2018/19 Host Your Own Engagement Grant Frequently Asked Questions

The Basics

1. Is the Host Your Own Engagement grant supposed to fund 100% of my proposed engagement(s)?

No. The intent is that the engagement sessions will be run at minimal costs. The grant is an incentive to cover minor costs associated with running a session, such as hospitality. There will be no need to submit a budget or provide receipts. Funding will be released upon receipt of a satisfactory final report.

2. Do I have to confirm the planning details for the engagement in order to submit an Expression of Interest? *For example, do I have to secure a venue or date before submitting my interest?*

No, you do not need to confirm or secure the planning details in the Expression of Interest. However, you should provide as much information as possible and let us know what is confirmed (e.g., method, location, date and time).

3. Can I hold my own engagement and share-back with the City of Kelowna even if I did not receive or apply to the Host Your Own Engagement grant?

Yes. There will be a Conversation Toolkit available to everyone as a resource to hold their own conversations.

4. Will a facilitator be provided?

No, we expect that the Conversation Toolkit will give you ideas to facilitate your own conversation. While facilitation skills will be helpful, a professional facilitator should not be required.

5. Will City Staff be in attendance at the event?

No, generally speaking City staff will not be involved in your conversations. Cultural Services staff are available to offer support to your organization through the process.

Venues and Locations

6. What are the eligible venues or spaces that I can hold an engagement event in?

Yes, any venue or location within Kelowna can be proposed as long as the size and location meets life and safety regulations. This is your event, we encourage you to do what you think will work for your staff, volunteers, board members or to reach the general public.

7. Does the engagement have to be within the city of Kelowna limits?

Yes, all engagement session locations must be situated within the city of Kelowna limits and should focus on engaging residents of the Kelowna in a conversation about arts, culture or heritage.

Collaborating

8. Can my organization partner with another organization?

Yes, we encourage you to partner with other organizations and/or other individuals.

9. Can my engagement activity cut across industries? *For example, can I hold engagements across different sectors of disciplines, with non-profits or for-profit businesses?*

Yes. Cross-sectoral engagement activities that bring people together across industries, disciplines, areas of expertise and dialogue between non-profit and for-profit interests are very welcome.

Engagement Planning

10. Can I propose other engagement methods beyond what is listed under Section 2.3 "Eligible Activities?"

Yes, you can propose other engagement methods that are different from or a blend of what is suggested. What is listed under "Eligible Activities" captures the range of methods from informal conversations to structured facilitations. Engagement events can also occur within existing gatherings. For example, it can be an additional session in a conference or board/staff meeting.

The form of the engagement can be creative or artistic. However, this grant is for engagement - not for the development or presentation of artistic and cultural work.

11. Who would the City like us to engage with or talk to? *For example, emerging artists, directors, the general public, etc.?*

One of the objectives of the Host Your Own Engagement grants is to broaden consultation from individuals or artistic disciplines that are not typically represented in traditional consultation methods. However, all organizations are encouraged to reach and engage naturally with the communities they are already in or working with.

12. Does my proposed engagement have to align with my organization's mandate?

Not necessarily, however the participants and topic for the proposed engagement does need to align with the work you are doing and the people you are connected to or are working with. If you are hosting a conversation that is outside of your area of work or expertise, you should seek a partner who does have that expertise. The intention is to allow groups or individuals to make record of the ideas being generated in conversations, where they may already be happening.

13. Can I apply to engage in topics that concern the arts, culture and heritage community, but does not directly relate or translate to a City of Kelowna policy or program?

The discussion topic and findings do not have to relate to the work done by the City of Kelowna, however this is an opportunity to understand the community's needs as they relate to arts, culture and heritage.

14. A Conversation Toolkit will be available online as a resource for granted and non-granted groups to do engagements with their community. To what extent should I use and follow the toolkit? Can I not use the toolkit altogether?

The Host Your Own Engagement Conversation Toolkit is meant to be a guide. It is only a resource to support an engagement process. Please engage your group in a way that is appropriate for your group.

15. Can I work with the intended participants to co-design the engagement?

Yes, you can work with intended participants to design an inclusive engagement process. The process itself should also be documented as a finding in the final share-back to the City of Kelowna.

Report Back

16. How do I share back the findings and insights to the City of Kelowna? Does it have to be in the form of a final report?

The preferred share-back method is through a final written summary of your conversation. There is no need to filter ideas or come to a consensus within the group, we encourage you to record all the ideas. We are looking for a broad spectrum of ideas and open, honest conversation on the topic.

If you would like to submit a final report in an alternative format, please discuss with City Staff ahead of the March 31, 2019 submission deadline.

17. What is the final report-back deadline?

All findings and recommendations should be reported back to the City of Kelowna by March 31, 2019. There are no planned extensions for this grant opportunity at this time.

18. What if I have more questions?

Cultural Services staff are available to support your organization through this process. Contact the Cultural Services Manager at 250-470-0640 or via email at cmcwillis@kelowna.ca if you have any questions or concerns.