

# Emergency Grants



## TERMS OF REFERENCE:

The emergency grant program was introduced by the City in 2003. The Council Policy governing this program is Policy 312 – Process for Handling Emergency Grant Requests Funded by the Social Development Grant Reserve and it can be found on the City Web Page ([www.city.kelowna.bc.ca](http://www.city.kelowna.bc.ca)) under “Council”, then “Policies”. It can also be obtained from the Clerk’s Department at City Hall.

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.

1. Emergency funding is only available to an organization once every three-year period.
2. Funding will depend on the availability of funds within the Social Development Grant Reserve (R117).
3. The maximum amount of any grant will not exceed \$5,000.
4. The principles of an operational grant within the Community Social Development Grant Policy 218 will be used as a guide, as follows:
  - Funds will be to assist established non-profit groups, and non-profit organizations, with expenditures incurred in the operation and the delivery of their existing programs;
  - Funding would be for administrative costs, program delivery, facility costs, and technical/material assistance;
  - Registered non-profit societies and organizations delivering social programs (*must have a established a set of working rules and regulations and a banking account in the group’s name*) in the city of Kelowna are eligible;
  - 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 required 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 direction in the OCP;
    - a list of the Board of Directors;
    - Board meeting minutes approving the application for emergency grant funding.
5. A business plan for securing more permanent sources of funding to resolve the temporary funding crisis will be required as part of the application.
6. The Grants Sub-Committee of the Social Planning & Housing 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. Recommendations of the sub-committee must be ratified by the Social Planning & Housing Committee, then will be forwarded to City Council for consideration. Funding is at the discretion of City Council. Notification of a decision by City Council will be provided to the applicant no later than 5 weeks following receipt of the application.



7. 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 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.
8. The organization must claim the grant within one month following written notification of the grant approval. Any unclaimed funds will be returned to the Social Grant Reserve.