



City of Kelowna  
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# Council Policy

## Community Social Development Grants

APPROVED November 11, 2002

RESOLUTION: R375/10/04/26

REPLACING: 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: April 2010

### A. DEFINITIONS IN THIS POLICY

**Grant Committee:** Consists of two (2) appointed members from the Women's and Community Advisory Committee 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.

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

- (a) required to give policy references as to how each proposal fits within the City's social policy framework as contained in the Official Community Plan;
- (b) operating from a primary prevention mandate in addressing social concerns;
- (c) be innovative in addressing social concerns;
- (d) promote volunteerism;
- (e) 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;
- (f) all funded organizations must provide citizens with clear information on their operations and planning;
- (g) all funded organizations must use clearly identified needs and effective planning as the basis for the services provided;
- (h) all funded organizations must actively encourage coordination and co-operation with other service providers in the community.

Social development grant funding is not available for programs primarily providing for recreation or leisure time pursuits.

Social development grant funding will not be funded retroactively for projects and programs that occurred prior to Council's decision to award the grant.

Social development grant funding is not available for programs which offer direct financial assistance to individuals or families, or are primarily rehabilitative or crisis oriented in nature.

Social development grant funding is not available for programs which duplicate services that fall within the mandate of a senior government agency. Limited capital costs are eligible but will not include major building projects.

Grants may not be used for the purpose of assisting 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.

## **B. GRANT CATEGORIES**

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### **1. Establishment Grant**

Purpose:	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 social programs (must have established a set of working rules and regulations and a banking account in the group's name) 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 social programs (must have established a set of working rules and regulations and a banking account in the group's name) 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 and a banking account in the group's name) delivering social programs in the City (community) of Kelowna that may include youth programs, inter-agency coordination, seniors services, parent-child development, volunteer services, etc.
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.

**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.

**C. TIME LINE**

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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 Planning by City Hall closing time on the last Friday in February of the calendar year.
3. Applications will be reviewed by the Grants Committee in March using the following criteria and forward its recommendations to Council:
  - a) relevance to City of Kelowna social policy
  - b) adherence to the Social Planning and Housing Committee terms of reference
  - c) uniqueness of the project
  - d) community need for the project and its expected impact
  - e) level of community support and volunteer involvement
  - f) degree of co-operation with other community service providers
  - g) clarity & measurability of performance targets and timelines
  - h) transparency of agency operations and planning
  - i) evidence of financial need;
  - j) quality of management, including the satisfactory administration of any previous grant(s).
4. Council will review applications and recommendations in April.
5. Only those applicants that are short-listed and interviewed by the Grants Committee will be advised of Council's decisions by the end of April or the first week in May.
6. 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.
7. 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.
8. 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..
9. Any recommendation for additional funding is subject to the approval of Council. Decisions reached under this process is final and no further re-evaluation will be done. .
10. 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.
11. 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.
12. 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;
13. 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.

**REASON FOR POLICY**

outlined in the introductory statement on page 1 of policy.

**LEGISLATIVE AUTHORITY**

Sec. 176, Local Government Act

**PROCEDURE FOR IMPLEMENTATION**

Applications are processed through the Funding Agency.