



## Project Grant Program: Sample application

This is a sample of the online application and final report, provided to assist you in preparing for the Project Grant process. Questions are subject to change from year-to-year and some variation may occur.

If you have questions after reviewing this sample application, you can obtain more information from Cultural Services staff. Please contact staff well in advance of the deadline:

**Sara Thirnbeck**  
Community Development Coordinator  
(250) 469-8474  
[sthirnbeck@kelowna.ca](mailto:sthirnbeck@kelowna.ca)

**Christine McWillis**  
Cultural Services Manager  
(250) 470-0640  
[cmcwillis@kelowna.ca](mailto:cmcwillis@kelowna.ca)

Project Program Grants  
City of Kelowna Cultural Services Branch  
Smith Avenue Offices  
101-1360 Ellis Street  
Kelowna, BC V1Y 2A2  
HOURS: Monday to Friday, 8 a.m. to 4 p.m.

# Section 1: Application

## Eligibility Questionnaire

1. Has your organization been a registered non-profit society or registered charity with the CRA for at least 1 year before the application deadline?
2. Has your organization been physically located, had an active presence and had the majority of its programs and services delivered within the city of Kelowna for at least 1 year at the time of the application deadline?
3. Is the project that you are proposing consistent with the vision, principles, goals and strategies of the 2020-2025 Cultural Plan?

<p><b>STRATEGIC INVESTMENTS</b> <i>foster deliberate investments of time, money and people into demonstrated outcomes</i></p>	<p><b>Goal 1: Increase contribution of resources</b> Develop a variety of approaches to increase support for the creative sector's spaces, capacity, vitality and connections</p>	<p><b>Goal 2: Understand our impact</b> Leverage the value that culture contributes to the community</p>
<p><b>SPACES</b> <i>use new and traditional approaches for enhancing the availability, affordability and accessibility of spaces for culture</i></p>	<p><b>Goal 3: Optimize existing spaces</b> Improve the use of existing space and allow for alternative solutions to meet community needs</p>	<p><b>Goal 4: Commit to developing new facilities</b> Actively plan and seek opportunities for the advancement of new cultural facilities</p>
<p><b>VITALITY</b> <i>animate the community with a blend of programs, services and events that promote artistic excellence and share Kelowna's history</i></p>	<p><b>Goal 5: Learn from our past</b> Engage the public in the protection and preservation of Kelowna's human and natural history and bring stories about our past to the forefront</p>	<p><b>Goal 6: Boost vitality at the street level</b> Create excitement and activity throughout Kelowna</p>
<p><b>CAPACITY</b> <i>build on the creative sector's ability to respond to changing demands and new opportunities</i></p>	<p><b>Goal 7: Support a viable creative sector</b> Enhance administrative, financial, management and governance systems that create a strong foundation for the future</p>	
<p><b>CONNECTIONS</b> <i>promote ongoing interactions between people, sectors and disciplines</i></p>	<p><b>Goal 8: Share our story</b> Celebrate local activities, initiatives and successes with the broader community</p>	<p><b>Goal 9: Broaden the reach</b> Incorporate culture within other sectors as an integral piece of community growth</p>
		<p><b>Goal 10: Convene and connect</b> Bring the creative sector together for dialogue, exchange and action</p>

4. Is your organization committed to carrying out its project for the benefit of Kelowna residents without exclusion of anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income?
5. Does your organization have an independent Board of Directors?
6. Does your organization have other revenue sources for the project?  
Reminder: This is a matching grant, of up to 50% of the total project costs.

## Organization Profile

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1. Organizations Legal Name
2. Mailing Address
3. Organization Email
4. Phone Number
5. Registered Non-profit Society: **If YES**
  - B.C. Society Number
  - Date of incorporation
  - Organization Vision
  - Organization Mission
  - Organization Mandate
6. Registered Charity? : **If YES**
  - Charitable Number
7. Primary Contact Information
8. Alternate Contact Information
9. Website
10. Social Media Links

## Project Information

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1. What amount are you requesting of the Project Program?  
*Note you cannot request more than \$10,000.*
2. Are you applying for a project that has already received funding under the City of Kelowna in a previous year?  
If yes, what year was this project previously funded in?
3. Project Name
4. Proposed Date(s)
5. Proposed Location(s)
6. Who benefits from your organization's activities and how do they benefit?

## Strategic Investments

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1. Describe your project.  
Concisely share your project in the way you would describe it to the community.

*Think of this as being used in a marketing context. Maximum 75 words.*

*Assessment criteria: The project is clearly defined, has an arts, culture or heritage focus and there is an understanding of the community need the project addresses.*

2. Explain the project further, what you are proposing to do and why? What activities are involved, what is the tentative timing of the event. If this is a multi-day project, outline what will occur on each day.

