

# Report to Council



**Date:** October 17, 2012  
**File:** 0710-30  
**To:** City Manager  
**From:** Theresa Eichler  
Community Planning Manager  
**Subject:** Council Policies Governing Grants Programs - Updates

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## **Recommendation:**

**THAT** the following Council Policies be revised as outlined in the report from the Community Planning Manager dated October 17, 2012;

- No. 218, being "Community Social Development Grants", amended to merge with Emergency Grant Requests from Policy 312
- No. 277, being "Grants to Address the Sexual Exploitation of Youth".

**AND THAT** Council Policy No. 312, being "Emergency Grant Requests from Social Grant Reserve", be rescinded.

## **Purpose:**

To update procedures for three grant programs administered for the City by the Central Okanagan Foundation in partnership with the Policy and Planning department. The following Council resolution requested this review:

COUNCIL RESOLUTION FROM THE APRIL 16, 2012 P.M. REGULAR MEETING:

THAT Council directs staff to review the Terms of Reference for the following City of Kelowna grant processes:

1. Community Social Development Grants;
2. Grants to Address the Sexual Exploitation of Youth; and
3. Emergency Grants;

**AND THAT** staff report back to Council with any recommended changes to the Terms of Reference.

The Terms of Reference for the above three grant programs are based on direction set out in Council Policies. This report will address updates to the Council Policies which govern the grant programs.

## **Background:**

Initiated in 1992, the Community Social Development Grants were created as an organized way to respond to grants-in-aid funding requests of Council. As the policy framework for the City has evolved over time, along with the funding needs of the community, the grants policies and the programs have also evolved. The other two programs were added in the last decade or so to continue to direct some support where it is most needed. In 2003, the Central Okanagan Foundation (COF) was assigned the administrative responsibility for the grants application and distribution process. This partnership has proven to be efficient and beneficial to both parties.

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Each year, the COF Grants Committee provides recommendations to Council regarding the awarding of the grants. The Committee's recommendations are based on parameters established by Council Policies 218, 277 and 312. All grants are to be used to fund initiatives serving residents of the city of Kelowna under the policy direction that is outlined.

The intent of each grant program is briefly described below:

<b>Program</b>	<b>Description</b>
Community Social Development (CSD) Grants - <i>Council Policy 218</i>	Funds initiatives that improve quality of life for Kelowna residents
Grants to Address the Sexual Exploitation of Youth (SEY)- <i>Council Policy 277</i>	Aims to prevent youth from entering the sex trade and/or help those who are its victims.
Emergency Grants - <i>Council Policy 312</i>	Intended to assist valued community agencies experiencing economic hardship.

Proposed changes to the grant policies are shown in the attached documents. To summarize, these changes are as follows:

<b>Proposed Change</b>	<b>Rationale</b>	<b>Program(s)</b>
Re-word City representation on the Grants Committee.	To reflect that the Women's and Community Advisory Committee was not continued following the 2011 election.	All
Add definition of Primary Prevention to Council Policy 218	This definition is not covered in Policy 218, but the term is used. The definition is provided in the Terms of Reference.	CSD
Wording changes to describe the wellness aspect of social needs of the community.	Update to place a positive context on the social aspect of sustainability.	CSD
Refer applicants to Council Policy 360.	Work underway to update social policies indicates that Council Policy 360 will be retained and updated.	CSD
Refer applicants to the 2030 OCP; specifically policies that speak to social sustainability.	The City seeks to fund applications that align with its policies and responsibilities.	CSD Emergency
Provide policies within the grants policy & Terms of Reference that deal with physical accessibility awareness and employment /education programs.	To bring forward and update policies that are more specific to funding programs in the community.	CSD
Add reference to the <a href="#">Central Okanagan Foundation's Vital Signs Report</a> to assist with identifying key community needs.	The COF Vital Signs Report provides a good source of supporting data and guidance for the city that is updated on a regular basis and is consistent with other community foundation Vital Signs reports across the country.	CSD, Emergency, SEY
Add in wording to the effect: " <i>Grants may not be for activities of religious organizations that serve primarily their membership and/or for direct religious purposes</i> "	It has been an ongoing challenge for Grants Committee members and staff to review applications that clearly have religious purposes. Religious organizations also have access to different funding sources than other	CSD SEY Emergency

