
City of Kelowna

MEMORANDUM

DATE: May 28, 2001
FILE: 1850-20

TO: City Manager

FROM: Community Planning Manager

RE: Appeal of Community Social Development Grant by the Central Okanagan Hospice Association

REPORT PREPARED BY: Theresa Eichler

RECOMMENDATION:

THAT Council authorize an additional amount of \$1,300, for a total amount of \$4,800, to be granted to the Central Okanagan Hospice Association from the Community Social Development grants fund, in accordance with Council Policy #218, and based on the recommendation of the Social Planning Board, as a result of an appeal by the agency.

PURPOSE:

The purpose of this report is to request that Council authorize additional funding to the Central Okanagan Hospice Association from the Community Social Development grants fund, as the result of an appeal, based on the recommendation of the Social Planning Board.

REPORT

Decisions regarding the amounts and agencies to be funded under the Community Social Development grant program, were made by Council resolution on April 2nd, 2001, based on the review and recommendations of the Social Planning Board. The City's grant process, approved as Council Policy 218, is attached for information.

The Central Okanagan Hospice Association applied for a \$12,131 grant to operate a grief recovery program for youth. Following the review of the application and the grant interview, the grants sub-committee recommended a grant of \$3,500 to the Association. It was evident that the grant request included funding for the overall expenses of the Association, not just the new program, and it was for this reason that the amount was reduced. The sub-committee's recommendation was support by the Social Planning Board and approved by City Council.

In 2000, an appeal process was introduced that was available only to applicants that had been interviewed by the Board. One of the grounds for appeal is that the amount granted was less than requested and the lesser amount would not allow the proposed program to go ahead. Another is that information regarding the proposal was not properly communicated. These grounds were used by the Central Okanagan Hospice Association to submit an appeal, within the City's requirements, concerning the \$3,500 grant that it was to be awarded.

The Association submitted a letter of appeal within the 2-week appeal period, and the Social Planning Board heard the appeal, with representatives of the Association in attendance, at its meeting of May 8, 2001. As a result of the Board's review of the appeal, the following recommendation was made:

MOVED by Michael Morrill / Seconded by Eric Greer

That the Social Planning Board recommend that the City grant the Central Okanagan Hospice Association an additional \$1,300 to fund the project to 80%, as per a recognition of the clarification of the financial statements and budget provided by the appeal process. This brings total monies granted to \$4,800.

Motion **CARRIED**

SUMMARY

An appeal to a decision regarding the authorization of a Community Social Development grant was received from the Central Okanagan Hospice Association. The reasons for the appeal were that the \$3,500 grant (reduced from what was requested) would be insufficient to allow youth bereavement program to go ahead; and that information regarding the proposal had not been properly communicated. The Board heard the concerns of the agency and is recommending that an additional \$1,300 be authorized by Council to award to the Central Okanagan Hospice Association.

Theresa Eichler, MCIP
Community Planning Manager

Approved for Inclusion

R.L. (Ron) Mattiussi, ACP, MCIP
Director of Planning & Development Services

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Attachment:
Copy of Council Policy # 218



CITY OF KELOWNA

COUNCIL POLICY MANUAL

POLICY: 218
PAGE: 1 of 4
APPROVAL DATE: 1998/11/09
RESOLUTION #: R887/98/11/09
REPLACING #: R962/1996/11/25
S1053/1992/09/14
DATE OF LAST REVIEW: January 2000

SUBJECT: COMMUNITY SOCIAL DEVELOPMENT GRANTS

The purpose of the Community Social Development Grants program is to make available funding to non-profit organizations and community organizations offering social programs in the municipality of Kelowna. The grant program requires that all successful applicants of the program are:

- (a) required to give policy references as to how each proposal fits within the City's social policy framework as contained in Chapter 8 of the Official Community Plan;
- (b) operating from a primary prevention mandate in addressing social concerns;
- (c) be innovative in addressing social concerns;
- (d) promote volunteerism;
- (e) emphasize prevention in order to enhance, strengthen and stabilize family and community life, and improve peoples' abilities to identify and act on their own social needs;
- (f) all funded organizations must provide citizens with clear information on their operations and planning;
- (g) all funded organizations must use clearly identified needs and effective planning as the basis for the services provided;
- (h) all funded organizations must actively encourage coordination and co-operation with other service providers in the community.

Social development grant funding is not available for programs primarily providing for recreation or leisure time pursuits.

Social development grant funding is not available for programs which offer direct financial assistance to individuals or families, or are primarily rehabilitative or crisis oriented in nature.

