



City of Kelowna
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Council Policy

Community Social Development Grants

APPROVED November 11, 2002

RESOLUTION: R946/12/10/12

REPLACING: R375/10/04/26; R858/05/09/12; R440/02/11/25; R07/00/01/10; R887/1998/11/09; R962/1996/11/25; S1053/1992/09/14

DATE OF LAST REVIEW: October 2012

A. DEFINITIONS IN THIS POLICY


Grant Committee: Consists of two (2) appointed members representing the City of Kelowna and additional members as determined by the Funding Agency.

Funding Agency: An agency contracted by an agreement with the City of Kelowna to administer the grants program.

Primary Prevention: Are services or programs oriented towards groups, rather than individuals and aim to create a positive social environment by strengthening and supporting the individual, family and community. A parenting course would be one example of such a program. Counseling services would not as they deal with providing health services to individuals, one on one.

B. CRITERIA

The purpose of the Community Social Development Grants program is to make available funding to non-profit organizations and community organizations offering socially beneficial services or programs in the municipality of Kelowna. The grant program requires that all successful applicants of the program must:

- (a) Give policy references as to how each proposal fits within the City's Social Policy Framework, which includes:
 - i. Social Policy No. 360;
 - ii. Chapter 10 of the Official Community Plan; and/or policies tagged as socially sustainable in the Official Community Plan with a person symbol; 
 - iii. Additional guiding grant policies are provided below:

Access Guide. Encourage appropriate local agencies to distribute and maintain a City of Kelowna Access Guide such that it is readily available and up-to-date;

Awareness. Continue to support appropriate agencies to organize and promote initiatives to raise awareness and improve accessibility in Kelowna;

Local Skills and Education. Work with other agencies to maximize knowledge of the skills and education required by local industries and businesses and communicate this information to the (local) agencies providing educational and re-training programs;

Education and Re-training. Partner with pertinent agencies to expand and increase educational and re-training opportunities to those who are unable to find work;

Food Security: Seek coordinated community initiatives that support food security in the city.

- (b) be innovative or unique in addressing social well-being;
- (c) promote and demonstrate volunteerism and provide evidence of community support;

B. CRITERIA (CON'T)

- (d) emphasize prevention in order to enhance, strengthen and stabilize family and community life, and improve peoples' abilities to identify and act on their own social needs;
- (e) provide clear information on their operations and planning, demonstrating transparency;
- (f) use clearly identified needs and effective planning as the basis for the services provided; (Needs are identified in the most recent Central Okanagan Foundation's Vital Signs Report);
- (g) actively encourage and pursue collaboration with other service providers in the community;
- (h) demonstrate clarity and ensure measure-ability of performance targets and timelines;
- (i) exhibit quality of management, including the satisfactory administration of any previous grant(s).

Review of the applications for funding under Council Policy 218 by the Grants Committee will use the above criteria to evaluate the applications and derive its recommendations to Council.

C. EXCLUSIONS:

Community Social Development grant funding is not available for:

- (a) programs primarily providing for recreation or leisure time pursuits;
- (b) retroactive financial support for projects and programs that occurred prior to Council's 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 (continual funding would be similar dollar amounts for primarily operational costs to one organization for a period of more than two years);
- (f) programs which offer direct financial assistance to individuals or families, or are primarily rehabilitative or crisis oriented in nature;
- (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.

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.

D. GRANT CATEGORIES

1. Establishment Grant

Purpose: <i>formative</i>	To cover needs and expenses for organizations and groups in their formative stages of development.
Assistance Categories:	Areas eligible within this grant include such items as supplies, administrative and facility costs, advertising and training expenses.
Who May Apply:	Registered non-profit societies and non-profit organizations delivering socially beneficial programs (must have established a set of working rules and regulations a banking account in the group's name <i>and have been operating for at least one year</i>) in the City of Kelowna. The establishment grant would be available on a one time only basis for organizations.
Funding Levels:	Grants shall not exceed 50% (fifty percent) of the establishment costs. The applicant is responsible for the provision of remaining funds.

2. Operational Grant

Purpose:	To provide funding to assist established non-profit groups, and non-profit organizations, with expenditures incurred in the operation and the delivery of their existing programs.
Assistance Categories:	Funding would be considered for administrative costs, program delivery, facility costs, and technical/material assistance.
Who May Apply:	Registered non-profit societies and organizations delivering socially beneficial programs (must have established a set of working rules and Regulations, a banking account in the group's name <i>and have been operating for two years or more</i>) in the city of Kelowna.
Funding Levels:	Grants shall not exceed 25% (twenty-five percent) of the applicant's operational budget. The balance of funds required shall be provided by the applicant or from other private resources. <u>Where the applicant is receiving funding from other levels of government or public agencies</u> , the maximum grant shall not exceed 10% (ten percent) of the operational budget. This category is not intended to provide the basis for permanent operational funding.

