

2024 Active Living & Culture Grants Community Social Development Grant Guidelines

Deadline: 3:30pm Friday, February 23, 2024

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

All registered charities and non-profit organizations interested in applying for a Community Social Development Grant are encouraged to attend an information session on January 10, 2024.

If you have questions after reviewing these guidelines, you can obtain more information from the Central Okanagan Foundation. Please contact staff well in advance of application submission:

Abbie Norrish, Manager, Grants & Community Initiatives
250-861-6160 ext. 101
abbie@centralokanaganfoundation.org
centralokanaganfoundation.org

2024 Community Social Development Grants
Active Living & Culture Division
1800 Parkinson Way
Kelowna, BC V1Y 4P9

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:

- enhance social sustainability
- build strong neighbourhoods
- encourage active healthy lifestyles
- enhance cultural vibrancy
- nurture lifelong participation in sport
- facilitate development of events
- support effective management and operation of sport, recreation and cultural facilities

Organizations 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:

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

- *accessibility, diversity and inclusion*: the organization will not unreasonably exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language or income
- *accountability and fiscal responsibility*: using resources effectively and efficiently
- *innovation*: be leaders in finding new solutions
- *optimizing value*: generate more value and impact from existing resources
- *partnerships and collaboration*: work with others to leverage energy, talent and resources

Community Social Development Grants are one of many grant programs provided by the City of Kelowna. Information about other grant opportunities is available on the City's website:

kelowna.ca/grants

1.0 COMMUNITY SOCIAL DEVELOPMENT GRANT PROGRAM OBJECTIVES AND DESCRIPTION

1.1 Objectives:

This program aims to assist community organizations to improve the social well-being and resiliency of the community, with a particular focus on promoting equity, diversity and inclusion.

Organizations funded through the Community Social Development Grant (CSDG) program will focus on an approach that is responsive to social needs and ensures that all residents of Kelowna have access to opportunities which build resilience, connections and capacity to act on their own social needs.

Applications should respond to identified community needs and priorities. For examples, please see the following resources:

- [Central Okanagan Poverty and Wellness Strategy](#)
- [Central Okanagan Journey Home Strategy Mid-Term Report](#)
- [Kelowna Community Safety Plan](#)
- [City of Kelowna 2040 Official Community Plan \(Chapter 9: Equitable Community\)](#)

There are two categories within the CSDG program. Applicants must indicate which category they are applying for and can only apply for one per year.

a) Operational Grants

Purpose: To assist eligible organizations with core operating activities and expenses that are used to support the organization's operational sustainability and enable the development and delivery of programs and services in the community.

Funding Levels: A maximum of 25 per cent of the organization's operating budget up to \$25,000.

b) Project Grants

Purpose: To assist eligible organizations to stage special events or to operate short-term projects or programs (less than 12 months in duration). Projects must have clear time frames and be projects which would not normally have been undertaken without this additional resource.

Funding Levels: A maximum of 50 per cent of the costs of the project up to \$25,000.

The balance of the funds required shall be provided by the applicant or from other public or private resources. The CSDG program is not an ongoing source of support. Organizations must submit the Final Report as a pre-condition for future eligibility.

Grant proposals for projects 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.

1.2 Organization profile:

Organizations participating in this program are Kelowna-based, established, non-profit social service organizations which have a mission to generate, promote or accelerate socially beneficial services or programs in Kelowna.

They demonstrate an inclusive, diverse and welcoming approach in their operations and activities. This program particularly welcomes submissions from organizations serving under-represented groups including, but not limited to, Indigenous, black and racialized persons; refugee, newcomer and immigrant persons; two-spirit, LGBTQ+ and gender non-binary persons; persons with Diverse Abilities; those on low-incomes or living in poverty; and those experiencing or at risk of homelessness.

They have been incorporated and actively providing the majority of their public programs and services in Kelowna for at least two years prior to the application deadline.

1.3 Eligibility:

To participate in this program, the organization must:

- be a registered charity with the Canada Revenue Agency (CRA), or be a registered non-profit society registered for at least two years at the time of the application submission (if not a registered charity, a written agreement with an intermediary organization must be included with the application).
- be physically located, have an active presence, and have the majority of its programs and services delivered within the city of Kelowna for at least two years at the time of the application submission.
- have a social service mandate and profile which is consistent with these guidelines.
- have fulfilled all reporting requirements for any previous grants or funding support from the City of Kelowna.
- have a Board of Directors composed of volunteers and representative of its mission and audience. Directors must:
 - Meet the minimum statutory requirements imposed by the relevant incorporation statute (i.e., *BC Societies Act*); and
 - Not be remunerated for their services as Director (except for reimbursement of reasonable expenses) nor hold concurrent staff positions.

1.4 Ineligible organizations are:

- organizations whose mandates, operations and activities are not consistent with the program objectives, description and/or eligibility requirements.
- organizations which have outstanding indebtedness to the City of Kelowna, or which have not fulfilled reporting requirements for any previous grants from the City of Kelowna.
- unincorporated committees, groups, collectives or individuals.

1.5 ***Eligible activities and expenses:***

a) *Operational Grants:* Office supplies, administrative and facility costs, capital costs (e.g., office equipment, furniture), advertising, training, technical/material assistance and similar items necessary to deliver existing programs.

b) *Project Grants:* To cover costs of hosting and promoting special events (e.g., facility rental, guest speakers, food, advertising, promotional items), administrative and delivery costs for short-term projects or programs (e.g., supplies and materials, facility rental), capital costs (e.g., office equipment, furniture) and staffing.

1.6 ***Ineligible activities and expenses are:***

- trade shows or commercial/business activity
- fundraising activities
- programs primarily providing for recreation or leisure time pursuits
- projects which already receive financial or in-kind support (including site provision) from other City of Kelowna sources
- retroactive funding for activities which have already occurred
- deficit reduction
- bursaries or scholarships
- activities focused on politics, education, religion or advocacy
- 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)

2.0 **APPLICATION PROCESS**

Organizations considering submitting an application are encouraged to do the following:

- Review the grant guidelines
- Contact the Central Okanagan Foundation to discuss the proposal so that support and guidance can be provided, if required

By the deadline of **February 23, 2024 at 3:30pm**, applicants are required to email an electronic copy of the application form (including signatures) and required support materials to:

Abbie Norrish, Manager, Grants & Community Initiatives
abbie@centralokanaganfoundation.org

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

The criteria listed below and in **Schedule 1** represent 'good' practices for program development and delivery and for organization operations. Assessment will be based on the degree to which organizations meet the criteria, based on the information they provide.

All organizations and projects are unique; there is no expectation that an organization must be demonstrating exceptional performance in all areas in order to receive funding support. However, the assessment criteria provides an objective framework within which the project or operation's feasibility and impact can be considered and form the basis for constructive feedback to the organization.

Criteria

1. Respond to one or more of the Resiliency Priority Areas, as outlined below.
2. Demonstrate an evidence-based approach to improving social well-being (see page 7).
3. Respond to dynamic community needs that are based on local research and/or community strategies (See page 3).
4. Demonstrate collaboration with other service providers and/or partners in the community.
5. Provide clearly defined timelines and measurable performance targets to evaluate impact.
6. Demonstrate how the project/program will lead to sustained improvements which prevent or mitigate the impact of social inequities on vulnerable populations.
7. Demonstrate need for funding and a clear plan for future funding from other sources.

Resiliency Priority Areas

CSDGs are investments that contribute to a healthy city for all. They support non-profit community-based organizations, projects or programs that facilitate the social, physical, mental and emotional well-being of people. Applications which address one or more of the following Resiliency Priority Areas will be given a higher priority for funding:

- a) *Social & Community Connections*: Increase opportunities for connection and support for people who are isolated or who are experiencing social, physical and/or economic disadvantage.
- b) *Housing & Homelessness*: Increase organizational and/or community capacity to prevent homelessness and increase access to basic needs supports (e.g., housing, food, health and wellness) for those experiencing housing instability.
- c) *Truth & Reconciliation*: Implement actions to advance truth and reconciliation and to redress the ongoing effects of colonialism and the legacy of residential schools.
- d) *Equity, Diversity & Inclusion*: Promote equity, diversity and inclusion by responding to the needs of underrepresented communities, including Indigenous, visible minority, immigrant and refugee communities; members of the LGBTQ2S+ community; people with DiverseAbilities; and women.

