



Active Living & Culture
 Parkinson Recreation Centre
 1800 Parkinson Way
 Kelowna, BC V1Y 4P9
 Kelowna.ca

**ORGANIZATION
 DEVELOPMENT
 SCREENING TOOL**

2019 Organization Development Grant Screening Tool

Organization's Legal Name:	
Contact Name:	Title:
Email:	Phone:

Organization Eligibility

		Yes	No
	Have you read the program guidelines and determined that your organization is eligible and you have a project that fits the criteria of the program?		
<p>If you answered no, please stop here and review the program guidelines available at www.kelowna.ca/grants If you answered yes, please continue to the next section.</p>			
Organization Eligibility	Are you a registered non-profit or charitable sport, event, social service or arts, culture or heritage organization?		
	Does your organization receive support from the City of Kelowna?		
	Are you physically located, have an active presence and have the majority of your programs and services delivered within the City of Kelowna for at least two years?		
	Do you have a sport, event, social service or cultural mandate and profile which is consistent with the guidelines?		
	Have you fulfilled all reporting requirements for any previous grants or funding support from the City of Kelowna?		
	Do you have a Board of Directors composed of volunteers and who are representative of your mission and audience?		
	Do you have a current operating budget and prepared financial statements for the most recently completed fiscal year?		
<p>If you answered no to any of the above questions, please stop here and discuss your organization's eligibility with your Active Living and Culture Division representative. If you answered yes, please continue to the next section.</p>			

Project Overview

Project Overview	Please provide a snapshot of your project in 75 words or less:
	How do you think the project will help your organization now and in the future?

Project Feasibility

		Yes	No
Project Feasibility	Does your proposed project involve the use of an arm's length consultant or provide for attendance at a reputable training program?	<input type="checkbox"/>	<input type="checkbox"/>
	Have you determined a project timeline? Will the project be completed in a 12-month period?	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have sufficient human and financial resources to support the project and the project budget? A reminder that 50% matching funds are required.	<input type="checkbox"/>	<input type="checkbox"/>
	Has your organization, including your Board of Directors, committed to changing and improving its governance and/or operations as a direct result of the project?	<input type="checkbox"/>	<input type="checkbox"/>

You have completed the Organization Development Screening Tool. Please return this completed form to Parkinson Recreation Centre or to your Active Living and Culture Division representative to discuss the next steps in your application.