

# 2023 Active Living & Culture Grants Strong Neighbourhood Grant Guidelines

Deadline: last Monday of January, May and August | 8:00am

These guidelines have been revised for 2023 – previous versions no longer apply.

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

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Grant funding provided by



2023 Neighbourhood Grants  
Active Living & Culture Division  
Strong Neighbourhoods  
101-1360 Ellis Street  
Kelowna, BC, V1Y 2A2  
Hours: Monday to Friday, 8am to 4pm

**CITY OF KELOWNA ACTIVE LIVING & CULTURE DIVISION****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 development of events
- enhance social sustainability
- support effective management and operation of sport, recreation and cultural facilities

Residents 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 of these core principles.

**VALUES:**

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

- accessibility, diversity and inclusion: residents 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

**STRONG NEIGHBOURHOOD GRANT GUIDING PRINCIPLES:**

The Strong Neighbourhood Grant is guided by the following principles:

- Small is powerful: micro-grants have the potential to spark the community to come together to build connected, vibrant, sustainable, resilient and safe neighbourhoods.
- Everyone has something to contribute: whether it be gifts of the heart, hands, or head, everyone has something to contribute to help build a strong community.
- Connection and engagement foster neighbourhood attachment: Neighbourhoods with strong connections and engagement have a greater sense of attachment to the neighbourhood.
- Residents know their neighbourhood best: magic happens when residents who are inspired, involved and empowered connect and contribute to the community in which they live in.

## **1.0 NEIGHBOURHOOD GRANT PROGRAM DESCRIPTION, OBJECTIVES & ELIGIBILITY**

### **1.1 *What is the Strong Neighbourhood Grant?***

Through matching grants of up to \$1,500, the Strong Neighbourhood Grant supports activities that: socially connect neighbours; enhance the neighbourhood through placemaking projects; or involve neighbours sharing skills or talents with each other. Projects and initiatives must be planned, implemented and managed by and for the neighbourhood. Successful applicants match their requested grant amount with contributions of volunteer labour and services, donated materials, and/or cash.

### **1.2 *Objectives:***

Great cities are made up of strong neighbourhoods. In turn, it takes citizens that are inspired, involved, connected and empowered to create strong neighbourhoods.

The focus of the Strong Neighbourhoods Program is on fostering connection and engagement at the neighbourhood level. One of the best practices in this area is the establishment of micro-grant programs that empower residents to contribute to community.

This program aims to provide assistance to residents at the neighbourhood level for the purpose of:

- stimulating small-scale, resident-led, neighbourhood-based projects and initiatives that build community and enhance quality of life
- inspiring residents to connect and build relationships with their neighbours
- harnessing local experience and expertise in neighbourhood-based initiatives
- encouraging resident involvement in making their neighbourhoods better places to live
- promoting neighbourhood-based solutions to everyday concerns

### **1.3 *Applicant profile:***

Applicants must live within the City of Kelowna boundaries with the focus of connecting and engaging neighbours where they live. Applicants must have two other neighbours from different households involved with the grant project.

For the purposes of the Neighbourhood Grant, *Neighbourhood* refers to the immediate area that surrounds someone's residence, as defined by each individual, typically within walking or biking distance. A floor or entire apartment/condominium building are also considered neighbourhoods within the Neighbourhood Grant program and groups of neighbours within these buildings are welcome to apply.

### **1.4 *Applicant eligibility:***

Any group of three or more neighbours from separate households with an idea for a small-scale project or initiative that is inclusive and brings neighbours together is eligible to apply.

The project must be neighbourhood-based (not city wide) and must be completed within the calendar year of the grant being awarded.

To participate in this program, the applicant must:

- live within the geographic boundaries of Kelowna
- live within the neighbourhood of the proposed community project or initiative
- identify a working group including a minimum of two additional neighbours from separate households.

**1.5 Eligible activities and expenses:**

Neighbourhood **projects** are eligible for up to **\$1,500** in matching grant funds. Some ideas include:

- Creating a neighbourhood garden
- Enhancing an alleyway
- Painting a mural
- Creating a story walk
- Building a little free library
- Leading a cooking lesson

Neighbourhood **events** and **celebrations** are eligible for up to **\$500** in matching grant funds. Some ideas include:

- Organizing a block party with performers and activities
- Organizing a neighbourhood festival
- Organizing a talent show, porch concert or movie night

This grant supports:

- Equipment rental
- Promotional material and translation services
- Equipment, materials and other items that will be accessible and used by the neighbourhood. The use of these items are not to be restricted for use only by the applicant or project working group
- Contractor service payments for performers and other service providers
  - Honorarium payments in recognition of a volunteers' contribution of skill, knowledge or expertise to the project. A maximum of \$200 per person may be given as an honorarium
  - Contractor service payments and honoraria cannot be paid to family members or project working group members. No more than 50% of the grant can be allocated to contractor service payments or honoraria
- Food costs are not to exceed more than 50% of the total grant request. Exceptions will be considered for projects focused on skill sharing specific to food preparation and preservation.