Applications will use one or more of the following approaches to improve social well-being:

1. Increase equity of access to opportunities by addressing barriers at the individual, organizational, and/or systems level(s).

2. Develop new partnerships to mobilize existing community assets, encourage shared learning and/or enable collective action.
3. Facilitate the meaningful engagement of people from underrepresented communities in decision making and leadership. This may include engaging people with lived or living experience in the design, development and/or delivery of projects or programs, or in organizational governance.
4. Support healthy youth development by co-creating opportunities for young people to develop skills, make connections, and contribute to their communities.

Detailed assessment criteria are listed in Schedule 1 of these Guidelines.

4.0 ASSESSMENT OF APPLICATIONS

4.1 *Committee Review:*

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

4.2 *Notification and Distribution:*

Applicants will receive notification of evaluation of results by mid-April 2024.

All organizations approved for funding under the CSDG 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.

A 30-day period will be given for applicants to claim their grants following written confirmation of the grant to the applicant. Any unclaimed funds will be returned to the Social Development Grant Reserve.

4.3 *Request for Clarification/Request for Reconsideration:*

Applicants who do not agree with a funding decision may request further clarification from Central Okanagan Foundation staff; however, the decisions of the Grant Committee are final.

4.4 *Final Report:*

Successful applicants must provide a Final Report to the Central Okanagan Foundation which includes the following information:

- how the agreed upon measurable performance targets were met; provide statistics and supplementary data as they relate to goals, objectives and outcomes;

- a summary of the relationships between needs and services and cost sharing with other levels of government and,
- an updated budget for the grant funds showing all revenue and expenses related to the grant funds and details on how the grant funds were dispersed. The budget must be certified correct by two of the Directors of the Agency.

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 as part of the assessment of any future applications by the organization.

Final Reports for the 2024 CSDG program must be submitted within 30 days of the end of the grant term.

5.0 TIMELINE

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

Deadline	Committee Review	Notification	Distribution	Final Report
February 23, 2024	April 5, 2024	Mid-April 2024	Within 30 days of written notification	Within 30 days of the end of the grant term

6.0 CONDITIONS OF FUNDING

In addition to any specific terms and conditions which may arise from the committee review, the conditions below will apply to any organization 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 organization will make every effort to secure funding from other sources as indicated in its application.
- The organization 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 inspection by the City or its auditors.
- If there are any changes in the organization's activities as presented in its application, the Central Okanagan Foundation must be notified in writing immediately and must provide approval for such changes.
- In the event that the grant funds are not used for the organization'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.

7.0 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.

SCHEDULE 1 – DETAILED ASSESSMENT CRITERIA

	How closely do the proposed project/program or operational activities align with the identified Resiliency Priority Areas? (p.6)
/3	Comment:
	Is an evidence-based approach to improve social well-being identified? (p.7)
/3	Comment:
	Does the application effectively demonstrate community need (e.g., local research, actions identified in community strategies)? If local evidence is not available, is other relevant evidence provided?
/3	Comment:
	Is there demonstrated collaboration with local service providers and/or other partners in the community?
/3	Comment:
	Are there clearly defined and reasonable timelines for key activities?
/3	Comment:
	Is there a clear plan to evaluate effectiveness and/or impact with measurable targets?
/3	Comment:
	Is there a clear plan to sustain the proposed activities and/or improvements after grant funding has ended?
/3	Comment:
	Is there a demonstrated need for funding? Is the budget clear? Does the applicant demonstrate the financial capability to deliver the proposed activities?
/3	Comment:
/24	