*Assessment criteria: The project is clearly defined, has an arts, culture or heritage focus and there is an understanding of the community need the project addresses.*

3. Do you receive other funding support from the City of Kelowna through any of the following: Lease and Operating Agreement, General Operating funding or Professional Operating funding?

**If YES:** Describe how this project is substantially different and outside of the scope of your annual programs and services.

4. Describe and provide specific examples of how the project aligns with the 2020-2025 Cultural Plan and aligns with these principles:

- **Accessibility, diversity and inclusion:** we welcome everyone to engage in quality experiences that showcase the unique identity of our community.
- **Accountability and fiscal responsibility:** we use resources effectively to leverage opportunities that optimize value and create impact.
- **Innovation:** we support forward-thinking solutions that anticipate needs and brings together a range of experiences to see the future in a different way.
- **Partnerships and cooperation:** we achieve more through meaningful relationships of mutual respect and understanding.

*Assessment criteria: The project embraces and demonstrates the guiding principles of the 2020-2025 Cultural Plan.*

5. What goal and specific strategy from the 2020-2025 Cultural Plan will this project advance? Choose a goal below and follow the prompt to choose a strategy.

*Assessment criteria: The project advances the goals and strategies of the 2020-2025 Cultural Plan.*

Goal 1: Increase contribution of resources
Goal 2: Understand our impact
Goal 3: Optimize existing space

Goal 4: Commit to developing new facilities
Goal 5: Learn from our past
Goal 6: Boost vitality at a street level
Goal 7: Support a viable creative sector
Goal 8: Share our story
Goal 9: Broaden our reach
Goal 10: Convene and connect

6. From the goal selected above, choose a specific strategy and then describe how your project will advance that strategy.  
Be sure to include what success looks like for you and how you will measure it.

*\*Refer to the cultural plan at a glance to see all the specific strategies*

[https://www.kelowna.ca/sites/files/1/docs/kelowna\\_2020-2025\\_cultural\\_plan\\_-\\_at\\_a\\_glance\\_-\\_updated\\_oct\\_2019-rotated.pdf](https://www.kelowna.ca/sites/files/1/docs/kelowna_2020-2025_cultural_plan_-_at_a_glance_-_updated_oct_2019-rotated.pdf)

7. Describe how your project will advance this strategy. (max 600 words)

## Vitality

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*Assessment criteria: There is evidence of positive community impact to the program participants, organization volunteers and/or the community at large.*

1. Who benefits from your project and how do they benefit?
2. What is the projected number of people participating in your project?
  - Organizers/partners
  - Volunteers
  - Direct participants
3. What information or evidence do you have to support your projections?
  - *Data from prior events (attendance, demographics, participants, etc.)*
  - *Data from similar events (attendance, demographics, participants, etc.)*
  - *Population data about the demographic you are trying to reach*

## Capacity for Project

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1. Provide information about key organizers and artistic or cultural leaders involved with the planning and execution of your project. Add lines as necessary.

*Assessment criteria: There are appropriate personnel involved in the planning and execution of the project.*

2. Please provide a timeline for the completion of the project through to final reporting.

*Assessment criteria: There is a realistic and achievable timeline for completion of the project.*

3. List the expenses of the project.

*Assessment criteria: The project budget is realistic for the proposed activities. Artists are fairly compensated (when applicable to the project). The project budget reflects a good understanding of the cost to deliver the project as described.*

4. What are your sources of revenue for the project? Fill out the table below naming the specific funding sources involved, the amount being contributed and whether the funding is confirmed.

*Assessment criteria: The project budget reflects realistic and diverse sources of revenue, including earned revenue and community support that is likely to be secured. Matching requirements of the program have been met.*

## Connections

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1. Who else has a vested interest in the project? List major partners, collaborators and key stakeholders in your overall operation and provide a brief description of how you work together. (Do not list donors, funders, sponsors or suppliers.)

Please ensure your partners are aware of the content of this application. They may be contacted to confirm participation and level of support.

*Assessment criteria: The project has leveraged its human and financial resources by actively collaborating with other organizations.*

2. How will you create public awareness of and drive participation in your project?

*Assessment criteria: The applicant has strategies in place to create awareness of, build appreciation for and drive participation.*

3. Do you have a Communications or Marketing plan for this project?

If yes, you will be required to upload a copy of your Communications or Marketing Plan.

