



Community Social Development Emergency Grant

Program Guidelines

2017 – These guidelines have been revised for 2017 – previous versions no longer apply

Submit required materials to:
Central Okanagan Foundation
306.1726 Dolphin Ave. (Landmark 1)
Kelowna, BC
V1Y 9R9
(effective February 27.2017)

kelowna.ca

Emergency Grants

The Emergency Grant program was introduced by the City in 2003. The Council Policy governing this program is [Policy 218](#), Community Social Development Grant Policy. The City of Kelowna contracts the Central Okanagan Foundation to administer this grant program. The application form and other grant-related documents may be obtained online at kelowna.ca/grants or www.centralokanaganfoundation.org or by contacting Central Okanagan Foundation (contact information above).

To learn more about the principles of social sustainability, search "[Official Community Plan Chapter 10](#)," "[Social Framework](#)" and "[Social Policy 360](#)" at kelowna.ca

Guiding Principle

The City is committed to supporting community organizations who make a direct impact on the social well-being and resiliency of the community.

Purpose

The purpose of the Emergency Grants is to make available to non-profit organizations and community organizations offering social programs in the city of Kelowna emergency funds for the purpose of assisting an organization through a financial crisis. It is anticipated that the funding will be short-term funding only, pending more secure or ongoing funding.

Eligible applicants

- Registered Charity Organization that is registered with Canada Revenue Agency, a not for profit organization that is incorporated under the Societies Act; or
- Community Organization that has established a set of working rules and regulations, a banking account in the group's name and has been operating for at least two years.

Grant Details

Emergency funding is only available to an organization once every three-year period. Funding will depend on the availability of funds within the Social Development Grant Reserve (R117). The maximum amount of any grant will not exceed \$5,000.

The balance of the funds required shall be provided by the applicant or from other public or private resources;

Grant proposals that offer services or programs that cross municipal boundaries will be considered; however, grant funds may only be used for those portions of the program that are delivered within the boundaries of the City of Kelowna for the benefit of Kelowna residents.

Ineligible for Funding

- Programs primarily providing for recreation or leisure time pursuits;
- Retroactive financial support for projects and programs that occurred prior to the decision to award the grant;
- Agencies or programs that receive ongoing City of Kelowna funding within the City's Annual Budget;
- Activities of religious organizations that serve primarily their membership and/or for direct religious purposes;

- Permanent or continual funding for an organization (Emergency funding is only available to an organization once every three-year period);
- Programs which offer direct financial assistance to individuals or families;
- Programs which duplicate services that fall within the mandate of a senior government agency;
- Major building or other major capital projects (limited capital costs are eligible);
- Assistance for an industrial, commercial or business undertaking.

Application Process

The application form is available on the City of Kelowna and the Central Okanagan Foundation's websites. The information required includes, but is not limited to:

- Audited financial statements for the last two (2) years. If the organization is newer than that, the most current official financial statement must be provided;
- How the application relates to the grant criteria, including its connection to the Social Policy, Official Community Plan and Social Framework
- A list of the Board of Directors;
- Board meeting minutes approving the application for community social development grant funding.
- A business plan for securing more permanent sources of funding to resolve the temporary funding crisis will be required as part of the application.

Applications are accepted on an ongoing basis and are to be delivered to:


Central Okanagan Foundation
 # 306.1726 Dolphin Ave.
 (Landmark 1)
 Kelowna, BC
 V1Y 9R9
 (effective February 27.2017)

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

NOTE: Applicants are required to email an electronic copy of all grant materials to cheryl@centralokanaganfoundation.org and drop of the original plus seven copies of the grant application.

Assessment Criteria

The following criteria will be used to evaluate all applications for Community Social Development Grants:

1. Alignment with the City's Social Framework including Social Policy No. 360 and Chapter 10 of the Official Community Plan and/or policies tagged as socially sustainable in the Official Community Plan with a person symbol; 
2. Innovative or unique approach to addressing social well-being;
3. Promotion and demonstration of volunteerism;
4. Evidence of community support;

5. An approach that is responsive to social needs, strengthens and stabilizes family and community life, and improve peoples' abilities to identify and act on their own social needs;
6. Clear information on their operations and planning, demonstrating transparency;
7. Clearly defined performance targets and timelines;
8. Demonstrated need for funding;
9. A clear plan for future funding from other sources
10. Quality of management, including the satisfactory administration of any previous City of Kelowna grant

Assessment of Applications

Applications in this program are adjudicated by a Community Social Development Grant Committee of professional qualified peer and community representatives. Adjudication by committee members is independent and at arm's length from the City of Kelowna.

Committee members are invited to participate based on their experience, merit and familiarity with grant making practice, social issues and the local community. To the extent possible, the committee will reflect the diversity of the community at large and the range of disciplines and activities in the list of applicants. Committee members who have a real or perceived conflict of interest regarding any application will be required to declare that such a conflict exists and will not participate in decisions relating to that application.

The Grant Review Committee will review an application for emergency funding at a special meeting no later than 2 weeks following receipt of the application by the Central Okanagan Foundation. An interview with the applicant may be conducted.

The Grant Committee follows the established Council Policy to evaluate each application. Recommendations of the committee will be forwarded to City Council for consideration. Funding is at the discretion of City Council. Notification of a decision by City Council will be provided to the applicant within two days of the Council meeting date when the decision is made

Notification:

Notification of a decision by City Council will be provided to the applicant within two days of the Council meeting date when the decision is made.

Distribution:

Following presentation of the staff report to City Council, applicants will receive a cheque and an accompanying confirmation letter detailing any terms and conditions, feedback or follow up items.

All organizations approved for funding under the Community Social Development Grants program will be required to sign and adhere to the City of Kelowna's Letter of Agreement for Funding and have liability insurance in place, as outlined on the City's Certificate of Insurance. Funding will commence once the Letter of Agreement and Certificate of Insurance has been received, is deemed satisfactory to the Funding Agency and signed by the Funding Agency or a qualified designate of the Funding Agency. The organization must claim the grant within one month following written notification of the grant approval.

Any unclaimed funds will be returned to the Social Development Grant Reserve.

Final Report

Submit to the Central Okanagan Foundation within 90 days of the end of the grant term, a detailed written report that:

- specifies how the agreed upon measurable performance targets were met; provide statistics and supplementary data as they relate to goals, objectives and outcomes;
- provides for effective monitoring of the relationships between needs and services and for cost sharing with other levels of government and,
- includes an updated budget for the grant funds showing all revenue and expenses related to the grant funds; detailing how the grant funds were dispersed and must be certified correct by two of the Directors of the Agency.

Timeline

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

| Deadline | Appn Review | Council Report | Notification | Distribution | Final Report |
|----------|--|--|--|--|---|
| On-going | Within 2 weeks of submission the application is reviewed by the Grant review Committee | Recommendations by the committee will be forwarded to Council at the earliest available Council Meeting. | Within 2 days of City Council meeting when the decision is made notification will be provided to the applicant | The organization must claim the grant within 1 month of written notification | A final report is submitted within 90 days of the end of grant term |

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.

Contact Information

Staff: Cheryl Miller, Director, Grants & Community Initiatives, Central Okanagan Foundation

Phone: 250. 861.6160

Email: cheryl@centralokanaganfoundation.org

Website: centralokanaganfoundation.org