	community groups or non-profits. However programs & services provided by religious-based organizations may be supported when the funded program is unconditional; i.e. not tied to religious membership.	
Add a restriction against: <i>“agencies or programs that receive ongoing City of Kelowna funding within the City’s Annual Budget”</i>	The likelihood of a “double dipping” perception can be strong, unless it is clear that this will not be supported.	CSD
Add a restriction against: <i>“permanent or continual funding for an organization; (continual funding would be similar dollar amounts for primarily operational costs to one organization for a period of more than two years);”</i>	The City’s CSD program was never intended to be a source of annual funding to specific agencies. Should Council decide to annually fund non-profits or other groups, that could be done as part of the City’s Annual Budget. A 2-year limit is proposed on similar amounts to the same agency that appear to be operational annual funding.  It should be noted that the Grants to Address Sexual Exploitation of Youth operate differently on the premise that protection of youth is a high, community-wide priority.  Emergency grants are only available to the same organization once in a 3 year time frame.	CSD
Add <i>“and operating for two years or more”</i> to the definition of a <i>Community Organization applicable to all grants except “establishment” CSD grants which would be required to have been in existence for at least one year.</i>	This is to help prevent funding of agencies or community organizations that are created and then fold in a period of less than two years. The exception for <i>Establishment</i> CSD grants, is to allow for aiding an organization with start-up costs.	All
Merge the content of Council Policy 312 for the emergency grants within Council Policy 218. Policy 312 would then be rescinded.	Emergency grants have similar criteria to operating grants under Council Policy 218, governing the Community Social Development grants. Their policies are proposed to be merged into Council Policy 218, shown in the attached, under Section B - Grant Categories	CSD Emergency

Additional minor wording changes have been proposed to make the documents more current and provide greater clarity, but do not change the overall meaning or intent.

**Accountability of Grant Recipients:**

A letter of agreement with the funding agency must be signed before grant recipients are awarded any grant funding. Ten percent of the funds are held back until such time as the funding agency receives and subsequently approves a report requiring the funded agency to:

*“submit to the ‘funding agency’<sup>1</sup> within 90 days of the end of the Grant term, a detailed written report that:*

- (i) specifies how the agreed upon measurable performance targets were met; provides Project statistics and supplementary data as they relate to project goals, objectives and outcomes;*
- (ii) provides for effective monitoring of the relationships between needs and services and for cost sharing<sup>2</sup> with other levels of government; and,*
- (iii) includes a financial statement prepared in accordance with GAAP and certified correct by the Directors of the Agency or an independent auditor, showing all revenue and expenses related to the Project and detailing how the Grant funds were dispersed.”*

The application process is rigorous, involving application forms and accompanying documentation. Having said this, the process has also been streamlined to ensure ease of use without compromising the COF’s ability to foster alignment with the City’s parameters and ensure accountability. COF staff routinely communicates with grant applicants to ensure that the process is understood and adhered to<sup>3</sup> prior to submission of a grant application. The COF Grants Committee and staff agree that it is crucial that the City’s funds are spent so as to ensure the best results for the community.

Further, there is a need to distinguish these grant programs as serving the purpose of encouraging new initiatives and providing some assistance to existing community services, without being a source of continual funding for the core operations of an agency. There are examples where the City does provide annual funding based on a specific service(s) provided by an agency. These happen when the services in question align with services either within the City’s mandate to provide; or requested of Council by a City Department. For example, the City provides funding to the Central Okanagan Boys and Girls Club and partners with the agency to provide building space. The youth and children focus of this agency is consistent with the City’s role to provide programs for children and youth<sup>4</sup>. Another example is the Kelowna Youth and Family Services; an agency that the City funds based on a direct request from the RCMP to Council to address the needs of youth who have had involvement with the justice system.

