

2024 Active Living & Culture Grants Youth Development and Engagement Grant Guidelines

Applications will be considered on an ongoing basis until all funds are allocated.

These guidelines have been revised for 2024 – previous versions no longer apply.

If you have questions regarding these guidelines, please contact the Active Living & Culture staff.

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2024 Youth Development and Engagement Grant
City of Kelowna Strong Neighbourhoods Program
101-1360 Ellis St
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 several 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.

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 align 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 a leader 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 NEIGHBOURHOODS GUIDING PRINCIPLES:

The guiding principles for the Strong Neighbourhoods Program are as follows:

- A resilient and vibrant community is made up of strong neighbourhoods.
- Strong neighbourhoods are places where people have a high level of attachment to the neighbourhood through a culture of connection and engagement.
- Citizen attachment is cultivated not only by what the City provides, but also how citizens who are inspired, involved, and empowered contribute to the community and their neighbourhood environment.

The Youth Development and Engagement Grant is one of several grant programs offered by the City of Kelowna. Information about additional grant opportunities can be found on the City's website at kelowna.ca/grants.

1.0 YOUTH DEVELOPMENT AND ENGAGEMENT GRANT PROGRAM DESCRIPTION AND OBJECTIVES

1.1 *Description:*

The Youth Development and Engagement Grant offers up to \$1,000 in matching funds to empower young individuals (aged 13-24) to actively engage in civic participation and shape their communities. By spearheading neighbourhood enhancement projects or organizing events with fellow youth, the grant aims to build relationships, instill local pride, foster leadership skills, and create enjoyable experiences. Its purpose is to support youth-led initiatives that enhance their neighbourhood environment, contributing to its vibrancy and vitality.

1.2 *Objectives:*

The desired outcomes of the Youth Development and Engagement Grant are as follows:

- Kelowna youth will be inspired, engaged, and empowered to create the best city they can imagine.
- Youth will lead the development and delivery of neighbourhood enhancement projects or events.
- Youth will contribute to enhancing the quality of life at a neighbourhood level.
- Youth attachment to the community will be deepened and strengthened.
- Increased civic engagement by youth.

2.0 ELIGIBILITY

To be eligible for this program, applicants must reside within the City of Kelowna and fulfill the following criteria:

1. Be between the ages of 13 and 24.
2. Reside in Kelowna.
3. Demonstrate commitment from at least one other youth who will co-lead the proposed project.
4. Live in the neighbourhood where the proposed project would be implemented.
5. Identify a project sponsor if all members of the project team are under 19 years of age.

Any group of three or more youths with an idea for a project or event that will enhance their neighborhood is eligible to participate.

In the context of the Youth Development & Engagement Grant, "neighbourhood" pertains to the immediate area surrounding an individual's residence. This is individually defined, typically within walking or biking distance.

2.1 *Ineligible applications are:*

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

2.2 Eligible activities and expenses:

- Equipment, materials, and other items intended for communal use, excluding personal ownership.
- Contract services from external sources, such as master gardeners, journeyman carpenters, or artists. Funding for these services is contingent on the unavailability of a neighbourhood resident willing or able to provide the necessary expertise.
- Promotional materials and translation services.
- Equipment rental
- Training in skills necessary for projects (e.g., FOODSAFE).
- Food expenses, capped at \$10 per person, to enhance the neighbourhood through a project or event.


2.3 Ineligible activities and expenses are:

- Expenses incurred retroactively.
- Items intended for private ownership.
- Costs related to travel.
- Participation in trade shows or involvement in commercial/business activities.
- Fundraising activities and/or solicitation of donations.
- Projects are already receiving financial or in-kind support from other City of Kelowna sources.
- Activities centered on politics or religion.
- Volunteer honorariums
- Projects violating City bylaws.
- Block parties where funds are exclusively allocated for food and beverages.

3.0 APPLICATION PROCESS

To apply, please visit the City of Kelowna Survey Monkey Apply site at <https://cityofkelownagrants.smapply.ca/>. Before proceeding with the application, applicants are required to undergo an Eligibility Screening on the same site.

Applications must include the following information:

- **Project Description:** Articulate the project's nature and its anticipated impact on the neighbourhood.
- **Community Engagement:** Outline how the project will encourage active participation within the neighbourhood.
- **Budget:** Present a comprehensive budget, specifying how the grant funds will be matched.
- **Sponsorship:** If under 19, include a co-signed application by a sponsor.
- **Project Team:** Identify and provide contact information for two additional youths committed to the project.
- **Neighbourhood Attachment:** Demonstrate how the project aligns with and enhances one or more drivers of neighbourhood attachment (details on the next page). 

Drivers of Attachment

Focus Area	Objective
Aesthetics	Enhance the physical appearance, character, or natural environment in your neighbourhood. <i>Examples: nectar trail, neighbourhood garden, mural, sidewalk art</i>

Leadership	Involve multiple neighbours to share their skills, passions and/or knowledge. <i>Examples: teaching neighbours how to cook, paint, knit, or build something</i>
Safety	Enhance safety, especially traffic, bike, and pedestrian safety within the neighbourhood. <i>Examples: neighbourhood emergency preparedness toolkit, AED training, neighbourhood clean-up</i>
Social Offerings	Provide opportunities for neighbours to gather and have fun. <i>Examples: holiday decorating along street, themed little library, playbox, talent show, art show</i>
Relationships	Create opportunities for neighbours to connect, especially neighbours that are new or haven't interacted in the past. <i>Examples: open mic night, porch concert, outdoor movie night, film festival, buddy bench</i>

Once the application has been submitted, a Community Development Coordinator will initiate a follow-up to delve into the project details and outline the next steps in the grant process.

