

2021 Active Living & Culture Grants Youth Development and Engagement Grant Guidelines

Application Deadline: January 17, 2021 | 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:

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2021 Youth Development and Engagement Grant
City of Kelowna Strong Neighbourhoods Program
101-1360 Ellis St
Kelowna, BC V1Y 2A2
HOURS: Monday to Friday | 8am to 4pm

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.

STRONG NEIGHBOURHOODS GUIDING PRINCIPLES

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

- It takes citizens who are inspired, engaged and empowered to create strong neighbourhoods
- One of the best practices for fostering neighbourhood connection and engagement is the establishment of grant programs that empower residents
- Mentoring youth provides as much or more benefit than the monetary sum given through a grant
- Mentorship provides the opportunity for youth to develop the transferable skills that will support their lifelong ability to continue to contribute to the community they live in

VALUES

This program supports:

- the City's Mission of leading the development of a safe, vibrant and sustainable city
- the Corporate Plan of engaging communities
- City Council's focus of building community safety, social and inclusive neighbourhoods and vibrant neighbourhoods.

Youth Development and Engagement Grant is one of many grant programs provided by the City of Kelowna. Information about other grant opportunities is available on the City's website: kelowna.ca/grants

1.0 YOUTH DEVELOPMENT AND ENGAGEMENT GRANT PROGRAM DESCRIPTION AND OBJECTIVES

1.1 *Description:*

The Youth Development and Engagement Grant is a matching grant of up to \$1,000 designed to empower youth (aged 13-19) to participate in civic engagement, receive mentorship and shape their neighbourhoods by leading neighbourhood enhancement projects. In working with other youth from the neighbourhood, this grant will provide the opportunity for youth to build neighbourhood relationships, gain a greater sense of neighbourhood pride, develop leadership skills and have fun!

This grant is intended to foster the potential in youth by providing them with support in the development and delivery of youth-led projects that enhance their neighbourhood environment and contributes to its' vitality.

1.2 *Objectives:*

The desired outcomes of the Youth Development and Engagement Grant are as follows:

- Kelowna youth will be inspired, engaged and empowered to create the best city they can imagine
- Youth will lead the development and delivery of neighbourhood enhancement projects
- Youth will contribute to enhancing the quality of life at a neighbourhood level
- Youth attachment to the community will be deepened and strengthened
- Increased civic engagement by youth

2.0 ELIGIBILITY

2.1 *Applicant profile:*

Applicants must live within the City of Kelowna and meet the below eligibility requirements.

2.2 *Eligibility:*

Any group of three or more youth with an idea for a project or event that will enhance their neighbourhood is eligible.

To participate in this program, the applicant must:

- be 13-19 years of age
- reside in Kelowna
- indicate commitment from two other youth from the same neighbourhood who will co-lead the proposed project
- live in the neighbourhood where the proposed project would take place
- identify a project sponsor if all members of the project team are under 19 years of age

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

2.3 *Ineligible applications are:*

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

2.4 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
- training for skills required for projects i.e. FoodSafe
- food costs, to a maximum of \$10 per person, to compliment the neighbourhood enhancing project

2.5 Ineligible activities and expenses are:

- retroactive 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, drink, and entertainment

3.0 APPLICATION PROCESS

Each application must indicate the following:

- describe the project and how it will impact the neighbourhood
- outline how the project will foster neighbourhood participation
- provide a budget which includes details regarding how grant funds will be matched
- have a sponsor co-sign their application if they are under the age of 19
- identify and provide contact information for two other youth who are committed to the project
- demonstrate how their project will enhance one or more drivers of neighbourhood attachment

Drivers of Attachment

Focus Area	Objective
Aesthetics	Enhance the physical appearance, character, or natural environment in your neighbourhood <i>Examples: nectar trail; neighbourhood garden; mural; sidewalk art</i>
Leadership	Involve multiple neighbours to share their skills, passions and/or knowledge <i>Examples: teaching neighbours how to cook, paint, knit, or build something</i>
Safety	Enhance safety, especially traffic, bike, and pedestrian safety within the neighbourhood <i>Examples: neighbourhood evacuation toolkit, AED training, neighbourhood clean-up</i>
Social Offerings	Provide opportunities for neighbours to gather and have fun <i>Examples: Holiday decorating along street, little free library, playbox, talent show, art show</i>
Relationships	Create opportunities for neighbours to connect, especially neighbours that are new or haven't interacted in the past <i>Examples: neighbourhood concert, outdoor movie night, buddy bench</i>

Once a youth group has submitted an application, a Community Development Coordinator will follow up to discuss the project further and next steps of the grant process.

