

## Neighbourhood Grant GUIDELINES

**Deadlines: The first Friday of March and July.**

These guidelines are effective November 6, 2017 - previous versions no longer apply.

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

Strong Neighbourhoods Program  
(250) 469-8811  
[neighbourhoods@kelowna.ca](mailto:neighbourhoods@kelowna.ca)

Submit required materials by the deadline to:

Strong Neighbourhoods Program  
City of Kelowna Community and Neighbourhood Services Branch  
Glenmore Office\*  
#105 - 1014 Glenmore Drive  
Kelowna, BC V1Y 4P2

HOURS: Monday to Friday, 8:30 a.m. to 4:30 p.m.

*\*located at the corner of Mountain Avenue and Glenmore Drive*

## CITY OF KELOWNA COMMUNITY AND NEIGHBOURHOOD SERVICES

Community & Neighbourhood Services delivers a broad spectrum of sport, recreation and cultural programs throughout the community. They provide a wide range of multi-age programming for individuals of all abilities and social-economic levels that promote active lifestyles and neighbourhood connectivity.

### GUIDING PRINCIPLES

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

- A resilient/vibrant community is made up of strong neighbourhoods
- Strong neighbourhoods contribute to citizen level of attachment
- Connection and engagement are contributing elements to citizen level of attachment
- Citizen attachment is cultivated not only by what the City provides, but also how citizens themselves contribute to the community and their neighbourhood environment
- It takes citizens that are inspired, involved and empowered to create strong neighbourhoods.
- Strong neighbourhoods are places where people are connected and engaged

### STRATEGIC ALIGNMENT

This program supports the:

- City Mission of leading the development of a safe, vibrant and sustainable city
- Corporate Plan of engaging communities
- Council Focus of ensuring healthy, safe, active & inclusive community

The Neighbourhood Grant is one of many grants and support programs provided by Active Living & Culture and the City of Kelowna. Information about other grant opportunities is available on the City of Kelowna's website: [kelowna.ca](http://kelowna.ca)

## 1.0 THE NEIGHBOURHOOD GRANT

### 1.1 *Introduction*

Great cities are made up of strong neighbourhoods. In turn, strong neighbourhoods are made-up of active residents working to enhance the quality of life.

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 grant programs that empower residents. Through matching grants of up to \$1,000, the City of Kelowna's Neighbourhood Grant supports locally driven projects that are planned, implemented and managed by and for the neighbourhood.

### 1.2 *Purpose*

The purpose of the Neighbourhood grant is to:

- Inspire residents to connect with their neighbours
- Stimulate resident initiated neighbourhood enhancement projects
- Harness local experience and expertise in neighbourhood based initiatives
- Encourage resident involvement in making their neighbourhoods even better places to live
- Promote neighbourhood based solutions to everyday concerns

### 1.3 ***Desired Outcomes***

The desired outcomes of the Neighbourhood Grant are as follows:

- Residents will contribute their time and expertise to support neighbourhood-based projects
- Residents will be actively involved in making their neighbourhoods even better places to live
- Residents' attachment to the community will be deepened and strengthened

### 1.4 ***Definitions***

For the purposes of the Neighbourhood Grant, *Neighbourhood* refers to the immediate area that surrounds someone's residence, as defined by each individual.

## 2.0 **STRONG NEIGHBOURHOODS FOCUS AREAS**

The overarching goal of the Neighbourhood Grant is to deepen and strengthen attachment to the community. In a 2014 community survey, residents of Kelowna indicated that there are five key areas that enhance neighbourhood attachment and these are the core focus of the program. The following table lists these focus areas and what we are looking for in each category. Your project does not need to support all areas but must support a minimum of one focus area.

Focus Area	Objective
Aesthetics	Enhance the physical appearance, character, or natural environment in your neighbourhood.
Leadership	Encourage/involve multiple neighbours to participate in planning and/or implementing the project.
Safety	Enhance safety, especially traffic, bike, and pedestrian safety (for example: creating a walking school bus plan).
Social Offerings	Provide opportunities for neighbours to gather and have fun.
Relationships	Create opportunities for neighbours to connect, especially neighbours that are new or haven't interacted in the past.

## 3.0 **ELIGIBILITY**

Any group of three or more residents with an idea for a project or event that will enhance their neighbourhood is eligible. Experience in organizing a project or event is not necessary; the Neighbourhood Development Coordinators are available to support you along the way.

