

2021 Active Living & Culture Grants Neighbourhood Grant Guidelines

First Friday of March, June and November | 4:00pm

These guidelines have been revised for 2021 – previous versions no longer apply.

If you have questions after reviewing these guidelines, you can obtain more information from Active Living & Culture staff. Please contact staff well in advance of application submission:

Strong Neighbourhoods
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2021 Neighbourhood Grants
Active Living & Culture Division
Strong Neighbourhoods
101-1360 Ellis Street
Kelowna, BC, V1Y 2A2

CITY OF KELOWNA ACTIVE LIVING & CULTURE DIVISION**CORE PRINCIPLES:**

The City of Kelowna's Active Living & Culture Division administers a number of grant programs and services for the community which:

- encourage active healthy lifestyles
- build strong neighbourhoods
- nurture lifelong participation in sport
- enhance cultural vibrancy
- facilitate development of events
- enhance social sustainability
- support effective management and operation of sport, recreation and cultural facilities

Residents seeking funding support from the City of Kelowna through any of the grant programs administered by the Active Living & Culture Division should be aware of and aligned with one or more of these core principles.

VALUES:

Residents supported by the City of Kelowna will commit to the following values:

- accessibility, diversity and inclusion: residents will not unreasonably exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, income
- accountability and fiscal responsibility: using resources effectively and efficiently
- innovation: being leaders in finding new solutions
- optimizing value: generating more value and impact from existing resources
- partnerships and collaboration: working with others to leverage energy, talent and resources

STRONG NEIGHBOURHOODS GUIDING PRINCIPLES:

The guiding principles for the Strong Neighbourhoods Program are as follows:

- A resilient/vibrant community is made up of strong neighbourhoods.
- Strong neighbourhoods are places where people have a high level of attachment to the neighbourhood through a culture of connection and engagement.
- Citizen attachment is cultivated not only by what the City provides, but also how citizens who are inspired, involved and empowered contribute to the community and their neighbourhood environment.

COVID-19 & NEIGHBOURHOOD GRANT UPDATE

Projects must follow the current public health recommendations for COVID-19. It is the applicant's responsibility to understand the current guidelines available online at www.gov.bc.ca. Neighbours can help prevent the spread of all viruses, including coronavirus, and other infectious illnesses with just a few simple habits:

- stay home if you are sick to avoid spreading illness to others
- maintain physical distance of at least 2-metres (6 feet) from others
- wear a mask in indoor public spaces or when physical distance cannot be maintained
- wash your hands often with soap and water for at least 20 seconds
- avoiding touching your eyes, nose or mouth with unwashed hands
- coughing or sneezing into your sleeve and not your hands

We take COVID-19 (Coronavirus) seriously and are following the direction of BC's Ministry of Health. Our top priority is the health, safety, and well-being of the public and our employees.

It is important to note that this is uncharted territory and that neighbourhood grant guidelines are subject to change as the situation evolves.

1.0 NEIGHBOURHOOD GRANT PROGRAM OBJECTIVES AND DESCRIPTION

1.1 Objectives:

Great cities are made up of strong neighbourhoods. In turn, strong neighbourhoods are made-up of active residents working to enhance the quality of life.

The focus of the Strong Neighbourhoods Program is on fostering connection and engagement at the neighbourhood level. One of the best practices in this area is the establishment of grant programs that empower residents. Through matching grants of up to \$1,500, the City of Kelowna's Neighbourhood Grant supports locally driven projects that are planned, implemented and managed by, and for the neighbourhood.

This program aims to provide assistance to residents at the neighbourhood level for the purpose of:

- inspiring residents to connect with their neighbours
- stimulate resident initiated neighbourhood enhancement projects
- harness local experience and expertise in neighbourhood based initiatives
- encourage resident involvement in making their neighbourhoods even better places to live
- promote neighbourhood based solutions to everyday concerns

The desired outcomes of the Neighbourhood Grant are as follows:

- residents will contribute their time and expertise to support neighbourhood-based projects
- residents will be actively involved in making their neighbourhoods even better places to live
- residents' attachment to the community will be deepened and strengthened

1.2 Applicant profile:

Applicants must live within the City of Kelowna boundaries with the focus of connecting and engaging with neighbours to enhance the neighbourhood in which they live. Applicants must have two other neighbours from different households involved with the grant project.

For the purposes of the Neighbourhood Grant, *Neighbourhood* refers to the immediate area that surrounds someone's residence, as defined by each individual, typically within walking or biking distance.

1.3 Eligibility:

Any group of three or more neighbours with an idea for a project or event that will enhance their neighbourhood is eligible. Experience in organizing a project or event is not necessary; the Community Development Coordinators are available to support the working group along the way.

