

Advancing Equity Micro Grant

Advancing equity through arts and culture to create inclusive communities.

The purpose of this program is to support self-identifying communities to gather for mutual support, capacity building, and inter-community cultural learning and connection through small scale arts and culture activations or projects.

Recognizing and supporting distinctive communities and cultures is an important part of sustaining a strong, vibrant, safe and inclusive city. Community-led arts and culture events and projects can provide meaningful opportunities to build relationships, strengthen capacity, and express distinctive community perspectives and practices for both members and community. While some communities have capacity to host and fund events and projects, some experience barriers to accessing funding and initiating activities, including barriers in grant application processes and reporting requirements such as language, accessibility, time, technology, or professional experience.

This program is intended to provide funding for small scale arts and culture activations or projects for equity seeking communities that would otherwise not have access to supports. Recognizing existing inequities and barriers, this program welcomes applications from and prioritizes support to historically and systemically marginalized communities. There are many characteristics that lead to systemic barriers and a historic lack of access to opportunities. While the City of Kelowna proactively considers all marginalized groups, this program places priority on service for people who are Indigenous, Black and People of Colour, 2SLGBTQIA+ people, and people with disabilities.

This program supports the [2020-2025 Cultural Plan](#), particularly;
Strategy 6.2 (Celebrate multiculturalism and the growing diversity of our community);
Strategy 6.4 (Support and celebrate Indigenous Arts and Culture);
Strategy 8.2 (Build broader and deeper relationships with audiences);
Strategy 9.2 (Encourage participation in the arts as a method of provoking thoughtful conversation about local issues); and
Strategy 9.3 (Support cultural programming that promotes social inclusion and addresses important social issues).

1.0 PROGRAM OBJECTIVES & DESCRIPTION

1.1 Objectives

The objectives of this program are to **support small scale arts and culture activations or projects** which achieves the following aspects:

- Support community development and building cultural and social sustainability through building capacity for initiating projects and events;
- Encourage public participation and provokes thoughtful conversation about local issues such as discrimination, stereotyping, social inclusion, and other important social issues;
- Provides a form of community benefit through building or fostering connections, pride, and/or cohesion within and across distinct communities;
- Creates new opportunities to envision and experience Kelowna as a strong, vibrant, safe and inclusive city.

1.2 Eligible Applicants

To apply to this fund, you must:

- Be a group or collective who identifies with and/or plans to engage an *equity-seeking groups;
- In partnership with others, propose a project which is consistent with the objectives;
- Be committed to conducting your project without exclusion of anyone by reason of religion, ethnicity, race, gender, age, sexual orientation, language, education, people with disabilities or income;
- Must reside in the Okanagan valley or be in consultation with local partners.

* Equity-seeking groups are those that identify barriers to equal access, opportunities and resources due to disadvantage and discrimination and actively seek social justice and reparation.

Source: https://www.queensu.ca/hreo/sites/hreowww/files/uploaded_files/20201210KeyEDIIterms.pdf

**Groups may only apply for and receive funding for one project at a time.

1.3 Ineligible applicants

Entities which are unable to apply are:

- Public or private educational institutions (schools, universities, colleges, training organizations);
- Commercial entities or for-profit organizations;
- Students or teachers who propose a project leading to academic credit;
- Groups or individuals which have outstanding indebtedness to the City of Kelowna, or which have not fulfilled reporting requirements for any previous grants from the City of Kelowna;
- Events or organizations which are already receiving financial or in-kind support from other City of Kelowna sources;

- Events that do not have broad-based support or participation from the equity seeking group it represents.

1.4 Eligible projects

To be eligible for this program, the project must:

- Achieve the program objectives (Section 1.1);
- Connect the Kelowna community in some way through small scale arts and culture activations or projects;
- Be low barrier and accessible.

For clarity, some examples may include:

- Events or performances celebrating culture;
- Cultural celebrations such as Powwows, Vaisakhi, Lunar New Year, etc.;
- Events related to public awareness campaigns with a cultural or artistic component. For example, Red Dress Day, Transgender Day of Visibility, Missing and Murdered Indigenous Women and Girls Drum Circles;
- Innovative initiatives with a cultural or artistic component such as: Visual art exhibitions, literary works, zine workshops, spoken word, storytelling, reading circles, etc.

Projects can be ongoing for a certain period or occur on one date with a specific start and end time. Each project will be assessed on a case-to-case basis.

1.5 Ineligible projects

Projects which are ineligible for funding are projects which:

- Do not meet the program Objectives (Section 1.1);
- Have already commenced;
- Fundraising activities; and
- Activities focused on promoting political ideologies or religious doctrine.

1.6 Eligible expenses

The funding can be spent on:

- Food and beverage services (non-alcoholic);
- Venue rental and other venue related costs (tents, furniture, audio/visual/lighting and other equipment, technical/trade services);
- Payment of fees, honorariums and expenses for participating artists and cultural professionals;
- Design, production and distribution of original material in any medium which is suitable for a public audience and does not contain commercial or advertising content (i.e. information brochures, interpretive signage, maps, video);
- Fees for licenses, permits, insurance and security; and
- Costs of volunteer recruitment, training and appreciation.

