

2018 Social Planning Grant Guidebook

For grant inquiries, please contact:

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Grant Deadline: March 22, 2018, at 4:00 pm



Submission Deadline: March 22, 2018, at 4:00 pm

This guidebook is designed to assist organizations applying for a City of Kamloops Social Planning Grant. Please review this information carefully as the evaluation of your application depends on your attention to detail in the application and ensuring that all questions are answered completely.

Applications for 2018 Social Planning Grant funding will not be accepted if:

- **they are submitted on paper - ONLY EMAIL APPLICATIONS WILL BE ACCEPTED**
- **they are late - March 22, 2018, at 4:00 pm is the deadline**
- **final reports from 2017 Social Planning Grant funding (for repeat applicants) have not been received by the Social and Community Development Supervisor by January 30, 2018**

The City has approximately \$90,000 available annually to support community initiatives. These grants are allocated at the beginning of every year after a thorough evaluation process facilitated by staff on recommendation of the Social Planning Council. The number of applications received each year from non-profit agencies or societies ranges from 15 to 25. Of the funds available for allocation, \$10,000 is specifically designated to seniors' initiatives. New in 2018, \$45,000 will be reserved for Social Enterprise Accelerator Grants.

Three multi-year Social Enterprise Acceleration Grants, in the amount of \$15,000 each, will be issued to applicants to support their social enterprise capacity building. These grants will provide mentorship and coaching from Purppl Community Enterprise Accelerator CCC Inc. ("Purppl").

Purppl's Social Enterprise Accelerator program provides structured mentorship, training, and tools to help implement and scale entrepreneurial revenue models. The acceleration program is for social entrepreneurs who need support to grow and scale sustainable business models to help solve tough community, social, and environmental challenges. This 12-month program provides lean start-up tools, operational accountability, and ongoing strategic mentoring from experienced entrepreneurs. Purppl also facilitates events to help build an ecosystem of support for social entrepreneurs.

For more information on the Social Planning Council, visit:

kamloops.ca/city-hall/city-government/city-council/council-committees

Eligibility Criteria

To be eligible for a **Social Planning Grant**, all of the following criteria must be met:

- 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 to which the City is being asked to contribute.

- The project must address specific current social problems and/or issues.
- Costs must be reasonable when compared with projects of a similar scope and scale.
- The project must primarily serve Kamloops residents.
- Social Enterprise Accelerator Grant applicants must also meet the following criteria:
 - have some measurable traction or progress already (revenue, customers, partners, product, service built, etc.)
 - have a coachable leadership team
 - be committed to social impact and social entrepreneurship
 - have time and money committed to growth

Please note: submission of an application does not guarantee funding support.

Questions or inquiries? Please contact:

Natalie Serl Social Development Specialist Email: nserl@kamloops.ca Phone: 250-828-3758	Ben Chobater Community Development Coordinator Email: bchobater@kamloops.ca Phone: 250-828-3582
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1. GUIDELINES

All applications to the City of Kamloops Social Planning Grant program must adhere to the following guidelines:

- a) The project **MUST**:
- adhere to the principles of the City of Kamloops Social Plan and the Sustainable Kamloops Plan (kamloops.ca/socialplan and kamloops.ca/sustainable)
 - 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
 - partner with other service providers in the community
 - be well publicized in the community
 - occur within the city of Kamloops
- b) The project **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) If an organization is operating with a surplus, a grant may not be approved.
- d) Advice provided by individual Social Planning Council members or City staff is not a guarantee of funding.
- e) The receipt of a Social Planning Grant does not guarantee funding for the same project or for the same organization for subsequent years. **Applications must be received during the designated application period and are considered on an annual basis.**
- f) 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.

2. GRANT APPLICATION REVIEW PROCESS

The grant review process is very thorough and involves an extensive evaluation of each application undertaken by the Social Planning Council.

Recommendations on grant allocations are then brought forward to City Council for its review and approval (please see application process timeline for details).