In order to be eligible for a Neighbourhood Grant, an applicant must:

- Live within the City of Kelowna boundaries
- Live within the neighbourhood of the proposed project
- Identify a working group including a minimum of two additional neighbours from separate households

## **4.0 FUNDING**

### **4.1 *Available Funds***

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

- \$5,000 in total funds are available per intake period
- Maximum grant amount is \$1,000
- 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 served' basis

### **4.2 *Acceptable Funding Uses***

Acceptable funding uses include:

- Equipment, materials and other items that will not revert back to private ownership
- Contract services from outside the neighbourhood, e.g., master gardener, journeyman carpenter or artist. These services are only fundable if there is no individual within the neighbourhood willing or able to donate the necessary expertise
- Promotional material and translation services
- Equipment rental
- Food costs, to a maximum of \$10 per person

### **4.3 *Non Fundable Expenses***

Expenses that are not fundable include:

- Retroactive expenses
- Any item that will revert to private ownership
- Travel expenses
- Fundraising activities and/or donations
- Political or religious activities
- Volunteer honorariums
- Any project in contravention of City bylaws

## 5.0 PROGRAM TIMELINES

	Summer	Fall	Winter
<b>Application Deadline</b>	First Friday in March	First Friday in July	First Friday in November
<b>Decisions Announced</b>	First Friday in April	First Friday in August	First Friday in December
<b>Implementation Phase</b>	May - September	September - December	January - April
<b>Project Completion</b>	September 30	December 31	April 30
<b>Evaluation Report Due</b>	Fifteen days after project is completed		

*\*If a deadline lands on a statutory holiday, the next business day will serve as the new deadline.*

## 6.0 PROGRAM PROMOTION

Program promotion will include:

- Program information distributed at city facilities and events
- Information sent through e-scribe and posted on the Strong Neighbourhoods Webpage
- Information posted on social media
- Advertisements in newspapers and seasonal Activity & Program Guide
- Media releases

## 7.0 APPLICATION PROCESS

### 7.1 *Application Criteria*

All applications must:

- Focus their project on one or more drivers of neighbourhood attachment: aesthetics, leadership, safety, social offerings or relationships
- Describe the project and how it will enhance living in the neighbourhood
- Request a matching grant amount that accurately reflects the volunteer hours (valued at current BC minimum wage rate), donations from businesses or community members, and other in kind sources
- Foster neighbourhood participation
- Include the Budget Worksheet and Working Group supporting documents

Additionally:

- Grants are available only to residents of Kelowna and require a minimum of three residents from separate households within the neighbourhood to operate as a project working group.
- Project must occur within the applicant group's neighbourhood.
- Resident groups must have a project lead accountable for project funds and reporting.
- Projects must comply with City of Kelowna bylaws.
- Insurance and applicable permits are your responsibility.

### 7.2 *Assessment Criteria*

Applications are to be considered on the benefit of projects to the their neighbourhoods, and the City, through the following categories:

- Neighbourhood Participation and Impact
- Alignment with Council priorities and the program's focus areas
- Feasibility of 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 typically be limited to one Neighbourhood Grant per twelve-month period.

### **7.3 Approval Process**

- Applications will be reviewed by the Neighbourhood Development Coordinators who will vet the applications through applicable City staff, depending on the nature of the grant application.
- The Neighbourhood Development Coordinators will evaluate the applications based on the program criteria and will forward their recommendations to the Divisional Director of Active Living & Culture for final approval.
- The decision of the Divisional Director of Active Living & Culture will be final.
- Applicants will be notified within five weeks of the intake deadline. In some cases, an applicant may be required to submit further information before a final decision can be made.

### **7.4 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. The City will not release any of this 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.

## **8.0 PROJECT WORK**

### **8.1 Grant Awarding**

Applicants will be notified of their application results within five weeks of the application intake deadline. From there the process will include:

- A Neighbourhood Development Coordinator will be assigned to work with grant recipients
- 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 will be responsible for project funds and reporting
- Grant recipients will be required to provide proof of insurance coverage
- Upon receipt of the signed Letter of Agreement, a timeline for the funding to be released will be established

### **8.2 Support**

Project teams will be connected to a Neighbourhood Development Coordinator who will provide support and guidance in:

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

### **8.3 Project Delivery**

During the implementation phase:

- Recipients will connect with the Neighbourhood 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 with email
- Recipients will be required to recognize the financial assistance of the City of Kelowna and the Central Okanagan Foundation on all formal promotions and communications

## **8.4 *Project Evaluation***

As the project concludes:

- Recipients will be required to complete 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
- 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