To participate in this program, the applicants must:

- live in the City of Kelowna,
- live within the neighbourhood of the proposed project, and
- identify a working group including a minimum of two additional neighbours from separate households.

1.4 Ineligible applications are:

- applications whose mandates, operations and activities are not consistent with the program objectives, guiding principles and/or eligibility requirements

1.5 Eligible activities and expenses:

- equipment, materials and other items that will not revert back to private ownership
- contract services from outside the neighbourhood, e.g., master gardener, journeyman carpenter or artist
 - these services are only fundable if there is no individual within the neighbourhood willing or able to donate the necessary expertise
- promotional material and translation services
- equipment rental
- food costs, provided that total food costs do not equal more than 25% of the total grant request. Exceptions will be considered for projects focused on skill sharing or skill building specific to food preparation and preservation.

1.6 Ineligible activities and expenses are:

- retroactive projects and expenses
- any item that will revert to private ownership
- travel expenses
- trade shows or commercial/business activity
- fundraising activities and/or donations
- projects which already receive financial or in kind support from other City of Kelowna sources
- activities focused on politics or religion
- volunteer honorariums

- any project in contravention of City bylaws
- block parties where funds are used exclusively for food and drink

2.0 APPLICATION PROCESS

All applicants must complete an Expression of Interest form. Once the Expression of Interest has been submitted, the Community Development Coordinator will follow up to discuss the project further and will provide the full application form, which must:

- explain how the project addresses one or more drivers of neighbourhood attachment: aesthetics, leadership, safety, social offerings or relationships
- describe a neighbourhood enhancement component or activity that will encourage neighbours to connect to build relationships as well as share skills, talents and passions.
- describe how the project will enhance living in the neighbourhood and/or enhance connections among neighbours
- meet matching grant requirement by means of volunteer hours (valued at current BC minimum wage rate), monetary donations from businesses or community members, and other in kind contributions
- demonstrate how the project will foster neighbourhood participation

Additionally:

- Projects must comply with City of Kelowna bylaws.
- Insurance and applicable permits is the responsibility of the applicant

Residents considering submission of an application are encouraged to do the following:

- Review these guidelines
- Complete the Expression of Interest form
- Contact staff to discuss eligibility for this program or to obtain more information.

Completed application forms (including signatures), and required support materials must be submitted by the deadline, to:

2021 Neighbourhood Grant
Attn: Strong Neighbourhoods
City of Kelowna Active Living and Culture
101 – 1360 Ellis Street
Kelowna, BC V1Y 2A2

Or email a scanned hard-copy or digitally signed PDF, and required support materials, to neighbourhoods@kelowna.ca

Submission of an application does not guarantee funding. Obtaining a grant is a competitive process and demand often exceeds available resources.

3.0 ASSESSMENT CRITERIA

The criteria listed below and in Schedule 1 represent 'good' practices for project development and delivery. Assessment will be based on the degree to which applicants meet the criteria, based on the information they provide.

All projects are unique; there is no expectation that a resident group must demonstrate exceptional performance in all areas in order to receive funding support. However, the assessment criteria provide an objective framework within which the project's feasibility and impact can be considered, and form the basis for constructive feedback to the organization.

Applications will be considered on the benefit of projects to their neighbourhoods, and the City, through the following categories:

- Neighbourhood participation and impact
- Alignment with Council priorities and the program's focus areas
- Feasibility of project
- Sustainability of the project

***Please note:**

- Applicants who meet the above criteria and have not previously received grant funds will be given priority.
- Applicants will be limited to one Neighbourhood Grant per twelve-month period.
- Applicants cannot apply for recurring funding for a project already supported by the Strong Neighbourhood Program.

Drivers of Neighbourhood Attachment

| Focus Area | Objective |
|-------------------------|--|
| Aesthetics | Enhance the physical appearance, character, or natural environment in your neighbourhood. Examples: nectar trail, neighbourhood garden, mural, sidewalk art |
| Leadership | Encourage/involve multiple neighbours to participate in planning and/or implementing the project including opportunities for neighbours to share skills with each other Examples: teaching neighbours how to cook, starting a knitting circle |
| Safety | Enhance safety of neighbourhood or among neighbours. Examples: Neighbourhood Evacuation Toolkit, traffic calming signs, AED training |
| Social Offerings | Provide opportunities for neighbours to gather and have fun Examples: Holiday decorating along street, little free library/pantry, play box |
| Relationships | Create opportunities for neighbours to connect, especially neighbours that are new or haven't interacted in the past Examples: neighbourhood concert, outdoor movie night, buddy bench |

* The project or event application must meet at least one of the five focus areas

4.0 ASSESSMENT OF APPLICATIONS

4.1 *Staff Review:*

A grant review committee consisting of City staff from various departments will review all grant applications within 2 weeks of the grant application deadline. Within five weeks of the application intake deadline, applicants will be notified of their application results.

