

2021 Active Living and Culture Grant Program: Recovery and Sustainability Grant Guidelines

Deadline: Monday, March 15, 2021 at 3 p.m. PST

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

Arts, Culture & Heritage Organizations:

Christine McWillis

(250) 470-0640

cmcwillis@kelowna.ca

Sport and Event Organizations:

Doug Nicholas

(250) 469-8859

dnicholas@kelowna.ca

2021 Recovery and Sustainability Grant Program
Active Living and Culture
ATTN: Cultural Services
103-1360 Ellis Street
Kelowna, BC V1Y 2A2

HOURS: Monday to Friday, 8 a.m. to 4 p.m.

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 the development of events
- enhance social sustainability
- support effective management and operation of sport, recreation and cultural facilities

Organizations 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 these core principles.

VALUES:

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

- accessibility, diversity and inclusion: the organization 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

The Recovery and Sustainability Program 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 PROGRAM OBJECTIVES AND DESCRIPTION

1.1 Objectives:

This program aims to help non-profit organizations who continue to be significantly impacted by lost earned revenue as a result of the COVID-19 pandemic. This fund is intended to support organizations impacted by lost participant fees, lost ticket sales, or cancelled community events/festivals.

For some organizations the reality of closures and cancelled seasons/events have created excessive strain on the future viability of the organization.

This funding is not intended to make an organization whole but rather to assist with recovery and future sustainability planning and assisting the organization to adapt to the current circumstances.

Broadly-stated outcomes of participation in the Recovery and Sustainability grant program include:

- increasing the ability to adapt to changes resulting from COVID-19;
- building organizational strength and resilience for future success;
- enhancing the capacity of the organization to develop a broader and more sustainable funding model; and
- being more strategic in the delivery of impactful programs and services in the community.

This program is not an ongoing source of support. Organizations are limited to one grant.

1.2 Description:

The Recovery and Sustainability Program is more than a financial contribution to the organization. Those selected for the program will be required to participate in a multi-step process as described below:

Step 1: Planning

- Upon selection, engage its' Board of Directors and key staff/volunteers in a consultant led process to develop a 'Recovery and Future Sustainability Plan'. The program consultant will guide the organization through an interactive workshop that will support the development of the plan. The organization should expect to spend approximately 15-20 hours to complete the plan but this may vary depending on the complexity of the organization. This process requires the organization to review the impact of COVID-19 on the organization, gain a deeper understanding of its current state and develop strategies to overcome current challenges or capitalize on existing opportunities.
- The program consultant is provided to the selected organization at no cost.

Step 2: Approval and Funding

- Submit the completed plan for review and approval.
- Upon completion of an acceptable Recovery and Future Sustainability Plan, funding will be released to the organization to support action on the recovery process.

Step 3: Implementation

- The organization is expected to work toward completion of the action items established within the plan.

Step 4: Evaluation and Next Steps

- Participate in a self-evaluation process approximately 1-year after receipt of funding to share progress, successes and ongoing challenges.
- The evaluation process will also encourage the organization to update their plans and determine further action steps as may be required.

1.3 Organization profile:

Organizations participating in this program are Kelowna-based, established, non-profit sport, event, or arts, culture and heritage organizations which continue to be impacted by lost participant fees, lost ticket sales or cancelled community events/festivals.

The organization has identified a need for recovery and sustainability planning and the Board of Directors has committed to the established process contained within these guidelines.

Organizations will fall under one of two categories:

- *Category A:* Non-profit organizations in this category operate their own facilities. These organizations must have at least one full-time staff person OR substantial fixed costs that cannot be reduced, impacting the organizations survival. This category will receive \$10,000.
- *Category B:* Non-profit organizations in this category operate from rented facilities and work primarily with volunteer, contract or part-time staff. This category will receive \$5,000.

1.4 Eligibility:

To participate in this program, the organization must:

- be a registered non-profit society with the BC Registry or a registered charity with the Canada Revenue Agency (CRA) and be registered for at least two (2) years at the time of the application submission;
- be physically located, have an active presence and have the majority of its programs and services delivered within the City of Kelowna for at least two (2) years at the time of the application submission;
- have a sport, event or cultural mandate and profile which is consistent with these guidelines;
- have fulfilled all reporting requirements for any previous grants or funding support from the City of Kelowna;
- be able to demonstrate a loss of earned revenue as a result of COVID-19 and have applied to other emergency funding sources;
- have a Board of Directors composed of volunteers and representative of its mission and audience. Directors must:

- Meet the minimum statutory requirements imposed by the relevant incorporation statute (i.e. *BC Societies Act*); and
- Not be remunerated for their services as Director (except for reimbursement of reasonable expenses) nor hold concurrent staff positions; and
- demonstrate an inclusive, diverse and welcoming approach in their operations and activities.

