

Community and Culture Department

2027 Social and Community Development Grants Guidebook

For grant inquiries, please contact:

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Application Open: October 5, 2026
Application Deadline: November 5, 2026

About This Guidebook

This guidebook supports registered non-profit societies applying for the City of Kamloops Social and Community Development Grant. Applications are evaluated based on clarity, completeness, and alignment with funding priorities. As there have been some changes to the grant criteria, please read this guidebook thoroughly to ensure nothing is missed.

The City of Kamloops allocates approximately \$123,000 annually to support social and community initiatives. Demand for funding regularly exceeds the available budget, making this a highly competitive grant program. Meeting eligibility requirements does not guarantee funding, and not all eligible applications can be supported. Grants are awarded through a competitive evaluation process conducted by the Grant Evaluation Committee which is facilitated by City staff. Funding decisions are based on project quality, demonstrated community need, and overall strength of the application (see the evaluation Process section below for further detail).

The **maximum request per organization is \$30,000**, and only one application per organization per intake period is permitted. Funding is assessed annually and is not guaranteed beyond one year. Organizations are typically not funded for more than three consecutive years for the same project or program.

Application Requirements and Deadlines

Applications for funding must be submitted electronically through the City's online portal. Paper or emailed submissions will not be accepted.

The deadline is **November 5, 2026 at 4:00 pm PDT**.

Applications will not be accepted if:

- They are submitted after the deadline
- They are not submitted through the online portal
- The applicant (if previously funded) has failed to submit their 2026 final report by **November 27, 2026**

Failure to disclose other City funding, exemptions, or incentives will result in removal from consideration.

If you require accessibility assistance in completing this grant application, please reach out to the Social Development Coordinator for technical support. Contact info is located on the first page of this guide.

Funding Priorities and Scope

The Social and Community Development Grant supports programs and projects that foster belonging and strengthen overall social and community well-being in Kamloops. Priority is given to initiatives that:

- Meet immediate and basic needs while reducing barriers that contribute to poverty
- Promote social inclusion, diversity, equity, and accessibility
- Fill identified gaps in local social services
- Align with at least one priority in the current [City Council Strategic Plan](#) related to social services.

The following are not within the scope of this grant:

- Direct housing and homelessness supports (see [Reaching Home Grant](#))
 - Arts and culture projects (see [Community Art Grant](#))
 - Sports programs or sporting events (see [Sport and Athlete Support](#))
 - Climate resilience projects (see [Kamloops Climate Action Grant](#))
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Eligibility

Organizational Requirements:

- Must be a registered non-profit society (either provincially or federally) with an independent volunteer board of directors and in good standing with the CRA
- Be in at least the second year of operations, therefore able to provide financial statements from prior years.
- Primarily serve residents of Kamloops and operate within the City boundaries
- Comply with the British Columbia Human Rights Code and demonstrate a commitment to equitable, inclusive, and non-discriminatory programs, services, and employment practices.

Submissions are particularly welcomed from organizations serving equity deserving groups, including Indigenous, Black and racialized persons; refugees, newcomers and immigrants; 2SLGBTQ+ and gender non-binary persons; persons with disabilities; and individuals living on low incomes.

Eligible Project Expenses:

- Operational costs are allowed, including existing programs, services and small infrastructure needs.
- Special projects are welcome, including pilot programs, service expansions, and other initiatives that address emerging needs.
- Staffing expenses are permitted but are not to exceed 75% of the total funding request.
- Small capital infrastructure costs also permitted but are not to exceed 75% of total funding request.

Ineligible Project Expenses:

The following are not eligible for funding:

- Direct financial assistance to individuals or families, with exception to honourariums*
- Health or clinical services within Interior Health's mandate
- Sports, leisure, or recreation programs
- Arts, culture, or heritage projects
- Research-only initiatives
- Legal or human rights case processing
- Conference, workshop, training, registration, or travel costs for staff
- Payment of City property taxes or operating/capital deficits
- Redistribution of funds as grants or donations
- Projects that duplicate existing services without demonstrating unmet need
- Projects already receiving financial or in-kind support from other City sources

*Definition of honourarium: is a voluntary payment made to an individual for services where fees are not legally or traditionally required, such as guest speaking, lecturing, or volunteering. It is a gesture of appreciation rather than a formal contract payment for professional services.