**1.6 Ineligible activities and expenses:**

Applications whose mandates, operations and activities are not consistent with the program objectives, guiding principles and/or eligibility requirements are not eligible for funding.

This grant does not support:

- ongoing operating costs
- ideas that are not neighbourhood-based
- projects or activities put on by for-profit businesses
- retroactive projects and expenses
- any item that will revert to private ownership
- travel expenses
- trade shows or commercial/business activity
- fundraising activities and/or donations
- projects which already receive financial support from other City of Kelowna sources
- activities focused on politics or religion
- any project in contravention of City of Kelowna bylaws
- block parties where funds are used exclusively for food, drink and/or prizes

## 2.0 APPLICATION PROCESS

Applications are to be completed on the City of Kelowna Survey Monkey Apply site at <https://cityofkelownagrants.smapply.ca/>. If you are having difficulties accessing the Survey Monkey Apply Site, please contact Strong Neighbourhoods at [neighbourhoods@kelowna.ca](mailto:neighbourhoods@kelowna.ca).

Applicants will complete an eligibility screening on the Survey Monkey Apply site prior to moving onto the official application.

The application must:

- Describe the project or activity and how it will enhance living in the neighbourhood and/or enhance connections among neighbours
- Explain how the project will enhance one or more drivers of neighbourhood attachment: aesthetics, leadership, safety, social offerings or relationships.
- Describe how the project will foster neighbour participation and connection
- Share details of when and where the project will take place
- Include a project budget with quotes
- Provide a description of the plan to meet matching grant requirement by means of volunteer hours (valued at current BC minimum wage rate), monetary donations from businesses or community members, and other in-kind contributions

Further considerations:

- Projects must comply with City of Kelowna bylaws.
- Insurance and applicable permits are the responsibility of the applicant
- If the project is to take place within a Strata, a letter of approval from the Strata must accompany the grant application. Please note, in some cases a ¾ owner approved vote is needed to make physical changes to strata common property.

Residents considering submission of an application are encouraged to do the following:

- Review the guidelines
- Contact staff to discuss eligibility for this program or to obtain more information.

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

## 3.0 ASSESSMENT CRITERIA

All projects are unique; there is no expectation that a resident group must demonstrate exceptional performance in all areas in order to receive funding support. The assessment criteria provides an objective framework within which the project's feasibility and impact can be considered and form the basis for constructive feedback to the applicant.

Applications will be considered based on the benefit the project brings to their neighbourhood, and the City, through the following categories:

- Neighbourhood connection, participation and impact
- Sharing of skills and knowledge
- Feasibility of the project
- Sustainability of the project

Please note:

- Applicants who meet the above criteria and have not previously received grant funds will be given priority.
- Applicants will be limited to one Strong Neighbourhood Grant per twelve-month period.
- Applicants cannot apply for recurring funding for a project that has already been supported by the Strong Neighbourhoods Program.

### **3.1 Drivers of Neighbourhood Attachment**

The project or activity must enhance at least one of the five following drivers of neighbourhood attachment: aesthetics, leadership, safety, social offerings and/or relationships.

Focus Area	Objective
<b>Aesthetics</b>	Enhance the physical appearance, character, or natural environment of the neighbourhood. Examples: nectar trail, neighbourhood garden, mural, sidewalk art
<b>Leadership</b>	Encourage/involve multiple neighbours to participate in planning and/or implementing the project including opportunities for neighbours to share skills with each other Examples: teaching neighbours how to cook, starting a knitting circle
<b>Safety</b>	Enhance safety of neighbourhood or among neighbours. Examples: Neighbourhood Evacuation Toolkit, AED training
<b>Social Offerings</b>	Provide opportunities for neighbours to gather and have fun Examples: Holiday decorating along street, little free library/pantry, play box
<b>Relationships</b>	Create opportunities for neighbours to connect, especially neighbours that are new or have not previously interacted Examples: neighbourhood concert, outdoor movie night, buddy bench

#### **4.0 GRANT REVIEW AND NOTIFICATION PROCESS**

##### **4.1 *Staff Review:***

A grant review committee consisting of City staff from various departments will review all grant applications within 2 weeks of the grant application deadline.

