



City of Kelowna
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Council Policy

Emergency Grant Requests funded from Social Development Grant Reserve (Process for Handling)

APPROVED July 21, 2003

RESOLUTION: R375/10/04/26
 REPLACING: R858/05/09/12; R460/03/07/21
 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.

1. Emergency funding is only available to an organization once every three-year period.
2. Funding will depend on the availability of funds within the Social Development Grant Reserve (R117);
3. The maximum amount of any grant will not exceed \$5,000.
4. The principles of an operational grant within the Community Social Development Grant Policy 218 will be used as a guide, as follows:
 - Funds will be to assist established non-profit groups, and non-profit organizations, with expenditures incurred in the operation and the delivery of their existing programs;
 - Funding would be for administrative costs, program delivery, facility costs, and technical/material assistance;
 - Registered non-profit societies and organizations delivering social programs (*must have a established a set of working rules and regulations and a banking account in the group's name*) in the City of Kelowna are eligible;
 - 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 required 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 direction in the OCP;
 - a list of the Board of Directors;
 - Board meeting minutes approving the application for emergency grant funding.
5. A business plan for securing more permanent sources of funding to resolve the temporary funding crisis will be required as part of the application.
6. 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. Recommendations of the Grants Committee will be forwarded to City Council for consideration. Funding is at the discretion of City Council. Notification of a decision by City Council will be provided to the applicant no later than 5 weeks following receipt of the application.
7. 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 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.

8. The organization must claim the grant within one month following written notification of the grant approval. Any unclaimed funds will be returned to the Social Grant Reserve.
9. No agency will be funded retroactively for projects and programs that occurred prior to Council's decision to award the grant.

REASON FOR POLICY

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.

LEGISLATIVE AUTHORITY

Section 176, Local Government Act and Council Resolution.

PROCEDURE FOR IMPLEMENTATION

As outlined in the policy.