.

#### **B. General Operating Grants**

This program aims to provide annual assistance to non-profit arts, culture and heritage organizations. Most organizations benefiting from this program are small, volunteer-led organizations providing a wide range of arts, culture and heritage programs.

In 2017, 17 organizations received a total of \$114,300 through this program, a full allocation of funding available which included a small carryover from the previous year. Funding available in 2018 is \$109,300.

The 2018 program guidelines are attached as Appendix B. Other than changing dates and minor housekeeping amendments, no changes to the guidelines are proposed for 2018.

#### **C. Project Grants**

Project Grants provide assistance to non-profit organizations which deliver festivals, events or special projects which prominently feature arts, culture and heritage. Funding is provided on a matching basis for up to 50 per cent of the project cost, with a maximum of \$10,000 available per grant.

In 2017, 13 organizations received a total of \$65,000 through this program, which included \$10,000 as a one-time 'top up' incentive to support projects reflecting a Canada 150 theme.

The 2018 program guidelines are attached as Appendix C. Other than changing dates and minor housekeeping amendments, no changes to the guidelines are proposed for 2018.

#### **D. Organization Development Grants**

Organization Development Grants provide small grants to non-profit organizations seeking to undertake projects which will improve their planning, governance and capacity.

In 2017, the following changes were made to this program:

- Eligibility was expanded to include culture, sport/event and social service organizations; and
- \$15,000 in transitional funding was added to the program envelope for a total of \$30,000 available for 2017.

In 2017, 7 organizations were awarded a total of \$21,431 in Organization Development Grants.

Staff will be providing a separate report to Council regarding funding and administration of this program for 2018.

## **E. Cultural Grant Panel**

In 2017, Council approved a new process to recruit up to 12 Kelowna residents through a public Call for Applications to serve on a Cultural Grant Panel. The Panel provides independent arms-length review of General Operating and Project applications pursuant to Terms of Reference attached as Appendix D.

The 2017 process successfully recruited 12 well-qualified individuals who independently scored applications, and with facilitation from the Central Okanagan Foundation, formulated funding recommendations in a roundtable setting. As in 2017, a Memorandum of Understanding provides for a fee of \$4,700 through existing Cultural Services budget to be paid to the Foundation for its services.

Panelists were paid a reading fee per application and a per diem rate for attendance at the roundtable meetings. The same fees are proposed for 2018. Total fees paid to panelists for 2017 grant review were \$6,300, through existing Cultural Services budget.

As set out in the Terms of Reference, panelists were encouraged to serve for 2 consecutive years, and most panelists are returning for 2018. If there are any vacancies, staff will identify qualified panelists from the list of previous applicants and no public call will be issued for 2018.

### **Program activity:**

A chart summarizing applications and grant awards in the General Operating and Project programs for the years 2011 to 2017 is included as Appendix E.

### **Program promotion and information:**

Cultural Services staff ensure that program guidelines and various forms are posted on the City's website. The majority of applicants continue to access materials online, or through email.

The City distributes an email bulletin announcing that guidelines and application forms are available. This is supported by public service announcements and occasional paid advertising.

Two public information workshops are scheduled to help attendees with the 2018 application process. Workshops are free to attend but re-registration is requested.

Both workshops are on Wednesday, October 11, 2017 at the Rotary Centre for the Arts:

Workshop #1: 2:00 to 4:00 p.m.

Workshop #2: 5:00 to 7:00 p.m.

Registration will be available on line at [kelowna.ca](http://kelowna.ca) or by phoning 250-469-8800.

**Intake timeline:**

A summary of the General Operating and Project grant process for 2018 is provided in the following chart:

<b>PHASE ONE Oct-Dec</b> Application Intake	<b>PHASE TWO Nov-Jan</b> Grant Panel & Adjudication	<b>PHASE THREE Jan-Feb</b> Grant Awards & Distribution
Guidelines and application forms (available early Oct)	Grant Panel confirmation (Nov)	Staff contact all applicants (late Jan)
Public workshops (mid-Oct)	Panel orientation (mid-Dec)	Staff report to Council re: grant awards (early Feb)
Staff support for applicants (Oct/Nov)	Individual panel members review applications (Dec-Jan)	Follow up with applicants (Feb)
Application deadline (Dec. 1)	Staff review of streamlined applications (Dec-Jan)	Confirmation letters and cheques to recipients by end of February
	Panel roundtable to finalize awards (mid-Jan)	

**Accountability:**

Through the guidelines, application forms and confirmation letters, grant recipients acknowledge and agree to conditions of funding. Highlights include:

- The recipient will make every effort to secure funding from other sources as indicated in its application;
- If there are any changes in the organization's activities as presented in its application, Cultural Services must be notified in writing immediately and approve such changes;
- In the event that the grant funds are not used for the activities as described in the application, they are to be repaid to the City;
- The recipient must acknowledge the financial assistance of the City of Kelowna through use of the City's logo in accordance with prescribed standards;
- Recipients must provide a Final Report as a pre-condition for future eligibility in any Cultural Services grant program.

**Internal Circulation:**

Director, Active Living & Culture  
Communications Advisor  
Financial Planning Manager

**Existing Policy:** Cultural Policy 274

**External Agency/Public Comments:**

The Central Okanagan Foundation has been consulted in the preparation of this report.

**Considerations not applicable to this report:**

Legal/Statutory Authority  
Legal/Statutory Procedural Requirements  
Financial/Budgetary Considerations

Personnel Implications  
Communications Comments  
Alternate Recommendation

Submitted by:  
**S. Kochan**

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

**Attachments:**

Appendix A – 2018 Professional Operating Grant Guidelines  
Appendix B – 2018 General Operating Grant Guidelines  
Appendix C – 2018 Project Grant Guidelines  
Appendix D – Cultural Grant Panel – Terms of Reference  
Appendix E – Grant Summary 2011-2017

cc: Director, Active Living & Culture  
Communications Advisor  
Financial Planning Manager  
Director of Grants & Community Initiatives, Central Okanagan Foundation