**Internal Circulation:**

City Clerk  
Grants Manager  
Director of Communications  
Cultural Services Manager

**Legal/Statutory Authority:**

Section 176 of the Local Government Act

**Existing Policy:**

Corporate Plan

*Vision: To be the best mid-sized city in North America.*

*Mission: Leading the development of a safe, vibrant and sustainable city.*

**Council Priorities:** *Enhancing citizens’ quality of life.*

*Council will enhance citizen’s quality of life by leveraging strong financial decisions to support social, cultural, and environmental initiatives.*

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<sup>1</sup> the Central Okanagan Foundation would be the present funding agency named in the letter of agreement.

<sup>2</sup> For an emergency grant, this should include a detailed plan for future funding of services.

<sup>3</sup> The application must be consistent with the Council Policies that govern it.

<sup>4</sup> The City also has programs for seniors, families & people with disabilities.

Official Community Plan

- Goal 5: *Foster Sustainable Prosperity*
- *All policies tagged with the social sustainability pillar;* 
- Objective 10.1 *Promote well-being and quality of life by providing facilities and services for all community members.*

[Social Policies - Policy 360](#)

[Community Social Development Grants Policy 218](#)

[Grants to Address the Sexual Exploitation of Youth No. 277](#)

[Emergency Grants Policy 312](#)

**Financial/Budgetary Considerations:**

Covered by existing budget.

Information pertinent to these programs is outlined below:

Program	Description	Budget (Annual)
Community Social Development (CSD) Grants	Funds initiatives that improve quality of life for Kelowna residents	\$80,000
Grants to Address the Sexual Exploitation of Youth (SEY)	Aims to prevent youth from entering the sex trade and/or help those who are its victims.	\$22,000
Emergency Grants	Intended to assist valued community agencies experiencing economic hardship.	Funded from Reserve ( max \$5,000/grant)

**External Agency/Public Comments:**

Central Okanagan Foundation staff has been actively involved in the review of the grant programs covered in this report and the council policies that govern them. Some of the changes have been initiated by the recommendations of the Foundation and COF staff is supportive of all the changes.

**Considerations not applicable to this report:**

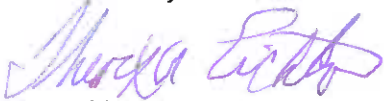
Communications Comments:

Legal/Statutory Procedural Requirements:

Alternate Recommendation:

Personnel Implications:

Submitted by:



T. Eichler, Community Planning Manager

Approved for inclusion:



Signe Bagh, MCIP, Director of Policy & Planning

cc:

City Clerk

Grants Manager

Director of Communications

Cultural Services Manager



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# Council Policy

## Community Social Development Grants

APPROVED November 11, 2002

RESOLUTION: R375/10/04/26

REPLACING: R858/05/09/12; R440/02/11/25; R07/00/01/10; R887/1998/11/09; R962/1996/11/25; S1053/1992/09/14

DATE OF LAST REVIEW: ~~April 2010~~ October 2012

### A. DEFINITIONS IN THIS POLICY

**Grant Committee:** Consists of two (2) appointed members ~~from the Women's and Community Advisory Committee~~ representing the City of Kelowna and additional members as determined by the Funding Agency.

**Funding Agency:** An agency contracted by an agreement with the City of Kelowna to administer the grants program.

**Primary Prevention:** ~~Are services or programs oriented towards groups, rather than individuals and aim to create a positive social environment by strengthening and supporting the individual, family and community. A parenting course would be one example of such a program. Counseling services would not as they deal with providing health services to individuals, one on one.~~

### B. CRITERIA

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

(a) ~~be~~ (a) ~~required to~~ give policy references as to how each proposal fits within the City's ~~social~~

~~Social Policy~~ Policy Framework, which includes: ~~as contained in the Official Community Plan;~~

- i. Social Policy No. 360;
- ii. Chapter 10 of the Official Community Plan; and/or policies tagged as socially sustainable in the Official Community Plan with a person symbol;
- iii. Additional guiding grant policies are provided below:

**Access Guide.** Encourage appropriate local agencies to distribute and maintain a City of Kelowna Access Guide such that it is readily available and up-to-date;

**Awareness.** Continue to support appropriate agencies to organize and promote initiatives to raise awareness and improve accessibility in Kelowna;

**Local Skills and Education.** Work with other agencies to maximize knowledge of the skills and education required by local industries and businesses and communicate this information to the (local) agencies providing educational and re-training programs;

**Education and Re-training.** Partner with pertinent agencies to expand and increase educational and re-training opportunities to those who are unable to find work;

**Food Security:** Seek coordinated community initiatives that support food security in the city.

(b) ~~e~~ be innovative ~~or unique~~ in addressing social ~~well-being concerns~~;

~~(d)~~ promote and demonstrate volunteerism and provide evidence of community support;

~~(e-d)~~ 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;

~~all funded organizations must(e)~~ - provide citizens with clear information on their operations and planning, demonstrating transparency;

(f) use clearly identified needs and effective planning as the basis for the services provided; (Needs are identified in the most recent Central Okanagan Foundation's Vital Signs Report);

(g) actively encourage and pursue collaboration with other service providers in the community;

(h) demonstrate clarity and ensure measure-ability of performance targets and timelines;

(i) exhibit quality of management, including the satisfactory administration of any previous grant(s).

Review of the applications for funding under Council Policy 218 by the Grants Committee will use the above criteria to evaluate the applications and derive its recommendations to Council.

**C. EXCLUSIONS:**

Community Social Development grant funding is not available for:-

~~Social development grant funding is not available for~~

(a) -programs primarily providing for recreation or leisure time pursuits;

~~(b) Social development grant funding will not be funded~~ retroactive by financial support for projects and programs that occurred prior to Council's decision to award the grant;

(c) agencies or programs that receive ongoing City of Kelowna funding within the City's Annual Budget;

(d) activities of religious organizations that serve primarily their membership and/or for direct religious purposes;

(e) permanent or continual funding for an organization (continual funding would be similar dollar amounts for primarily operational costs to one organization for a period of more than two years);

(f) 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 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 (g)~~ programs which duplicate services that fall within the mandate of a senior government agency;

(h) major building or other major capital projects (limited capital costs are eligible);

~~Limited capital costs are eligible but will not include major building projects.~~

~~Grants may not be used for the purpose of (i)~~ assistance for an industrial, commercial or business undertaking.

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.

~~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.~~

**BD. GRANT CATEGORIES**

**1. Establishment Grant**

Purpose: *formative* \_\_\_\_\_ —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 \_\_\_\_\_socially *beneficial* programs (must have established a set of working rules and regulations a banking account in the group's name and have been operating for at least one year 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.

**(e) 2. 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 socially *beneficial* programs (must have established a set of working rules and Regulations, a banking account in the group's name and have been operating for two years or more 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 fundingreceiving funding from other levels of government or public agencies, the maximum grantmaximum grant shall not exceed 10% (ten percent) of the operational budget. This category is not intended to provide the basis for permanent operational —funding.



**(f) 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 ~~i~~ in the group's name and have been operating for two years or more) delivering socially beneficial programs in the City ~~city~~ of Kelowna that may include youth programs, inter-agency coordination, ~~seniors~~ 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.

**4. Emergency Grant**

- 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 principles of an Operational Grant (see page 3) will be used as a guide, subject to the following:

**Purpose:** \_\_\_\_\_ 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 bridging funding only, pending more secure or ongoing funding.

**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, a banking account in the group's name and have been operating for two years or more ) in the city of Kelowna.

Funding Levels: Grants shall not exceed \$5,000. The balance of the funds required shall be provided by the applicant or from other public or private resources;

The information on the conventional grant application form for Community Social Development grants will be required, including, but 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 service relates to the City's social policy framework;
- a list of the Board of Directors;
- Board meeting minutes approving the application for emergency 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.