4.3 *Notification and Distribution:*

Applicants will receive an email notification of approval within 5 weeks of the intake deadline. Applicants will receive a letter of confirmation and next steps detailing any terms and conditions, feedback or follow up items.

4.4 *Request for Clarification/Request for Reconsideration:*

Applicants who do not agree with a funding notification may request further clarification from staff, or if still in disagreement after clarification, may make a formal request for reconsideration by the Director of the Active Living & Culture Division. In the event of a formal request for reconsideration, the City may delay distribution of some or all of the funds in this program until all of the funding decisions have been resolved.

4.5 *Support and Project Delivery*

Approved grant applicants will be connected to a Community Development Coordinator who will provide support and guidance in:

- Developing the project concept
- Establishing the project plan
- Implementing the project
- Evaluating the project impact

During the implementation phase:

- Recipients will connect with the Community Development Coordinator regularly in order to give updates, troubleshoot, and further plan their upcoming project goals. This can be done in person, by phone, or by email
- Recipients will be required to recognize the financial assistance of the City of Kelowna and Central Okanagan Foundation on all formal promotions and communications
- The project lead will be required to sign a letter of agreement that will clearly outline the terms and conditions of the grant
- The project lead or co-lead will be responsible for project funds and reporting
- Grant recipients will be required to provide proof of insurance coverage where necessary
- Upon receipt of the signed letter of agreement a timeline for the funding to be released will be established

4.6 **Final Report:**

Successful applicants must provide a Final Report in a prescribed format to the Active Living & Culture Division. Receipt of a completed report is a pre-condition for future eligibility in any City of Kelowna grant program. Final Reports may also be considered part of assessment of any future applications by the organization.

Final Reports for Neighbourhood Grant projects must be submitted within 15 days of completion of the project, unless other arrangements are made with staff.

As the project concludes:

- Recipients will be required to complete and submit a short project evaluation form to provide details such as the project's impact on the neighbourhood
- As part of the final evaluation report, applicants are expected to provide a final budget
- Recipients will be required to provide a summary paragraph and a minimum of three photographs of the project, with signed photo release forms, to be published on the kelowna.ca/neighbourhoods website
- Any unused funds must be returned to the City of Kelowna
- At the one year anniversary of project completion:
 - Recipients will be required to complete and submit a short follow-up project evaluation form to provide details such as neighbourhood usage, maintenance, challenges of the project, and neighbourhood impact.
- Failure to submit a Final Report will affect future eligibility.

5.0 **TIMELINE**

A typical timeline appears in the table below. The timeline is subject to change.

| | Summer | Fall | Winter |
|-----------------------|---|----------------------|--------------------------|
| Application Deadline | First Friday in March | First Friday in June | First Friday in November |
| Decisions Announced | First Friday in April | First Friday in July | First Friday in December |
| Implementation Phase | May - September | August - December | January - April |
| Project Completion By | September 30 | December 31 | April 30 |
| Final Report Due | Fifteen days after project is completed | | |

* If deadline lands on a statutory holiday, the next business day will serve as the new deadline.

6.0 **CONDITIONS OF FUNDING**

The Neighbourhood Grant is a matching grant; the funding availability and requirements are as follows:

- **Maximum grant amount is \$1,500 per project/initiative**
- In total, the Central Okanagan Foundation funds \$15,000 towards Neighbourhood Grants
 - The \$15,000 will be distributed over the three intake periods - \$6,000 is available per intake for March and June while \$3,000 is available for the November intake.
 - Any funds remaining from an intake will be carried over to the next intake
- Matching contribution can include cash, in-kind volunteer hours valued at current BC minimum wage rate, and/or donated materials and equipment
- Application budgets must accurately reflect the estimated costs of the project

- If all funds are not awarded during a grant cycle, applications received after the deadline which meet all other criteria will be considered on a 'first come, first serve' basis

The below conditions will apply to any resident receiving funding from this program:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities
- The resident will make every effort to secure funding from other sources as indicated in their application
- The resident will maintain proper records and accounts of all revenues and expenditures relating to its activities and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors
- If there are any changes in the resident's activities as presented in its application, the City must be notified in writing immediately and must provide approval for such changes
- In the event that the grant funds are not used for the resident's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City
- Receipt of a grant does not guarantee funding in the future

7.0 CONFIDENTIALITY

All documents submitted by applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and assessors for the purposes of evaluation, administration and analysis. General information about the project, including the funded amount and the organization being funded under the program may also be released. The City will not release any additional information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.