## Upload 1

BC Ministry of Finance, Form 4 (Annual Society Report)

Form 4 is the Annual Report required for the government of BC annually (usually done following your AGM). It is done on the Societies Online. Log in with your BCEID and then go to the organization at [Societies Online \(bcregistry.ca\)](http://Societies Online (bcregistry.ca)). [You can print this annual report provided you have filed it. You can read more about this at Not-for-profit organizations - Province of British Columbia \(g ov.bc.ca\) under maintain a society \(hold an annual meeting and file an annual report\).](http://Not-for-profit organizations - Province of British Columbia (g ov.bc.ca))

Please check that registered address is located within the City of Kelowna boundary

## Upload 2

Certificate of Incorporation

## Upload 3

Signed Information Release (sample attached)

## Upload 4

Constitution and Bylaws

# Sample Information Release

## Information Collection:

The information collected in these applications is for the purpose of adjudicating your grant application(s), administering grant funding and information, and data collection for reporting purposes. The legal authority for collecting this information is under the Freedom of Information and Protection of Privacy Act Section 26(c).

All documents submitted by applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and assessors for the purposes of evaluation, administration and analysis.

General information about the organization/project, including the funded amount and the organization being funded under the program may also be released. The City will not release any additional information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

If you have any concerns about the collection of information please contact [culture@kelowna.ca](mailto:culture@kelowna.ca).

## Declaration:

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. On behalf of the applicant organization, I agree to the following conditions if this application is successful:

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- The organization will make every effort to secure funding from other sources as indicated in its application; The organization 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;
- If there are any changes in the organization's activities as presented in its application, the City must be notified in writing immediately and must provide approval for such changes;
- In the event that the grant funds are not used for the organization's 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 City funds are also to be returned to the City;
- The organization must acknowledge the financial assistance of the City of Kelowna on all communications and promotional materials relating to its activities, such as programmes, brochures, posters, advertisements, websites, news releases and signs. Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards;
- The organization will be required to provide 1-3 high-quality, clear images that portray the programs and services you are offering to the community with the Final Report. The images must be free of copyright from the photographer (signed release waiver) and signed or written permission of any person included in the picture for unlimited usage rights by the City of Kelowna;
- The organization 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;

- The organization agrees to not take any action, or permit any directors, officers, volunteers or employees of the organization; to take any action which is intended, or would reasonably be expected, to harm the City's reputation, or which would reasonably be expected to lead to unwanted or unfavorable publicity to the City; provided, however, the foregoing limitation shall not apply to compliance with any legal process or statements made in response to authorized inquiry from a court or regulatory body; and
- Receipt of a grant does not guarantee funding in the future.

Submission of a Project Grant application does not guarantee funding. Obtaining a grant is a competitive process and demand often exceeds available resources.

***Form requires two signatures of authorized representatives of the organization with their role in the organization.***

# Section 2: Final Report

## Project Overview

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1. Project Name
2. Project Location(s)
3. Project Date & Time
4. Provide a brief summary of the project
5. What outcomes did your project achieve? Explain.

For example:

- Increased membership, audience or social media followers.
  - New partnerships with organizations, artists or businesses.
  - Achievements from artists/ performers/participants.
  - Increased revenue through direct sales, sponsorships etc.
  - Improved support to artists.
  - Results from audience/ artists/ performers/ participants through formal surveys.
6. Please provide specific quantitative or qualitative data that support the outcomes.
  7. Were there any unanticipated obstacles or opportunities involved in the planning or execution of the project?
  8. How did your project advance the goal and strategy you identified from the 2020-2025 Cultural Plan?  
(Goal and strategy below are taken from your application)
    - Goals
    - Strategy
    - How did you advance this strategy?

*Be specific about how you advanced this strategy. Include data to support your claims.*

9. What was the most significant highlight of your project? This may come from a letter you received from a participant or from something you witnessed.

## Participation

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1. List the project activities and participation
  - Date
  - Title of Activity

- # of performers/artists/workshop participants
  - # of audience members/observers
  - # of volunteers
2. Provide volunteer participation details
    - Total # of volunteers
    - Total # of volunteer hours
  3. Was there a difference in attendance from what you expected? Comment on any factors or trends that may have contributed to this difference.

## Financial Information

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### Capacity for Project

1. Expenses  
List your expenses. What were the total costs of your project? Break down into categories for example: marketing, artist fees, venue rental, supplies, insurance, etc.
2. Revenues  
List all sources of revenue for the project. Examples of sources may be: ticket sales, merchandise sales, cash donations, City of Kelowna grant
3. If there are significant differences between the proposed project budget and the actuals, please explain.
4. Did you receive any in-kind support? If yes, please describe.  
*For example: marketing support, discounts in venue rental, gift cards for prizing.*
5. Will you repeat the project next year?
6. What changes will you make to your project in future years? How will you support greater sustainability of the project moving forward?

## Uploads

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### Upload 1

Marketing Materials : Provide 3-5 samples of Marketing Materials and Programmes used to promote your project that include the City of Kelowna logo to acknowledge the funding received.

### Upload 2

Photographs: Provide 3 or more high quality photographs along with the signed release waivers from the participants and the photographer. A sample photo waiver is available at [kelowna.ca/culture](http://kelowna.ca/culture).