

Community and Culture Department

2026 Social and Community Development Grants Guidebook

For grant inquiries, please contact:

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Application Open: October 3, 2025
Application Deadline: November 7, 2025

ABOUT THE GRANTS GUIDEBOOK

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 2026 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, 2025, at 5:00 pm** is the application deadline
- if the 2025 Social and Community Development Grants final report (for repeat applicants) has not been received by the Social Development Coordinator by **November 28, 2025**

The City has approximately \$123,000 available annually to support social community initiatives. These grants are allocated every year through an evaluation process conducted by members of the Social Planning Engagement Group and facilitated by City staff.

Funds will be awarded based on the quality of the project, application received and community need. Each applicant is limited to apply for funding **up to \$30,000**.

1. FUNDING CATEGORIES

There are four different granting streams of funding; special projects, operations, capital expenditure and social enterprise. Please note that we are limiting applicants to 3 consecutive years of funding for any one grant stream. For examples of [previous funded projects](#) follow the hyperlink.

Special Project

This stream supports organizations that are planning a special event/activity or launching a new program that addresses identified community social needs. Funding in this stream cannot be applied to regular ongoing programming; however, it can support an existing program that is being redesigned, amplified or altered to better meet community social needs. Demonstration of partnerships and other in-kind or cash contributions are required as part of this grant stream.

Operations

This stream is intended to support the operational costs of the organization. Evidence of hardship or financial strain is required for the application. Applications must demonstrate how their services address identified community and social need.

Capital Expenditures

This stream is for organizations to purchase necessary capital items. Provide an itemized budget for this expenditure. Three quotes for the work must be provided in this application,

and the selected contractor/company must be identified. This is a one-time grant for an organization.

Social Enterprise

This stream provides one-time seed money to build the organization's capacity through engaging in customer driven revenue development models. This type of project model helps improve its sustainability while solving long term community, social, and environmental challenges.

2. 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 board of directors 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 discriminate against anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability, or income. [except in instances where 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](#), 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.

3. 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 some 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](#) (Equity & Climate Justice section)
 - 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 that could be seen as encouraging racial superiority, racism or discrimination.
 - 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 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. Please note that organizations are not typically funded for more than 3 consecutive years.
- 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.

4. GRANT APPLICATION REVIEW PROCESS

The Social Planning Engagement Group 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 to make the final decision on awarding funds.

5. GRANT CHANGES - USE OF FUNDING

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 Social Planning Engagement Group at its next regular meeting. Subject to the Social Planning Engagement Group's approval, the amendment may be granted. The amendment must also be noted in your organization's final report.

6. 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. Mid-year reports will also be required, occurring in June of the funding year.

Future year applications will not be considered if a final report is not received by the report deadline of **November 28**.

7. 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 Social Planning Engagement Group. 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 Social Planning Engagement Group 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 Social Planning Engagement Group will review the letter of appeal. 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 Social Planning Engagement Group's meeting. This decision will be final and cannot be appealed.

8. APPLICATION PROCESS FOR 2026 SOCIAL AND COMMUNITY DEVELOPMENT GRANTS

The timeline below is adhered to due to the Social Planning Engagement Group's evaluation process. This ensures a timely response to applicants.

October 3, 2025	Applications open
October 9, 2025 10 am – 11 am	Information session to go over grant requirements and help applicants with any questions. Register now.
November 7, 2025 by 5 pm	Application deadline. Submit electronic applications.
December 10, 2025	The Social Planning Engagement Group and City staff will review all applications and make final decisions regarding funding at their regular meeting.
December 15-18, 2025, 4:00 pm	Appeal period. Unsuccessful applicants will be notified and have four business days to express their concerns about the recommendation. Please see Section 6. Grant Appeals , for more information.
By the end of December 2025	Letters of approval sent out in confidence. Cheques will be issued to successful applicants within 30 days of the granting decision.
January 2026	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.
Mid - June 2026	Mid-term reports due.
End of October 2026	Final report template issued along with instructions.

End of November 2026	Final reports due .
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9. 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. [**Please note** that there is a **downloadable** Word document of the application questions, we recommend preparing your answers in this first and then copy & pasting them into the online portal.]
- b) Attach all necessary documents such as audited financial statement, completed budget form and up to 3 letters of support. The downloadable budget form template is provided at the front-end of the application.
- 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) Please reach out to the Social Development Coordinator (hlee@kamloops.ca) with any questions or concerns. Office hours are Monday to Friday, 8:30 am - 4:30 pm. 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.

10. FUNDING REPORTING

Please note that if you received funding in the previous year, you **MUST** submit your Fall 2025 final report by 4:00 pm, November 28 2025, or your application for a 2026 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-year reports will also be required, occurring in June of the funding year.

11. 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 the following materials through the online webform:

- ☐ completed application webform
- ☐ completed budget form using the template provided
- ☐ previous year's * audited financial statement signed by your financial staff person (e.g. bookkeeper or accountant)
- ☐ attach up to 3 letters of support from a partner organization
- ☐ attach quotes, at least 3 (for capital expenditure)
- ☐ any additional documentation (upon request)

*We will also accept a Notice-to-Reader or a Review Engagement statement from an accountant.