3. Special Projects Grant

Purpose:	To assist non-profit groups and non-profit organizations to stage special events or to operate short-term programs or projects (less than 12 months in duration). Projects must be clearly time-framed, not require permanent staff, and be projects which would not normally have been undertaken without this additional resource.
Assistance Categories:	To defer costs of hosting and promoting special events (i.e. facility rental, guest speakers, food, advertising, promotional items, etc.). To defer administrative and delivery costs for short-term programs/projects (supplies and materials, facility rental, non-capital equipment, and non- permanent staffing).
Who May Apply:	Registered non-profit societies and non-profit organizations (must have established a set of working rules and regulations a banking account in the group's name <i>and have been operating for two years or more</i>) delivering socially beneficial programs in the city of Kelowna that may include youth programs, inter-agency coordination, seniors' services, parent-child development, volunteer services, etc.

D. GRANT CATEGORIES (CON'T)

Funding Level: Grants shall not exceed 80% (eighty percent) of the costs of the special project. The applicant is responsible for the provision of remaining funds required.

4. Emergency Grant

- Funding will depend on the availability of funds within the Social Development Grant Reserve (R117);
- The maximum amount of any grant will not exceed \$5,000.
- The principles of an Operational Grant (see page 3) will be used as a guide, subject to the following:

Purpose: To make available to non-profit organizations and community organizations offering social programs in the city of Kelowna emergency funds for the purpose of assisting an organization through a financial crisis. It is anticipated that the funding will be short-term bridging funding only, pending more secure or ongoing funding.

Assistance Categories: Funding would be considered for administrative costs, program delivery, facility costs, and technical/material assistance.

Who May Apply: Registered non-profit societies and organizations delivering social programs (must have established a set of working rules and regulations, a banking account in the group's name *and have been operating for two years or more*) in the city of Kelowna.

Funding Levels: Grants shall not exceed \$5,000. The balance of the funds required shall be provided by the applicant or from other public or private resources;

The information on the conventional grant application form for Community Social Development grants will be required, including, but not limited to:

- audited financial statements for the last two (2) years. If the organization is newer than that, the most current official financial statement must be provided;
- how the service relates to the City's social policy framework;
- a list of the Board of Directors;
- Board meeting minutes approving the application for emergency grant funding.
- A business plan for securing more permanent sources of funding to resolve the temporary funding crisis will be required as part of the application.

NOTE: The actual funding allocated under any grant category shall be at the discretion of City Council, after consideration of all requests received, the amount of funding available, and the priorities established.

E. TIME LINE

1. Prior to the grants application deadline, the Funding Agency will hold an advertised public information session in January or February for grant applicants.
2. Completed grant applications must be submitted to the Funding Agency before closing time on the last Friday in February of the calendar year.
3. Council will review applications and recommendations in April, based on a report from the Funding Agency which outlines the recommendations of the Grant Committee (the Grant Committee will evaluate the applications using the Criteria outlined in section B of this policy).
4. Applicants that are recommended by the Funding Agency's Grant Advisory committee will be advised of Council's decision by the end of April or the first week of May;
5. Applicants that were interviewed and that were refused funding or had their funding request reduced, may request a re-evaluation of their application if they believe:
 - (a) they were refused funding despite having met the grant criteria;
 - (b) information regarding the application was not properly communicated;
 - (c) there was unfairness or bias in the evaluation process; or
 - (d) the amount granted is considerably less than requested, such that the success of the program will be affected.
6. Requests for re-evaluation must be received in writing within two weeks of the date of the letter advising of the Council's decision, and will be reviewed by the Grants Committee. The re-evaluation process is not intended as a means for groups to modify unsuccessful proposals, and the Committee will not consider any information or proposals that were not part of the original application.
7. At its sole discretion, the Committee may re-interview the applicant at its second meeting following the receipt of the request and may amend or uphold its original recommendation.
8. Any recommendation for additional funding is subject to the approval of Council. Decisions reached under this process are final and no further re-evaluation will be done.
9. 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.
10. Funding will commence once the Letter of Agreement has been received, is deemed satisfactory to the Funding Agency and signed by the Funding Agency or a qualified designate of the Funding Agency.
11. 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 Development grant fund;
12. Any unused portion of the Community Social Development 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.

Time Line for Emergency Grants

1. Emergency grant applications may be submitted throughout the year, on the basis of need.
2. 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 will be conducted.
3. 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.

4. The funded agency will need to sign a letter of agreement with the City, and have liability insurance in place, as outlined on the City's certificate of insurance, in order to claim the grant. This includes the requirement for a year-end report indicating how the money was spent and indicating what action was taken to secure more permanent funding from other sources. Format for these documents will be the same as those used for Community Social Development grants.
5. No agency will be funded retroactively for projects and programs that occurred prior to Council's decision to award the grant.
6. Emergency funding is only available to an organization once every three-year period.
7. 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 Grant Reserve.

REASON FOR POLICY

To provide a process and policy for administering grants in aid to community organizations that provide programs and services that improve quality of life for Kelowna residents and align with city policy direction.

LEGISLATIVE AUTHORITY

Sec. 176, Local Government Act

PROCEDURE FOR IMPLEMENTATION

Applications are processed through the funding agency.