

Community and Protective Services Department

# 2024 Social and Community Development Grants Guidebook

For grant inquiries, please contact:

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**Application Issued: October 3, 2023**

**Application Deadline: November 7, 2023**

## ABOUT THE GUIDEBOOK AND GRANTS

This guidebook was created to assist registered non-profit societies who are applying for a City of Kamloops Social and Community Development Grant. Review this information carefully as the evaluation of your application depends on your attention to detail in the application. Please ensure that all questions are answered completely.

### **Applications for 2024 Social and Community Development Grant funding will not be accepted if they meet any of the following criteria:**

- if they are submitted on \*paper or emailed — only electronic applications submitted through the online portal will be accepted
- if they are late — November 7, 2023, at 12:00 am (midnight) is the application deadline
- if the 2023 Social and Community Development Grants final report (for repeat applicants) has not been received by the Social Development Coordinator by November 15, 2023

The City has approximately \$123,000 available annually to support social community initiatives. These grants are allocated every year after a thorough evaluation process, facilitated by City staff. Final determination of awards is made by the Social Planning Engagement Group (SPEG), formerly the Social Planning Council.

Of the funds available for allocation, \$10,000 may be specifically allocated to seniors' initiatives. Funds will be awarded based on the quality of the project and application received and community need, regardless of which funding category or stream is selected by the applicant.

\*If you require accessibility assistance in completing this grant application please reach out to Heather Lee, the Social Development Coordinator to access the necessary support. Contact info: 250-828-3518 or [hlee@kamloops.ca](mailto:hlee@kamloops.ca)

## 1. ELIGIBILITY CRITERIA

To be eligible for a Social and Community Development Grant, **all** of the following criteria must be met. Please note: Submission of an application does not guarantee funding support.

- The organization must be a registered non-profit society. It must have an independent, active government body composed of volunteers. The bylaws must have provisions that no Board Director can be remunerated for being a director and staff members cannot be voting members of the Board or Executive.
- The organization must extend its service to the general public and shall not exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability, or income, except in instances where it can be proven that exclusion of some groups is required for effective service delivery to the target group.

- The organization must have the demonstrated functional capacity and sufficient resources to deliver the project or proposed services to which the City is being asked to contribute.
- The project or proposed services must address specific current social and community issues or concerns.
- Projects or proposed services are required to align with either the [Kamloops Social Plan](#) or the [Kamloops City Council Strategic Plan 2023–2026](#).
- Costs must be reasonable when compared with projects or proposed services of a similar scope and scale.
- The project or proposed services must primarily serve Kamloops residents.

## 2. GUIDELINES

All applications to the City of Kamloops Social and Community Development Grants program must adhere to the following guidelines:

- a) The project or proposed services **MUST**:
  - demonstrate one of the following:
    - meet at least one priority identified in the [Social Plan](#)
    - address one of the following areas of focus under [Council's strategic priorities](#) of: Social Supports, Housing, Inclusivity, Healthy Community, Truth and Reconciliation, Mobility, Community Engagement, and Advocacy (note: Arts, Culture, and Heritage are excluded from this grant stream)
  - adhere to the principles of the [Community Climate Action Plan](#), particularly Equity & Climate Justice
  - strengthen and enhance the well-being of our community
  - promote volunteering, where appropriate
  - address social concerns
  - improve community or agency capacity to meet specific social and/or community needs
  - promote cultural understanding, as applicable
  - partner with other service providers in the community
  - be well publicized in the community
  - occur within the city of Kamloops
- b) The project or proposed services **MUST NOT**:
  - provide direct financial assistance to individuals or families
  - duplicate services that fall within the mandate of either a senior government agency or a local service agency, except where there is an established need
  - provide health services, clinical or otherwise, that fall within the domain of Interior Health
  - process legal or human rights cases
  - provide residential programs or housing

- be used for research
  - be used for payment of City property taxes or operating or capital deficits
  - provide grants or donations to other organizations or individuals
  - provide services or programs directed to the preservation of any particular ethnic or cultural heritage
  - pay for any registration, attendance, or travel costs for agency members, service providers, and/or volunteers to attend conferences, workshops, and/or training
- c) Advice provided by individual Social Planning Engagement Group (SPEG) members or City staff is not a guarantee of funding.
- d) The receipt of a Social and Community Development Grant does not guarantee funding for the same project or proposed services or for the same organization for subsequent years. Applications must be received during each application period and will be considered on an annual basis, along with all other applications.
- e) Failure on the part of an organization to disclose other funding, exemptions, or incentives received from the City of Kamloops will result in that organization's application being removed from consideration for the year the application is submitted.
- f) Only one application from each organization will be accepted.

### **3. GRANT APPLICATION REVIEW PROCESS**

The Social Planning Engagement Group (SPEG) is a working and advisory group consisting of City staff and representatives from the public and community organizations. For each funding intake, the group conducts a thorough review and extensive evaluation of every application in order to make the final decision on awarding funds.

### **4. GRANT APPROVALS - USE OF GRANT**

All applicants will be notified of decisions made.

If your grant application is approved and you wish to make an amendment or change the stated use of the grant at some point in the grant year, you must provide an explanation, in writing, to the Social Development Coordinator. The letter must be signed by an officer of the organization who has legal signing authority. The amendment will be reviewed for approval by the SPEG at its next regular meeting. Subject to the SPEG's approval, the amendment may be granted. The amendment must also be noted in your organization's final report.

## 5. GRANT REPORTING

All funded applications are required to provide final reports, per a template that will be provided by the Social Development Coordinator. The report template and instructions will be sent out to all recipients in October of the grant year.

Future year applications will not be considered if a final report is not received by the report deadline of November 15.