**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.

### CE. TIME LINE

1. Prior to the grants application deadline, the Funding Agency will hold an advertised public information session in January or February for grant applicants.
2. Completed grant applications must be submitted to Planning by City Halthe Funding Agency before closing time on the last Friday ~~in~~ February of the calendar year.
3. \_\_\_\_\_
3. \_\_\_\_\_ Applications will be reviewed by the Grants Committee in March using the following criteria and forward its recommendations to Council:
  - \_\_\_\_\_ a) \_\_\_\_\_ relevance to City of Kelowna Social Policy
  - \_\_\_\_\_ b) \_\_\_\_\_ adherence to the Social Planning and Housing Committee terms of reference
  - \_\_\_\_\_ c) \_\_\_\_\_ uniqueness of the project
  - \_\_\_\_\_ d) \_\_\_\_\_ community need for the project and its expected impact
  - \_\_\_\_\_ e) \_\_\_\_\_ level of community support and volunteer involvement
  - \_\_\_\_\_ f) \_\_\_\_\_ degree of co-operation with other community service providers
  - \_\_\_\_\_ g) \_\_\_\_\_ clarity & measurability of performance targets and timelines
  - \_\_\_\_\_ h) \_\_\_\_\_ transparency of agency operations and planning
  - \_\_\_\_\_ i) \_\_\_\_\_ evidence of financial need;
  - \_\_\_\_\_ j) \_\_\_\_\_ quality of management, including the satisfactory administration of any previous grant(s).
4. \_\_\_\_\_ Council will review applications and recommendations in April, based on a report from the Funding Agency which outlines the recommendations of the Grant Committee (the Grant Committee will evaluate the applications using the Criteria outlined in section B of this policy.
54. Applicants that are recommended by the Funding Agency's Grant Advisory committee will be advised of Council's decision by the end of April or the first week of May; Only those applicants that are short-listed and interviewed by the Grants Committee will be advised of Council's decisions by the end of April or the first week in May.
65. Applicants that were interviewed and that were refused funding or had their funding request reduced, may request a re-evaluation of their application if they believe:

- (a) they were refused funding despite having met the grant criteria;
- (b) information regarding the application was not properly communicated;
- ~~(c)~~ there was unfairness or bias in the evaluation process; or
- (d) the amount granted is considerably less than requested, such that the success of the program will be affected.

~~76.~~ Requests for re-evaluation must be received in writing within two weeks of the date of the letter advising \_\_\_\_\_ of the Council's decision, and will be reviewed by the Grants Committee. The re-evaluation process is ~~not intended~~not intended as a means for groups to modify unsuccessful proposals, and the Committee will not consider ~~any information~~any information or proposals that were not part of the original application.

~~87.~~ \_\_\_\_\_ At its sole discretion, the Committee may re-interview the applicant at its second meeting following

~~the receipt~~the receipt of the request and may amend or uphold its original recommendation.

~~98.~~ Any recommendation for additional funding is subject to the approval of Council. Decisions reached under \_\_\_\_\_ this process ~~is~~are final and no further re-evaluation will be done.

~~109.~~ 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.

~~110.~~ Funding will commence once the Letter of Agreement has been received, is deemed satisfactory to the Funding Agency and signed by the Funding Agency or a qualified designate of the Funding Agency.

~~1211.~~ 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;

~~12.~~ Any unused portion of the Community Social Development Grant appropriation will be carried over

~~to the~~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.

necessary administration of the fund managed by the City: Time Line for Emergency Grants

1. Emergency grant applications may be submitted throughout the year, on the basis of need.
2. The Grants Committee shall review an application for emergency funding at a special meeting no later than 2 weeks following receipt of the application by the City. An interview with the applicant will be conducted.
3. Recommendations of the Grants Committee for any additional funding will be forwarded to City Council for consideration at the earliest available Council meeting. 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.
4. The funded agency will need to sign a letter of agreement with the City, and have liability insurance in place, as outlined on the City's certificate of insurance, in order to claim the grant. This includes the requirement for a year-end report indicating how the money was spent and indicating what action was taken to secure more permanent funding from other sources. Format for these documents will be the same as those used for Community Social Development grants.