##### **4.2 *Notification and Distribution:***

Within four weeks of the application intake deadline, applicants will be notified of a decision on their application via email. Successful applicants will receive a letter of confirmation and next steps detailing any terms and conditions, feedback or follow-up items.

##### **4.3 *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 the funds in this program until all the funding decisions have been resolved.

#### **5.0 SUPPORT AND PROJECT DELIVERY**

Approved grant applicants will be connected to a Community Development Coordinator who will provide support and guidance in:

- Developing the project concept
- Establishing the project plan
- Implementing the project
- Evaluating the project impact

During the implementation phase:

- Recipients will connect with the Community Development Coordinator regularly in order to give updates, troubleshoot, and further plan their upcoming project goals. This can be done in person, by phone, or by email
- Recipients will be required to recognize the financial assistance of the City of Kelowna and Central Okanagan Foundation on all formal promotions and communications
- The project lead will be required to sign a letter of agreement that will clearly outline the terms and conditions of the grant
- The project lead or co-lead will be responsible for project funds and reporting
- Grant recipients will be required to provide proof of insurance coverage where necessary
- Upon receipt of the signed letter of agreement a timeline for the funding to be released will be established

## 6.0 FINAL REPORTING

Successful applicants must provide a Final Report in a prescribed format to the Active Living & Culture Division which will be completed on the Survey Monkey Apply site

<https://cityofkelownagrants.smapply.ca/> . Receipt of a completed report is a pre-condition for future eligibility in any City of Kelowna grant program. Final Reports may also be considered part of the assessment of any future applications by the organization.

Final Reports for Neighbourhood Grant projects must be submitted within 15 days of completion of the project, unless other arrangements are made with staff.

As the project concludes:

- Recipients will be required to complete and submit a short project evaluation form to provide details such as the project's impact on the neighbourhood.
- As part of the final evaluation report, applicants are expected to provide a final budget including receipts and proof/tracking of volunteer hours, in-kind donations, and monetary contributions.
- Recipients will be required to provide a summary paragraph and a minimum of three photographs of the project, with signed photo release forms, to be published on the [kelowna.ca/neighbourhoods](http://kelowna.ca/neighbourhoods) website.
- Any unused funds must be returned to the City of Kelowna.
- At the one-year anniversary of project completion:
  - Recipients will be required to complete and submit a short follow-up project evaluation form to provide details such as neighbourhood usage, maintenance, challenges of the project, and neighbourhood impact.
- Failure to submit a Final Report will affect future eligibility.

## 7.0 TIMELINE

Applications must be submitted by 8:00 AM on the application deadline date associated with the intake (last Monday of January, May or August).

A typical timeline appears in the table below. The timeline is subject to change.

	Spring	Summer	Fall
Application Deadline*	Last Monday in January	Last Monday in May	Last Monday in August
Decisions Announced	Last Monday in February	Last Monday in June	Last Monday in September
Implementation Phase	March to June	July to September	October to December
Project Completion By	June 30	September 30	December 31
Final Report Due	Fifteen days after project is completed		

\*Should a deadline fall on a statutory holiday, the deadline will be adjusted to the following business day.



## 8.0 CONDITIONS OF FUNDING

The Neighbourhood Grant is a matching grant; the funding availability and requirements are as follows:

- **Maximum grant amount is \$1,500 per project/initiative**
- In total, the Central Okanagan Foundation funds \$15,000 towards Neighbourhood Grants
  - The \$15,000 will be distributed over the three intake periods - \$6,000 is available per intake for January and May while \$3,000 is available for the August intake.
  - Any funds remaining from an intake will be carried over to the next intake.
- Matching contribution can include cash, in-kind volunteer hours valued at current BC minimum wage rate, and/or donated materials and equipment.
- Application budgets must accurately reflect the estimated costs of the project.
- If all funds are not awarded during a grant cycle, applications received after the deadline which meet all other criteria will be considered on a 'first come, first serve' basis.

The below conditions will apply to any resident receiving funding from this program:

- 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 resident 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 review by the City or its auditors.
- If there are any changes to the activities as presented in the application, the City must be notified in writing immediately and provide approval for the changes.
- If the grant funds are not used for the resident'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.
- Receipt of a grant does not guarantee funding in the future.

## 9.0 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 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.