Evaluation Process

All applications are reviewed by the **Grant Evaluation Committee**, a working group consisting of City staff and community representatives. The Committee conducts a comprehensive review during each intake period and makes final funding decisions. Advice or support from City staff or advisory groups during the application process does not guarantee funding.

Each of the following categories are considered and equally weighted in the overall assessment:

- Thoroughness of the application and budget – all materials submitted and information provided in sufficient detail
- Well-articulated description of proposed project activities and how grant funds will address the outlined goals
- Alignment with funding priorities identified above and in the current Council Strategic Plan
- Potential for lasting impact of the project and/or sustainability of the program beyond this funding cycle
- Evidence of partnerships with other service providers and the broader community
- Clear articulation of how the project enhances or builds community capacity to address gaps and meet specific social or community needs
- Feasibility of the project plan, including the organization's ability to execute the project and evaluate or measure success
- Potential for the project to positively impact citizens of Kamloops and/or enhance overall community well-being

Funding decisions are based on a competitive evaluation process and available funding. As a result, individual feedback on unsuccessful applications will not be provided.

Changes During the Funding Year

If an approved project requires changes to the stated use of funds, the organization must notify the Social Development Coordinator as soon as possible and submit a written request outlining the proposed changes. The request must be signed by an authorized signing officer of the recipient organization. Amendments are subject to approval by the Grant Evaluation Committee and must be reflected in the final report.

Reporting Requirements

All funded organizations must submit:

- A mid-year report in June of funding year
- A final report in November of funding year, using the provided template

The final report template will be distributed in early October of funding year. Organizations that fail to submit required reports by the deadline will not be eligible for future funding.

Organizations funded in current year must submit their final report by **November 27, 2026 at 4:00 pm PDT** to remain eligible for subsequent funding.

2027 Application Timeline

October 5, 2026	Applications open
October 9, 2026 10 am – 11 am	Information session to go over grant requirements and help applicants with any questions. Register now.
November 5, 2026 by 4:00 pm (PT)	Application deadline. Submit electronic applications.
December 2026	The Evaluation Committee and City staff will review all applications and make final decisions regarding funding.
Beginning of January 2027	All letters sent out in confidence. Cheques will be issued to successful applicants within 30 days of the granting decision.
Mid-January 2027	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 2027	Mid-term reports due.
End of October 2027	Final report template issued along with instructions.
End of November 2027	Final reports due.

Application Instructions and Checklist

Applications must be submitted electronically through the online webform. The portal will close at the deadline. Applicants are strongly encouraged to prepare responses offline and paste them into the form, as the portal may time out. Please refer to the Word Document at the start of the online portal that has all the grant questions. If you are experiencing error messages within the online portal, please clear your browser history along with cached images and cookies, and refresh the page. If you need support with the application, please reach out at least 48 hours before the deadline.

Please keep in mind that incomplete applications will not be reviewed, and applicants will not be notified of missing information. Deadlines will not be extended due to after-hours inquiries.

The following documents must be submitted:

- Completed online application form
- Completed budget template
- Previous year's financial statement signed by a financial staff person (audited statement, Notice-to-Reader, or Review Engagement accepted)
- Optional: Up to three letters of support from partnering organizations.

Organizations must be in their second year of operations to apply. Failure to include required documents will result in the application being deemed incomplete and ineligible for review.

Disclosure of Application Documents

All documents submitted by Applicants to the City become the property of the City and may be requested or disclosed in accordance with the BC *Freedom of Information and Protection of Privacy Act*.

Application documents will be included on a Committee agenda for the purposes of evaluation, administration and analysis. The Committee agendas together with documents submitted by Applicants will be accessible to the public via the City's website; however, the City will endeavour to protect personal information contained within the Applicant's documents in accordance with the Province of British Columbia Freedom of Information and Protection of Privacy Act. Questions about the collection, use, and disclosure of this information should be directed to the City of Kamloops Social Development Coordinator.