



GRANTS TO ADDRESS THE SEXUAL EXPLOITATION OF YOUTH

CITY OF KELOWNA - TERMS OF REFERENCE

INTRODUCTION

These grants were introduced in 1999 as a result of a report taken to City Council by the Social Planning Board in 1998. As part of the City's commitment to assisting the community in working to eliminate the sexual exploitation of youth, grants will be given to selected agencies on the basis of applications received and reviewed as detailed below.

Application forms, Letters of Agreement and other grant-related documents may be obtained from Planning and Development Services, (1435 Water St., Second Floor) or online. Go to www.city.kelowna.bc.ca, click on **Council**, then **Grants**. Select the appropriate Grants to Address the Sexual Exploitation of Youth program and follow the instructions shown.

AMOUNT OF MONEY AVAILABLE

The amount of money available will depend on the City's business license revenues for the previous year. Check with Planning and Development Services for details.

ELIGIBLE APPLICANTS

Eligible applicants for this program are defined as:

Registered Non-Profit Societies that are registered and incorporated under the Societies Act; and,

Community Organizations that are non-profit, have established a set of working rules and regulations, and have a banking account in the group's name.

NOTE: Incomplete reporting on previous Grants to Address the Sexual Exploitation of Youth from the City may affect consideration of new grants. Please contact City staff to complete or update year end requirements for previous grants.

RULES AND DEFINITIONS:

1. The grants are to be allocated **only** to programs whose primary mandate is to address the sexual exploitation of youth.
2. Youth is defined as under 19 years of age for the purpose of these grants.
3. Grants may fund up to 100% of the program budget, subject to the availability of funds and meeting all funding criteria.
4. Both short-term and long-term (ongoing) programs are eligible for assistance.
5. Although an agency may receive more than one grant from one year to the next, a new application will be required each year.
6. No specific amount of money can be promised on an annual basis to any agency.

7. Proposals that offer services or programs that cross municipal boundaries will be considered.
8. Grant funds may only be used for those portions of the program that are delivered within the boundaries of the City of Kelowna for the benefit of Kelowna residents.
9. Grants **may not** be used for:
 - Programs that address sexual exploitation but are not primarily and specifically directed at youth;
 - Programs that benefit youth but do not primarily and specifically address the sexual exploitation of youth;
 - Programs that offer direct financial assistance to individuals or families; or,
 - Programs that are for the purpose of assisting an industrial, commercial or business undertaking.

NOTE: The actual funding allocated under any grant category shall be at the discretion of City Council, after consideration of all requests received, the amount of funding available, and the priorities established.

TIME LINE & PROCEDURES

Application & Evaluation

1. Prior to the grants application deadline, City Planning Staff will hold an advertised public information session for Grant applicants. **You are strongly urged to attend.**
2. Your completed Grant application must be received by Planning and Development Services by 3:30 PM on the last Friday in February. **NO EXCEPTIONS.**
3. The Social Planning And Housing Committee will review all applications with the assistance of staff, short-list and interview the applicants in March, and forward its funding recommendations to Council.
4. In evaluating each application, consideration will be given to:
 - relevance to City of Kelowna social policy;
 - adherence to these Terms of Reference;
 - how effectively the proposal addresses the sexual exploitation of youth;
 - uniqueness of the project;
 - community need for the project and its expected impact;
 - level of community support and volunteer involvement;
 - degree of co-operation with other community service providers;
 - clarity & measurability of performance targets and timelines;
 - transparency of agency operations and planning;
 - evidence of financial need; and,
 - quality of management, including the satisfactory administration of any previous grant(s).

Claiming Your Grant

5. No public information is available until Council addresses the recommendations of the Social Planning And Housing Committee and makes its decisions (usually in April).



6. Letters are sent, **only to those organizations that were interviewed**, advising of the decision of Council and the requirements for claiming the grant, or reasons for refusal.
7. If your organization was interviewed and had its grant request reduced or refused, you may request a re-evaluation by contacting Planning staff in writing within **two weeks** of the date of the letter.
8. If your application is approved you must sign a Letter of Agreement outlining the terms and conditions of the Grant **and** show proof of adequate liability insurance before any funds will be released. For more information contact Planning staff.
9. You have three months following the date of the letter to meet the requirements for claiming your Grant, or the Grant will be cancelled. If you are having difficulty meeting these requirements, contact Planning staff for assistance.
10. The City will hold back 10% of the Grant money until such time as an end-of-project report (see the Letter of Agreement) is submitted. If you are having difficulty meeting the end-of-project report requirements, please contact Planning & Development staff for assistance.

If you have any questions, concerns or comments, contact:

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at

The Department of Planning and Corporate Services
City of Kelowna

