



Active Living & Culture
 Cultural Services Branch – City Hall
 1435 Water Street
 Kelowna, BC V1Y 1J4
 kelowna.ca/culture

PROJECT APPLICATION

2019 Project Program Grant Application

2019 Project Grant Amount requested: \$	<input type="checkbox"/> New applicant <input type="checkbox"/> Returning applicant		
Project Name:			
Organization's Legal Name:			
Address:			
Phone:	Postal Code:		
<input type="checkbox"/> Registered Non-Profit Society	Society No.: Date of Incorporation:	<input type="checkbox"/> Registered Charity	Charitable No:
Have you transitioned to the new Societies Act?	Yes/No	Date of Transition:	
Contact Name:		Title:	
Phone:		Email:	
Alternative Contact (optional):		Title:	
Phone:		Email:	

Declaration

This declaration is to be signed by two signing officers of your organization.

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. On behalf of the applicant organization, I agree to the following conditions if this application is successful:

- 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 organization will make every effort to secure funding from other sources as indicated in its application;
- The organization 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 organization's activities as presented in its application, Cultural Services must be notified in writing immediately and approve such changes;
- In the event that the grant funds are not used for the organization'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;
- The organization must acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to its activities, such as programmes, brochures, posters, advertisements, websites, news releases and signs. Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards;
- Receipt of a grant does not guarantee funding in the future

Signature

Title

Name (please print)

Date

Signature

Title

Name (please print)

Date

PROJECT DESCRIPTION

Project Name:
Proposed Date(s):
Proposed Location(s):

Returning Project – previously held in _____(years)

PROJECT QUALITY

1. Describe your project. Give a brief description of what you are proposing to do and why? Evaluation Criteria (see more)

(750 characters maximum)

2. If your organization receives operating support from the City of Kelowna, how is this project separate and distinct from your normal programs and services?* Leave blank if not applicable. [Evaluation Criteria \(see more\)](#)
(750 characters maximum)

*Please confirm project eligibility with City staff prior to proceeding.

3. Describe the central arts, culture or heritage focus of this project. [Evaluation Criteria \(see more\)](#)
(500 characters maximum)

4. What makes your project distinctive, original, unique or innovative? Evaluation Criteria (see more)

(750 characters maximum)

5. Describe how residents and visitors will be engaged in your project. Evaluation Criteria (see more)

(750 characters maximum)

6. Provide information about key artistic and/or cultural leaders involved with your project (up to 100 words for each biography). Evaluation Criteria (see more)

Name/Title	Skills & Experience	Project responsibilities
<input type="checkbox"/> Volunteer or <input type="checkbox"/> Paid		
<input type="checkbox"/> Volunteer or <input type="checkbox"/> Paid		
<input type="checkbox"/> Volunteer or <input type="checkbox"/> Paid		
<input type="checkbox"/> Volunteer or <input type="checkbox"/> Paid		
<input type="checkbox"/> Volunteer or <input type="checkbox"/> Paid		
<input type="checkbox"/> Volunteer or <input type="checkbox"/> Paid		

8. Who else has a vested interest in the project? List major partners, collaborators and key stakeholders and provide a brief description of how you will work together. (Do not list donors, funders, sponsors or suppliers.) *Evaluation Criteria (see more)*

Organization, Contact Name and Phone Number	How do you work with this partner? How does collaboration with this partner leverage human or financial resources?

*Please ensure your partners are aware of the content of this application. These organizations may be contacted to confirm their participation and level of support.

9. How will you create public awareness of and drive participation for your project? Do you have a communications or marketing plan? If yes, please attach a copy . *Evaluation Criteria (see more) (500 characters maximum)*

11. What are the sources of revenue for this project? Please fill out the table below and include the specific group, agency, or business source involved even if not confirmed. *Evaluation Criteria (see more)*

Project Revenues	\$	Source (be specific)	Confirmed
Earned Revenue			<input type="checkbox"/>
City of Kelowna Project Grant (b)			<input type="checkbox"/>
Other Grant Programs:			<input type="checkbox"/>
			<input type="checkbox"/>
Fundraising/Donations			<input type="checkbox"/>
In-kind Support (c)			<input type="checkbox"/>
Other:			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Total Revenue	(f) \$		

Use the table below to confirm your project budget balances.

Total Revenue (f)	\$
Less Total Expense (d)	\$
	\$ 0.00

12. To double check your eligibility for this grant, please complete the following table with the figures from the questions above. *Evaluation Criteria (see more)*

Cash + In-kind (a + c)	\$	= or > greater than the Grant Request (max. \$10,000)	(b) \$
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Matching requirement met

13. For returning projects ONLY. If the total grant requested is an increase over previous grant amounts awarded, please provide justification for the increase. *Evaluation Criteria (see more)*

(250 characters maximum)

PROGRAM IMPACT

14. What is the projected number of people attending or participating in your project? Evaluation Criteria (see more)

15. What information or evidence do you have to support your projection? Evaluation Criteria (see more) (750 characters maximum)

16. Who benefits from the project and how do they benefit? Evaluation Criteria (see more) (750 characters maximum)

17. How will you work to ensure that your project is accessible and inclusive for anyone who would like to participate regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Will you be reaching out to any underserved populations in the community? [Evaluation Criteria \(see more\)](#)

(500 characters maximum)

18. Will your project be of interest to visitors to Kelowna? If yes, what is your plan to reach out to them?

[Evaluation Criteria \(see more\)](#)

(250 characters maximum)

19. What strategies do you have in place to lessen the impact of the project on the environment? Please discuss your plans for reduction of waste, gathering of recyclables, disposal of hazardous materials (paint, solvents, etc.) and maintaining site conditions (wildlife, plants, grass, soil, water, parking), if applicable. Evaluation Criteria (see more)

(750 characters maximum)

Supporting Documents Checklist

- Completed application – signed by two officers of your organization
- Communication and/or marketing plan (if available) (Q9)

****New applicants** must also include:**

- Certificate of Incorporation
- Society Constitution & Bylaws

Electronic copies only:

- Most recently filed BC Ministry of Finance Form 4 (Annual Society Report)
- Society Constitution & Bylaws (*only if bylaws have changed since your last application*)

If any of the above is missing, your application will be ineligible for adjudication.

Cultural Services staff are available to review your draft application prior to November 16, 2018.

Answer all questions on the form concisely, and include all of the requested supporting materials – use the provided checklist to ensure that your application is complete.

Applicants will also be able to receive feedback from the Cultural Services staff after the grant decisions have been made.

Grant recipients are required to complete a final report in a prescribed format for the City of Kelowna Cultural Services Branch. Receipt of these reports is a precondition for consideration of an organization's future grant applications, in any category.

Final Reports must be submitted within 60 days of project completion. If the applicant intends to apply for support in 2020, a Final Report for the 2019 project must be provided prior to the 2020 grant deadline.

Submission Deadline: Friday, November 30, 2018 at 3:00pm PST

Late applications will not be accepted.

Deliver completed and signed application form along with digital support documents on Flash Drive and other supporting materials by the deadline to:

2019 Project Program Grants
City of Kelowna Cultural Services Branch
City Hall
1435 Water Street
Kelowna, BC V1Y 1J4

HOURS: Monday-Friday 8:00am-4:00pm (closed on Statutory Holidays)

**Applications will be accepted through Canada Post mail provided that they are received prior to the deadline.*

Or email a scanned hard-copy or digitally signed PDF, and required support materials, to:

Christine McWillis
Cultural Services Manager
cmcwillis@kelowna.ca

**If sending via email, please ensure you receive confirmation of submission.*