It's important to note that applying does not ensure funding. Grant allocation is a competitive process, and the demand frequently surpasses the available resources.

3.0 ASSESSMENT

3.1 *Criteria:*

Evaluation will be conducted based on the extent to which applicants meet the specified criteria, relying on the information they furnish. Applications will be assessed considering the project's advantages and disadvantages to the youth applicants, their neighbourhood, and the City across the following categories:

- Neighbourhood Participation and Impact
- Alignment with the Program's Focus Areas
- Feasibility of the Project

Funds will be given to groups that have not previously received a grant.

3.2 *Staff Review:*

Applications in this program undergo evaluation by Active Living & Culture staff, facilitating a streamlined and efficient process. If necessary, staff may seek guidance from experienced sector or discipline experts or funding agencies in an advisory capacity. The applications will be assessed against the program criteria, and staff will present their recommendations to the Divisional Director of Active Living and Culture for the ultimate approval. The decision of the Divisional Director will be conclusive.

In certain instances, an applicant may be asked to provide additional information before a final decision can be reached.

3.3 Notification and Distribution:

Applicants will be notified of the evaluation results via email within five weeks of the staff review. Upon successful evaluation, applicants will receive a confirmation letter outlining any terms and conditions, feedback, or follow-up items. Once the specified requirements in the notification letter are fulfilled, funding will be disbursed by cheque. The primary contact and project sponsor will need to sign a letter of agreement laying out the grant's terms and conditions, commitment to attend workshops and proof of any relevant insurance coverage.

3.4 Request for Clarification/Request for Reconsideration:

If applicants have concerns about a funding notification, they can ask staff for more clarification. If they still disagree even after clarification, they have the option to formally request reconsideration from the Director of the Active Living & Culture Division. If a formal reconsideration request is made, the City may postpone the distribution of some or all the funds in this program until all funding decisions are resolved.

4.0 MENTORSHIP

4.1 Support and Project Delivery:

Project teams will be connected to a Community Development Coordinator who will offer support and guidance in:

- Formulating the project concept
- Creating the project plan
- Executing the project
- Assessing the impact of the project

In the implementation phase:

- Recipients will maintain regular communication with the Community Development Coordinator to provide updates, any challenges, and refine their upcoming project goals. This communication can take place in person, over the phone, or via email.
- Recipients are obligated to acknowledge the financial support received from the City of Kelowna.

4.2 Workshops:

Three workshops will be offered to assist project groups in finalizing their project plans. The sessions will cover essential topics such as budgeting, developing timelines and action plans, recruiting neighbourhood volunteers, and other crucial aspects contributing to the success of their projects or events. All members of the project groups are invited and urged to participate. We highly recommend attending all three sessions to maximize the likelihood of success for the project or event. In certain circumstances, the workshops may be streamlined for efficiency.

5.0 FINAL REPORT

Successful applicants must submit a Final Report in a specified format to the Active Living & Culture Division. Completion and submission of this report are prerequisites for future eligibility in any City of Kelowna grant program. Additionally, the Final Report may factor into the evaluation of subsequent applications by the organizations. The reports should be filled out on the City of Kelowna Survey Monkey Apply website at <https://cityofkelownagrants.smapply.ca/>.

For the 2024 Youth Development and Engagement Grants, Final Reports are expected to be submitted within 15 days (about 2 weeks) of project completion, unless alternative arrangements are made with staff.

As the project wraps up:

- Participants will be required to complete a brief project evaluation form.
- Participants will be invited to share stories and photographs of the process.
- Participants will be expected to submit a final budget.
- All project participants will receive an invitation to a year-end celebration event.

6.0 TIMELINE

Applications will be considered on an ongoing basis until all funds are allocated.

7.0 CONDITIONS OF FUNDING

The Youth Development and Engagement Grant operates as a matching grant, with the following funding availability and requirements:

- The maximum grant amount per project is \$1000.
- The maximum grant amount per event is \$500.
- The project lead or co-lead assumes responsibility for project funds and reporting.
- Upon receipt of the signed letter of agreement, a timeline for funding release will be established.
- Matching contributions 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 project costs.

This program is not intended as a continual source of support, and prioritizing new applicants is a focus. Residents are limited to one grant per calendar year and must submit a Final Report as a precondition for future eligibility.

Conditions for residents receiving funding:

- Funding is awarded after completing/addressing items outlined in the next steps letter of notification.
- Grant funds must cover current expenses and cannot be used to eliminate deficits or retroactively fund activities.
- Residents must maintain proper records and accounts, providing them for review upon the City's request.
- Any changes in the residents' activities must be immediately communicated to and approved by the City in writing.
- If grant funds are unused or not used as described in the application, they must be repaid in full to the City.

- Upon completion of activities without utilizing the full City funds, the remaining funds must be returned.
- Receipt of a grant does not guarantee future funding.

8.0 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.