1.5 Ineligible organizations are:

- publicly funded or private educational institutions (public schools, universities, colleges, training organizations), religious and political groups;
- organizations which have not fulfilled reporting requirements for any previous grants from the City of Kelowna; or
- unincorporated committees, groups, collectives or individuals.

1.6 Eligible expenses are:

- operational expenses (overhead, facilities, equipment or staff) that has not been able to be covered by other support programs; or
- expenses related to a shift in future direction that will stabilize the organization and prepare for the future.

1.7 Ineligible activities and expenses are:

- trade shows or commercial/business activity;
- organization start-up costs;
- bursaries or scholarships;
- development of capital proposals or feasibility studies; or
- activities focused on politics, education, religion or advocacy.

2.0 APPLICATION PROCESS

The application process is online and can be found on the [City's website](#).

Organizations considering submission of an application are encouraged to do the following prior to completing an application form and well in advance of the application deadline:

- Review these guidelines; and
- Contact City staff if you require more information:

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Only online applications will be accepted. If you are having problems with the online system, please contact culture@kelowna.ca.

Please ensure you receive email confirmation upon submission.

Incomplete or late applications will not be accepted. Submission of an application does not guarantee funding. Applications to City of Kelowna grant programs is a competitive process and demand often exceeds available resources

3.0 ASSESSMENT CRITERIA

Assessment will be based on the degree to which organization meet the described criteria, based on the information they provide. The criteria include:

- meets the eligibility criteria described in these program guidelines;
- demonstrates the need for recovery and sustainability planning and organization funding as a result of lost earned revenue;
- demonstrates board and senior staff (where applicable) commitment to the completion of the requirements of the program; and
- demonstrates capacity and commitment to participate in recovery planning and action plan implementation over the next year.

All organizations face their own set of unique challenges and opportunities. We encourage all eligible organizations to apply. The assessment criteria provide a framework within which the feasibility of completing the requirements and impact on the organization can be considered.

4.0 ASSESSMENT OF APPLICATIONS

4.1 *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.

Review will take place within 30 days of the program deadline.

4.2 *Interview:*

Following completion of the staff review, applicants may be contacted to discuss the evaluation, build understanding about how the organization will address any concerns arising, and engage in a broader dialogue about the organization.

4.3 *Notification and Distribution:*

Applicants will receive an email notification of evaluation and a letter of confirmation detailing any terms and conditions, feedback or follow up items, within 14 days of approval notification.

Upon completion of an acceptable Recovery and Sustainability Plan, approved organizations will receive funding to support action on the recovery process (Category A: \$10,000 and Category B: \$5,000).

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 **Final Report:**

Participation in the self-evaluation process approximately 1-year after receipt of funding is considered a mandatory component in receipt of program funding.

Successful completion of the self-evaluation process is a pre-condition for future eligibility in any City of Kelowna grant program and may be considered part of the assessment of any future applications by the organization.

5.0 **TIMELINE**

Applications will be open to organizations by February 16, 2021.

| Application deadline | Staff review/ email Notification | Consultant led process and organization action planning work* | Organization implementation of action plan | Final report/ self-evaluation process |
|------------------------|----------------------------------|---------------------------------------------------------------|--------------------------------------------|---------------------------------------|
| Mar 15, 2021 at 3:00pm | By April 15, 2021 | April 15-June 30, 2022 | Spring 2021 through Spring 2022 | Spring 2022 |

*The organization will receive funds within 30 days of receipt of an approved action plan.

The timeline is subject to change.

6.0 **CONDITIONS OF FUNDING**

In addition to any specific terms and conditions which may arise from the staff review, the conditions below will apply to any organization receiving funding from this program:

- The organization is required to have maximum participation by its Board of Directors and senior staff (where applicable) in the consultant led planning and evaluation processes;
- The organization is required to submit a Recovery and Future Sustainability Plan in the template provided during the consultant led process in order to receive funding;
- The funding provided will be used to support the recovery and future sustainability efforts of the organization;
- 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;
- The organization agrees to indemnify and save harmless the City and its elected and appointed officials, officers, and employees, in respect of all claims for bodily injury or death, property damage, or other loss or damage arising from the conduct of any work by or any act or omission of the organization or any directors, officers, volunteers, or employees, of the organization; and
- This is a one-time grant program. 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 organization, including the funded amount and the organization being funded under the program may also be released. Overall program successes and challenges experienced by organization as contained in the final report may be also be disclosed. 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.