



Organization Development Grant Program

Sample application

This is a sample of the online application and final report, provided to assist you in preparing for the Organization Development Grant process. Questions are subject to change from year-to-year and some variation may occur.

To further assist, grant information sessions are held each September. Check the website for exact dates and registration.

If you have questions after reviewing this sample application, you can obtain more information from City staff. Please contact staff well in advance of the deadline:

Cultural Organizations:
Christine McWillis
250-470-0640
cmcwillis@kelowna.ca

Sport and Event Organizations:
Doug Nicholas
250-469-8859
dnicholas@kelowna.ca

Social Service Organizations:
Stephanie Martin
250-470-0687
smartin@kelowna.ca

Organization Development Grant
City of Kelowna, Active Living & Culture
c/o Smith Avenue Office
101-1360 Ellis Street
Kelowna, BC V1Y 2A2
HOURS: Monday to Friday, 8 a.m. to 4 p.m.



Section 1: Application

Eligibility

1. 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?
2. Is your organization a registered non-profit or charitable sport, event, social service or arts, culture or heritage organization?
3. Is your organization physically located, have an active presence and have most of your programs and services delivered within the City of Kelowna for at least two years?
4. Does your organization have a sport, event, social service or cultural mandate and profile which is consistent with the guidelines?
5. Has your organization fulfilled all reporting requirements for any previous grants or funding support from the City of Kelowna?
6. Does your organization have a Board of Directors composed of volunteers who are representative of your mission and audience?
7. Does your organization have a current operating budget and prepared financial statements for the most recently completed fiscal year?
8. What is your organization's connection with the City of Kelowna?
 - Connection to the City of Kelowna:
 - Connection to Kelowna residents:
 - Need for services:

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.

Organization Profile

1. Organization's Legal Name
2. Mailing Address
3. Organization Email
4. Phone Number
5. Registered Non-profit Society: **If YES**
 - B.C. Society Number
 - Date of incorporation
 - Organization Vision
 - Organization Mission
 - Organization Mandate
6. Registered Charity? **If YES**
 - Charitable Number
7. Primary Contact Information
8. Alternate Contact Information
9. Website
10. Social Media Links

Project Overview

1. Please provide a snapshot of your project. (250 words min)
2. How do you think the project will help your organization now and in the future? (250 words min)

Project Feasibility

1. Does your proposed project involve the use of an arm's length consultant or provide for attendance at a reputable training program?
2. Have you determined a project timeline? Will the project be completed in a 12-month period?
3. 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?

Grant Information

1. How much grant funding are you requesting?
2. Please select which type of project you will be participating in:
 - a) Training
 - b) Consultant

Project Information

If training is selected:

Participants must be board members or the senior most person in the organization whose role is to work directly with the board of directors. This grant is not for staff training

1. Provide a brief description of the training you wish to attend
2. Is a web address available with details for the workshop?
3. Why is the training important to your organization at this time?
4. Start date/time
5. End date/time
6. Are there multiple sessions?
7. List whom will be attending the training from the organization.
 - Name & position in organization for each participant
8. What is the cost of the training?
 - a. Contribution by participant
 - b. Contribution by organization
 - c. Other
9. What additional costs are associated with attending this course?
10. What are the measurable improvements you hope to achieve in your organizations governance and/or operations as a result of attendance at the training? (750 word max)
11. How will participants share, and/or use, the knowledge arising from the training within your organization or more broadly? What will be the next steps upon completion? (750 word max)

If consulting is selected:

1. Provide a concise project description and include your objectives of this project.
2. Why is this project important to your organization at this time?
3. Please attach the proposal of the selected consultant(s) including their experience completing similar projects or describe how you will recruit a consultant who is qualified for your project.
4. Will you be collaborating with any other organization(s) for the project?
5. Provide a brief description of how you will work together and attach current letters of commitment confirming their involvement.

6. Please attach last completed Strategic Plan. If the organization does not have strategic plan, please leave this blank.

Logistics

1. Anticipated project start date.
2. Anticipated project end date.
3. Provide a timeline for the completion of the project through final reporting.
4. Who within the organization will be leading the project? What role will others within the organization play in the project?

Financial

1. What are the eligible expenses to be covered by grant funds?
List expenses to be paid with grant funds, expenses to be paid with other cash contributions, expenses to be provided by an in-kind donation.
2. Please describe other expenses that are not covered by the grant funding. This could include catering and GST if it is not included in the consultant proposal.
3. List expenses to be paid with other funds, expenses to be paid with other cash contributions, expenses to be provided by an in-kind donation.
4. What are your sources of revenue for the project? Provide name of contributor, amount and if it is confirmed.

Outcomes

1. What are the measurable improvements you hope to achieve in your organization's governance and/or operations as a result of the project? (500 word max)
2. How will you share, and/or use, the knowledge arising from the project within your organization or more broadly? What will be the next steps upon completion? (750 word max)

Sample Information Release

Information Collection:

The information collected in these applications is for the purpose of adjudicating your grant application(s), administering grant funding and information, and data collection for reporting purposes. The legal authority for collecting this information is under the Freedom of Information and Protection of Privacy Act Section 26(c).

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/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.

If you have any concerns about the collection of information, please contact clerks@kelowna.ca.

Declaration:

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, 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 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;
- The organization will be required to provide 1-3 high-quality, clear images that portray the programs and services you are offering to the community with the Final Report. The images must be free of copyright from the photographer (signed release waiver) and signed or written permission of any person included in the picture for unlimited usage rights by the City of Kelowna;
- 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;
- The organization agrees to not take any action, or permit any directors, officers, volunteers or employees of the organization; to take any action which is intended, or would reasonably be expected, to harm the City's reputation, or which would reasonably be expected to lead to unwanted or unfavorable publicity to the City; provided, however, the foregoing limitation shall not apply to compliance with any legal process or statements made in response to authorized inquiry from a court or regulatory body; and
- Receipt of a grant does not guarantee funding in the future.

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

Form requires two signatures of authorized representatives of the organization with their role in the organization.

Section 2: Final Report

Training

If grant funding was used for training, attach the receipt for registration and a certificate or letter of completion for each participant.

1. What did you learn from attending this training opportunity?
2. How will the information you learned be applied to your organization?
3. Please rate the course you attended, 10 being the best.

Consultant

1. Please attach a copy the consultant's completed report from their work with your organization.
2. Attach any completed documents as a result of this process (i.e. Strategic Plan, consultant's completed report, resources, etc.) from the consultants work with your organization.
3. Please provide a brief summary of your project, the successes and the challenges. If anything changed from your original proposal, please explain.
4. What are the measurable improvements you achieved in your organizations governance and/or operations as a result of the project?
5. Who participated in the project? If you collaborated with another organization, please include details about the partnership.
6. What has changed in your organization as a result of the project being undertaken? Are there additional changes still to be implemented? Please provide specific examples.
7. What are the next steps stemming from the project? Is there additional organization development work to be done?
8. Please provide any additional comments about the success or progress of your organization over the past year.
9. Expenses that were paid for by grant funding
 - List expenses paid with City grant funds and expenses paid with other cash contributions.
10. Expenses that were not covered by the grant funding
 - List other project expenses, expenses paid with other cash contributions and actual in-kind donations.