5. No agency will be funded retroactively for projects and programs that occurred prior to Council's decision to award the grant.
6. Emergency funding is only available to an organization once every three-year period.
7. The organization must claim the Emergency grant within one month following written notification of the grant approval. Any unclaimed funds will be returned to the Social Grant Reserve.

### **REASON FOR POLICY**

outlined in the introductory statement on page 1 of policy To provide a process and policy for administering grants in aid to community organizations that provide programs and services that improve quality of life for Kelowna residents and align with City policy direction.:-

### **LEGISLATIVE AUTHORITY**

Sec. 176, Local Government Act

### **PROCEDURE FOR IMPLEMENTATION**

Applications are processed through the Funding Agency.



City of Kelowna  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250 469-8500  
kelowna.ca

# Council Policy

## Grants to Address Sexual Exploitation of Youth

APPROVED November 25, 2002

RESOLUTION: R375/10/04/26

REPLACING: R1039/08/11/24; R441/02/11/25; R07/00/01/10; R888/1998/11/09; R858/05/09/12

DATE OF LAST REVIEW: ~~April 2010~~ September 2012

### A. DEFINITIONS IN THIS POLICY

**Grant Committee:** Consists of two (2) appointed members ~~from representing~~ the City of Kelowna Women's and Community Advisory Committee and additional members as determined by the Funding Agency.

**Funding Agency:** An agency contracted by an agreement with the City of Kelowna to administer the grants program.

As part of the City's commitment to assist the community in working to eliminate the sexual exploitation of youth, grants will be given to selected agencies on the basis of applications to be received by the Funding Agency and reviewed by the Grants Committee. The Committee's recommendations will be forwarded for endorsement by City Council.

- The money budgeted and available will be identified as part of the advertising process for these grants;
- Applications, deadlines, interviews and advertising for grants to address the sexual exploitation of youth will be simultaneous to the Community Social Development (CSD) grant process. The same application forms and advertisements will be used. Different terms of reference will be used.
- Further to the above, the time line specified under Council Policy 218 will also apply to these grants.
- The Grants Committee will conduct the review process at the same time as the CSD grants to provide recommendations to Council.
- Youth will be defined as under 19 years of age for the purpose of these grants.
- The funded programs and projects must deal specifically with the sexual exploitation of youth and not other programs for youth or similar programs for adults 19 or over.
- The same agency may be funded more than once.
- There is no rule as to the amount of the total budget that is eligible for the grant, only that there is sufficient money available and that the criteria are met.
- All applications will be reviewed based on need, accountability of the proposal and meeting the criteria established.
- The Funding Agency staff will administer this grant process in the same manner as the CSD grants.
- 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.
- Grants may not be for the purpose of assisting industrial, commercial or business undertakings.
- Grants may not offer direct financial assistance to individuals or families.
- Grants may not be for activities of religious organizations that serve primarily their membership and/or for direct religious purposes.
- Both short-term and ongoing programs are eligible for assistance.
- Although an agency may receive more than one grant from one year to the next, a new application will be required each year.
- No specific amount of money can be promised on an annual basis to any agency.

- No agency will be funded retroactively for projects and programs that occurred prior to Council's decision to award the grant.

**B. ELIGIBLE APPLICANTS**

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Eligible applicants for this grant program are defined as follows:

**Registered Non-Profit Society** - which is registered and incorporated under the Societies Act.

**Community Organization** - such an organization must also be non-profit and must have established a set of working rules and regulations a banking account in the group's name and have been operating for two years or more and a banking account in the group's name.

**REASON FOR POLICY**

To create a defined process whereby agencies will be invited to submit applications for grants to address the sexual exploitation of youth.

**LEGISLATIVE AUTHORITY**

Section 176, *Local Government Act*

**PROCEDURE FOR IMPLEMENTATION**

Applications are submitted to the Funding Agency.