Grants are available up to 100% of the total project cost, to a maximum of \$500.

1.7 Ineligible expenses

The funding can **NOT** be spent on:

- Organization start-up costs or ongoing operating or administration expenses;
- Alcohol or cannabis including being used as prizes;
- Retroactive funding for projects already in progress;
- Projects or organizations already funded by another City of Kelowna grant program or service agreement;
- Deficit reduction;
- Bursaries or scholarships;
- Construction, renovation, property purchase or major equipment purchases; or
- Capital improvements.

2.0 TIMELINE

Applications can be submitted any time if funding remains available. Applications will be reviewed as they are received until all funding has been distributed.

A typical timeline appears in the table below. This timeline is subject to change.

Deadline	Staff Review	Email Notification	Payment	Final Report Deadline
Open Intake	Within 30 days of receipt of a completed application	Within 14 days of adjudication	Via Cheque. Can take up to 60 days after email notification	Within 60 days of project completion

3.0 SELECTION PROCESS

3.1 Priority Applications

All eligible projects will be considered for funding. Should requests exceed available funding, applications will be assessed with priority consideration for the following:

- While the City of Kelowna proactively considers all marginalized groups, it places priority on service for people who are: Indigenous, Black and People of Colour; 2SLGBTQIA+ people and people with disabilities.
- Projects that have never received funding from the City of Kelowna.

4.0 APPLICATION SUBMISSION

Program Deadline: Open intake

The application is open intake until all funding is distributed. Successful projects will receive up to \$500 in funding. Funding will be distributed upon approval of a successful application.

The application process is online and can be found on the [City's website](#).

Alternate submission methods are accepted for the Advancing Equity Micro Grant.

Accepted submission formats include:

- Interview conducted in person, phone or through video call
- Pre-recorded video submission
- Written in the applicant's language of preference
- In a form proposed by the applicant and accepted by the City of Kelowna that reduces the barriers of the application process for the applicant.

To arrange an alternative mode of submission please contact City staff.

Those considering applying for this program are encouraged to do the following:

- Review these guidelines;
- Contact City staff for more information;
Joanne Taylor
Cultural Advisor, City of Kelowna
jomtaylor@kelowna.ca
(250) 317-4264

Submission of an application does not guarantee funding.

5.0 ASSESSMENT AND APPROVAL PROCESS

5.1 Staff Review:

Applications will be adjudicated by City of Kelowna staff who are knowledgeable about the program objectives and these guidelines.

Applications will be reviewed based on the following criteria:

1. Funding is available;
2. The applicant is eligible for funding;
3. The project aligns with the program objectives;
4. The project has a strong likelihood to occur as described.

Obtaining a grant from the Equity Advancing Grant Program is a competitive process. Demand may exceed available resources. Even if eligibility requirements are met, there is no guarantee of support.

5.2 Interview:

Applicants may be contacted to discuss the evaluation, build understanding about how the applicant will address any concerns, and engage in a broader dialogue about the project.

5.3 Notification and Distribution:

All applicants will receive an email notification of the evaluation results.

5.4 Request for Clarification/Request for Reconsideration

Applicants may request further clarification from staff regarding the funding decision. However, the City funds projects at its sole discretion.

6.0 CONDITIONS OF FUNDING

6.1 Final Report

Successful applicants will provide a Final Report to the Cultural Services in a format as agreed upon by both parties. Sample questions will be provided on acceptance of the grant. Receipt of this report is a pre-condition for future eligibility in any City of Kelowna grant program. Final Reports for Advancing Equity Micro Grants must be submitted within 60 days of project completion.

Your final report can be in point form and can be accepted by an alternate method as agreed upon by the applicant and the City of Kelowna.

This report will not take considerable time to complete, and your time and efforts should be spent planning and executing your project.

6.2 Terms

The following terms will apply to any group or individual receiving funding under this program:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- Receipt of this grant does not include insurance coverage. Please note that the City is not liable for any damage or losses including loss of life. It is highly recommended that appropriate insurance is obtained to protect against potential risks and liabilities;
- Grant funds must be used within one year of the successful granting of the funds: i.e. if the grant is received Sept 8, 2024, the funds must be spent on the activity by Sept 7th, 2025;

- The applicant will maintain proper records and accounts of all revenues and expenditures relating to its activities and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors;
- The applicant will ensure that all necessary permits are in place before commencing work;
- If there are any changes in the activities as presented in the application, Cultural Services must be notified in writing immediately and approve such changes;
- If the grant funds are not used for the activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining funds are to be returned to the City; and
- The grantee agrees to indemnify and save harmless the City and its elected and appointed officials, officers and employees, in respect of all claims for bodily injury or death, property damage or other loss or damage arising from the conduct of any work by or any act or omission of the organization or any directors, officers, volunteers or employees, of the organization.