Social development grant funding is not available for programs which duplicate services that fall within the mandate of a senior government agency. Limited capital costs are eligible but will not include major building projects.



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GRANT CATEGORIES

I. Establishment Grant

Purpose:

To cover needs and expenses for organizations and groups in their formative stages of development.

Assistance Categories:

Areas eligible within this grant include such items as supplies, administrative and facility costs, advertising and training expenses.

Who May Apply:

Registered non-profit societies and non-profit organizations delivering social programs (*must have established a set of working rules and regulations and a banking account in the group's name*) in the City of Kelowna. The establishment grant would be available on a one time only basis for organizations.

Funding Levels:

Grants shall not exceed 50% (fifty percent) of the establishment costs. The applicant is responsible for the provision of remaining funds.

II. Operational Grant

Purpose:

To provide funding to assist established non-profit groups, and non-profit organizations, with expenditures incurred in the operation and the delivery of their existing programs.

Assistance Categories:

Funding would be considered for administrative costs, program delivery, facility costs, and technical/material assistance.

Who May Apply:

Registered non-profit societies and organizations delivering social programs (*must have established a set of working rules and regulations and a banking account in the group's name*) in the City of Kelowna.

Funding Levels:

Grants shall not exceed 25% (twenty-five percent) of the applicant's operational budget. The balance of funds required shall be provided by the applicant or from other private resources. Where the applicant is receiving funding from other levels of government or public agencies, the

maximum grant shall not exceed 10% (ten percent) of the operational budget. This category is not intended to provide the basis for permanent operational funding.



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GRANT CATEGORIES (Cont'd)

III. Special Projects Grant

Purpose:

To assist non-profit groups and non-profit organizations to stage special events or to operate short-term programs or projects (less than 12 months in duration). Projects must be clearly time-framed, not require permanent staff, and be projects which would not normally have been undertaken without this additional resource.

Assistance Categories:

To defer costs of hosting and promoting special events (i.e. facility rental, guest speakers, food, advertising, promotional items, etc.). To defer administrative and delivery costs for short-term programs/projects (supplies and materials, facility rental, non-capital equipment, and non-permanent staffing).

Who May Apply:

Registered non-profit societies and non-profit organizations (*must have established a set of working rules and regulations and a banking account in the group's name*) delivering social programs in the City (community) of Kelowna that may include youth programs, inter-agency coordination, seniors services, parent-child development, volunteer services, etc.

Funding Level:

Grants shall not exceed 80% (eighty percent) of the costs of the special project. The applicant is responsible for the provision of remaining funds required.

NOTE: The actual funding allocated under any grant category shall be at the discretion of City Council, after consideration of all requests received, the amount of funding available, and the priorities established.



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Time Line:

1. Prior to the grants application deadline, City Planning Staff will hold an advertised public information session in January or February for grant applicants.
1. Completed grant applications must be submitted to Planning by City Hall closing time on the last Friday in February of the calendar year.
1. Applications will be reviewed by the Social Planning Board in March and recommendations will be forwarded to Council.
1. Council will review applications and recommendations in April.
1. Only those applicants that are short-listed and interviewed by the Social Planning Board will be advised of Council's decisions by the end of April or the first week in May.
1. Within 2 weeks of the date of the letter advising of the City's decision (as outlined above), applicants that were refused or had their funding request reduced, will have an opportunity to appeal the decision of the City to the Social Planning Board.
1. The Social Planning Board will review the appeal request and make a decision to reject the appeal, or recommend additional funding.
1. Any recommendation for additional funding, resulting from an appeal to the Social Planning Board, must be approved by Council.
1. The decision of the Social Planning Board regarding the appeal is final, subject to approval of any additional funding by Council, and the applicant will not have further opportunity for appeal.
1. 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.
1. Funding will commence once the funding agreement has been received and is deemed satisfactory to municipal staff.
1. A three month time period will be given for applicants to claim their grants following written confirmation of the grant to the applicant. Any grant that is not claimed within the three month period will remain in the Community Social Development grant fund;
1. Any unused portion of the Community Social Development Grant appropriation will be carried over to the following year and operated similar to a reserve fund with interest accrued and the necessary administration of the fund managed by the City.

REASON FOR POLICY: As outlined in the introductory statement on page 1 of policy.

LEGISLATIVE AUTHORITY: Sec. 176, *Municipal Act*

PROCEDURE FOR IMPLEMENTATION: Applications are processed through the Planning Department.