## 6. GRANT APPEALS

The appeal process is designed to provide applicant organizations that were not recommended to receive Social and Community Development Grant funding with the opportunity to express their concerns about the recommendations directly to the SPEG. Dissatisfaction with the denial of a grant or the amount of a grant are not grounds for appeal. **Please note that incomplete applications will not be granted an appeal process.**

Applicants who believe their application was denied for either of the following reasons may appeal to the SPEG for reconsideration:

- a) The applicant can demonstrate that the application was denied on the basis of review criteria other than those appearing in the guidelines.
- b) The application was denied due to erroneous information being provided by staff to advisory or other members of the Social Planning Engagement Group.

Please note that applicants must be able to provide a compelling demonstration as to why they believe the application was denied. Applicants are not able to alter the original application with additional details or information.

### Appeal Process:

- a) An appeal of the Social Planning Engagement Group's recommendations must be made, in writing, to the Social Development Coordinator within **four business days** from the date the notification of denial is sent, outlining the concerns regarding the process and recommendation.
- b) The SPEG will review the letter of appeal at its next regular meeting. Only the original application will be reviewed to determine whether there is evidence of procedural error or unfairness in the assessment of the application, based upon the issue(s) identified in the appeal letter. Under no circumstances will a new application be reviewed.
- c) The Social Development Coordinator will inform the applicant of the group's decision within one week (7 days) of the SPEG's meeting. This decision will be final and cannot be appealed.

## 7. APPLICATION PROCESS FOR 2024 SOCIAL AND COMMUNITY DEVELOPMENT GRANTS

The timeline below is adhered to due to the SPEG'S evaluation process. This ensures a timely response to applicants.

<b>October 3, 2023</b>	The 2024 Social and Community Development Grant application process opens.
<b>October 12, 2023 9 am – 10 am</b>	<b>Information session</b> to go over grant requirements and help applicants with any questions. <a href="#">Register now.</a>
<b>November 7, 2023</b>	Application deadline. <b>Submit electronic applications online. For any questions, email Heather Lee, Social Development Coordinator, at <a href="mailto:hlee@kamloops.ca">hlee@kamloops.ca</a>.</b> <i>Late applications will not be accepted. Email applications will not be accepted. *Paper applications will not be accepted. The applications will be reviewed by staff for completeness. They are then forwarded to the Finance Department and SPEG members for individual review.</i>
<b>December 14, 2023</b>	The Social Planning Engagement Group and City staff will review all Special Projects, Operations, and Special Capital Expenditure applications and make final decisions regarding funding at their regular meeting.
<b>December 15-20, 2023, 4:00 pm</b>	Appeal period. Applicants not recommended will be notified and will have four business days to express their concerns about the recommendation. Please see <b>Section 6. Grant Appeals</b> , for more information. If there are appeals, a special Social Planning Engagement Group meeting will be scheduled.
<b>By the end of December 2023</b>	Notification of approval or denial will be provided to all applicants, in confidence. Cheques will be issued to successful applicants within 30 days of the granting decision.
<b>January 2024</b>	Formal announcement of successful applications will be made by the City of Kamloops, at which time successful applicants are welcome to share the results of their application.
<b>June 16, 2024</b>	Mid-year reports due.
<b>October 15, 2024</b>	Funded applicants will receive their final report template and instructions.
<b>November 15, 2024</b>	Final reports due.

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## 8. DIRECTIONS FOR COMPLETING THE APPLICATION

The following directions should be considered when applying for the Social and Community Development Grant:

- a) The grant is completely electronic and is collected through a unique webform on the City's website. The webform is only open when the Social and Community Development Grant application period is open. The webpage will close on the grant deadline and late applications cannot be accepted.
- b) To help organize and strengthen your application, you are encouraged to review the application in its entirety before submitting.
- c) Please complete **all** fields and give as much detail as possible. This will assist the Social Planning Engagement Group in making an accurate assessment of your request. Be clear and concise. The application form is available on the City's web page at [Kamloops.ca/GrantFunding](https://kamloops.ca/GrantFunding).
- d) If there is relevant information about your organization or request not covered by questions in the application, include a Word document as an attachment (maximum three pages of additional documentation).
- e) Please reach out to the Social Development Coordinator with any questions or concerns. Office hours are Monday to Friday, 8:00 am – 4:00 pm during summer months and 8:30-4:30 during winter months. Emails and voicemails left over the weekend will be returned as soon as possible, however the application deadline will not be extended due to questions or concerns left after hours.

## 9. FUNDING REPORTING

Please note that if you received funding in the previous year, you **MUST** submit your Fall 2022 and/or 2023 final report by 4:00 pm, November 15, 2023, or your application for a 2024 Social and Community Development Grant will not be accepted.

Upon acceptance of a Social and Community Development Grant, your organization agrees to provide an accounting of how the grant was used through a final report and presentation (if requested) to the Social Planning Engagement Group. Mid term reports will also be required, occurring in June of the funding year.

### Why measure outcomes?

- to more clearly describe what the funded programs are doing to address social and community issues and what change is occurring that contributes to more inclusive and equitable communities as a result of the funded programs
- to build capacity amongst funded agencies for program monitoring and evaluation
- to help community groups use outcome planning and measurement to improve programs
- to provide the SPEG with the information it needs to be more accountable to Kamloops residents

## 10. APPLICATION PACKAGE CHECKLIST

**Please ensure the following documents are attached with your application form.** If any of these documents are not included, your application will be deemed incomplete and will not be considered. In this case, you will not qualify for an appeal. Please ensure you submit all of the following materials through the online webform:

- completed application form
- current internal financial statement prepared and signed by the individual responsible for finances within the organization
- previous year's audited financial statement signed by your financial staff person (e.g. bookkeeper or accountant)
- any additional documentation (if applicable)