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

3.0 ASSESSMENT

3.1 *Criteria:*

Assessment will be based on the degree to which applicants meet the criteria, based on the information they provide. Applications are to be considered based on the benefit of the project to the youth applicants, their neighbourhood and the City through the following categories:

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

*Projects from groups that have not previously received a grant will be given priority

3.2 *Staff Review:*

Applications in this program are evaluated through Active Living & Culture staff review, which enables a streamlined and expedited process. Staff may call upon experienced sector or discipline experts or funding agencies in an advisory capacity if circumstances warrant. Staff will evaluate the applications based on the program criteria and will forward their recommendations to the Divisional Director of Active Living and Culture for final approval. The decision of the Divisional Director of Active Living and Culture will be final.

In some cases, an applicant may be required to submit further information before a final decision can be made.

3.3 *Notification and Distribution:*

Applicants will receive an email notification of evaluation results within five weeks of the staff review. Applicants will receive a letter of confirmation and next steps detailing any terms and conditions, feedback or follow up items. Funding will be provided by means of cheque once the next step items in the notification letter have been met. The primary contact and project sponsor will be required to sign a letter of agreement that will clearly outline the terms and conditions of the grant, their commitment to attend workshops and provide proof of any applicable insurance coverage.

3.4 *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.

4.0 MENTORSHIP

4.1 *Support and Project Delivery:*

Project teams 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

4.2 *Workshops:*

Four workshops will be offered to assist project groups in finalizing their project plans, budgeting, creating timelines and action plans, recruiting neighbourhood volunteers, and other work critical to their project's success. All project group members will be encouraged to attend all four workshops. At least one member of each project group will be required to attend each workshop and all participants will be encouraged to attend at least one workshop.

5.0 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 2021 Youth Development and Engagement Grants must be submitted within 15 days of completion of the project, unless other arrangements are made with staff.

As the project concludes:

- Participants will be required to complete a short project evaluation form
- Participants will be asked to provide stories and photographs of the process
- Participants will be expected to provide a final budget
- All project participants will be invited to a year-end celebration event

6.0 TIMELINE

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

Activity	Timeframe
Program Promotion	September through December
Community Information Session	November
Application Intake Deadline	Third Sunday of January
Application review	January/February
Applicant Notification	February (within 5 weeks of deadline)
Mentorship Workshops	March/April
Grant Project Implementation	April-November
Program Evaluation	Upon project completion
Program Celebration	November

7.0 CONDITIONS OF FUNDING

The Youth Development and Engagement Grant is a matching grant. The funding availability and requirements are as follows:

- **Maximum grant amount is \$1,000 per project/initiative**
- The project lead or co-lead will be responsible for project funds and reporting
- Upon receipt of the signed letter of agreement, a timeline for the funding to be released will be established
- 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 (\$5,000) 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

This program is not to be an ongoing source of support and the entry of new applicants into the program will be considered a priority. Residents are limited to one grant from this program per calendar year and must have submitted a Final Report as a pre-condition for future eligibility.

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

- Funding will be awarded once the items in the next steps letter of notification have been completed/addressed
- 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 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 review
- 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

8.0 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.

9.0 SCHEDULE 1 – DETAILED ASSESSMENT CRITERIA

General Criteria /2	Are all the sections of the application completed?
	Have 2 additional individuals completed their portion of the working group section?
Project Description /3	Is the concept clear?
	Is the project feasible/doable/allowable within City bylaws and regulations?
	Is the project innovative?
Focus Area(s) /5	Does the applicant meet at least 1 of the 5 focus areas (i.e., aesthetics, leadership, safety, social offerings, relationship)?
Neighbourhood Involvement /3	Is there a neighbourhood engagement plan in place?
	Does the project have the potential to involve multiple neighbours in a meaningful way?
	Is there a reasonable plan to involve new or never before engaged neighbours?
Impact /2	Is it reasonable to expect that the project will enrich the neighbourhood?
	Will multiple households be positively affected by the project?
Logistics /3	Is the proposed location acceptable?
	Will the project be completed within the timeframe available?
	Will the project be free of ongoing maintenance? If not, is there a feasible sustainability plan?
Budget /3	Is the budget reasonable?
	Is there a plan in place to match the funds (i.e., matching contributions, in-kind donations, volunteer hours)?
	Can the project continue if less than the requested funding is awarded?
	Are there any questions that need to be answered before going ahead?
	What other departments need to be involved in the decision/implementation?