Applicants for the Social Enterprise Accelerator Grant will be invited to present to the Social Planning Council. This presentation is mandatory and forms part of the application process.

3. GRANT APPROVALS - USE OF GRANT

All applicants will be notified of decisions made.

If your grant 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 and Community Development Supervisor. 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 Council at its next regular meeting. Subject to the Social Planning Council's approval, the amendment may be granted. The amendment must also be noted in your organization's final report.

4. GRANT REPORTING

All funded applications are required to provide final reports (per a template that will be provided by the Social and Community Development Supervisor) prior to the end of November of the grant year.

Future year applications will not be considered if a final report is not received by this deadline.

The report template and instructions will be sent out to all recipients in October of the grant year.

5. SOCIAL PLANNING GRANT APPEALS

The appeal process is designed to provide applicant organizations that were not recommended to receive Social Planning Grant funding with the opportunity to express their concerns about the recommendations directly to the Social Planning Council. 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 Council 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 Council.

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 recommendations of the Social Planning Council must be made, in writing, to the Social and Community Development Supervisor 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 Council 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 Planning Council makes its recommendations to City Council for the 2018 Social Planning Grants. City Council has the final decision. If City Council does not approve funding, your organization is entitled to apply for a Social Planning Grant the following year.

6. APPLICATION PROCESS FOR 2018

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

February 22	Call for applicants to the 2018 Social Planning Grants opens.
March 22	Application deadline. Submit electronic applications to Natalie Serl, Social Development Specialist, at nserl@kamloops.ca. <i>Late applications will not be accepted. Paper applications will not be accepted. Please submit via email ONLY.</i>
March 28	Social Planning Council and City staff will review all Social Enterprise Accelerator Grant applications. Social Enterprise Accelerator Grant applicants will be invited to present on their project at the regular Social Planning Council meeting.
April 4	Special Project and Special Capital Expenditure applications will be reviewed, and applicants may be requested to provide a presentation on their project at a special Social Planning Council meeting on April 4, 2018. Social Planning Council makes official recommendations regarding allocation of 2018 Social Planning Grant funding to City Council. <i>These recommendations will go forward to City Council in the Social Planning Council meeting minutes of April 2018.</i>
April 6-11	Appeal period. Applicants not recommended will be notified and have four business days to express their concerns about the recommendation. Please see Section 5, Social Planning Grant Appeals, within the guidebook for more information.
April 17	City Council receives the Social Planning Council April 4, 2018, meeting minutes and makes the final decision on Social Planning Grant and Social Enterprise Accelerator Grant applications.

April 18	Notification of approval or denial will be provided to all applicants. Cheques will be issued to successful applicants within 30 days of City Council's approval.
October 2018	Funded applicants will receive their final report template to be completed prior to the grant deadline.

7. DIRECTION FOR COMPLETING APPLICATION

Please note that if you received funding in the previous year, you MUST submit your 2017 final report by 4:00 pm, January 30, 2018, or your application for a 2018 Social Planning Grant will not be accepted.

This application is not your 2017 Social Planning Grant final report template. For the 2017 final report materials, please see the City's Social Planning Grant webpage at <https://www.kamloops.ca/grants>.

- a) Please fill in **all** spaces open for comments and give as much detail as possible. This will assist the Social Planning Council in making an accurate assessment of your request. The application form is available on the City's web page at <https://www.kamloops.ca/grants>.

Why measure outcomes?

- to more clearly describe what the funded programs are DOING to address social 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 Social Planning Council with the information it needs to be more accountable to Kamloops residents
- b) 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).
 - c) **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. Please submit all of the following materials via email ONLY to nserl@kamloops.ca:
 - completed application form
 - scanned current internal financial statement prepared and signed by the individual responsible for finances within the organization
 - scanned previous year's reviewed or audited financial statement signed by an independent designated accountant (CPA).
 - any additional documentation (if applicable)
 - d) Upon acceptance of a Social Planning 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 Council.
 - e) **Only one application per funding stream will be accepted. One application cannot be used for multiple funding requests.**