



CITY OF WEST KELOWNA GRANTS-IN-AID APPLICATION FORM

SUBMIT TO:

City of West Kelowna
3731 Old Okanagan Hwy
West Kelowna, BC V4T 0G7
Email: info@westkelownacity.ca

SUBMISSION DEADLINE: October 31

Grant Program Guidelines

The City of West Kelowna recognizes the important role that community organizations and agencies play in enhancing the quality of life for residents through their volunteer-driven efforts. Grant funding reflects Council's commitment to supporting these organizations in delivering valuable programs, services, and projects while balancing the financial limitations and competing priorities facing the City.

Eligible programs, activities, events should:

- Align with Council's current Strategic Priorities;
- Benefit West Kelowna residents;
- Address a community need;
- Promote volunteerism and community participation;
- Support cultural, recreational, social, or community development.

Programs, activities, events must not:

- Offer direct financial assistance to individuals or families;
- Be for accumulated deficits or funding shortfalls of any organization;
- Financial assistance consideration is based solely on budget revenues and expenditures in the year for which the assistance is requested;
- Services that duplicate existing government programs, unless a demonstrated need exists.

Important: Grant funding is not guaranteed from year to year. Successful applicants must submit a final report within 90 days of project completion and acknowledge the City of West Kelowna as a funding partner in promotional materials. If your activities and events include residents from outside the City's boundaries, it is expected that your organization submits applications to the Regional District, Municipal Government and/or First Nation Band or Tribal Council where your organization expects most participation to occur or where most of your members reside.

Organization Information

Organization name:

Street address:

Mailing address (if different):

Organization email (s):

Organization primary contact name and title:

Work phone:

Cell phone:

Funding Request

Grant category (select one; see Council's Grant in Aid Policy for definitions):

- ☐ Community Project
- ☐ Corporate Grant
- ☐ In-Kind Contribution
- ☐ Special Event
- ☐ Community Event

Grant Amount Requested:

First application to City of West Kelowna: ☐ Yes ☐ No

If applicable, please list any grants received from the City of West Kelowna in the past four years.

Fiscal year of funds received	Amount Requested on application	Amount Received

Organization Purpose / Mission

Describe the purpose for which a grant is being requested

Describe the community benefit and alignment with Strategic Priorities

Program/Activity/Event Budget Attached: ☐ Yes ☐ No

If no, explain:

Organization Profile

Registered non-profit and volunteer-driven: ☐ Yes ☐ No

Board members/directors compensated: ☐ Yes ☐ No

If applicable, please ensure documentation is submitted and list the details of compensation

People served last year:

Years operating in West Kelowna:

Primary revenue sources:

Number of volunteers:

Approximate volunteer hours last year:

Previous & Other Funding

First application to City of West Kelowna: ☐ Yes ☐ No

Other applications to agencies/organizations where support has been requested for this Program/activity/event ☐ Yes ☐ No

If applicable, please list other agencies/organizations.

Name of Organization	Amount Requested	Status of Request

Municipal Support

Does your organization receive City subsidy, exemption, fee waiver, or other support:

☐ Yes ☐ No

Details:

Supporting Documents Checklist

Before submitting application, please ensure all documents are submitted

- ☐ Proof of society registration
- ☐ Charitable Status Documentation (if applicable)
- ☐ Current financial statements (or most recent finalized statements)
- ☐ Project or annual budget for the year of requested grant

Complete grant applications which are received by the October 31st application deadline will be forwarded to the Council during budget deliberation meetings for review and consideration.

Both successful and unsuccessful grant applicants will be notified in writing of the grant amount approved following Council approval of the municipality's annual budget.

Authorization

I certify that the information provided is complete and accurate to the best of my knowledge.

Signature:

Date:

Print Name:

Title: