



# REGIONAL DISTRICT OF NORTH OKANAGAN

## BOARD POLICY NO: BPOL 001

Greater Vernon Trails & Natural Spaces Project Grant Policy	
Approval Date:	October 16, 2019
Amendment Date(s):	April 21, 2021

### PURPOSE

To provide guidelines for Greater Vernon Trails and Natural Spaces Project Grants, including eligibility, application process, and reporting requirements.

### DEFINITIONS

**Capital Improvement** is the addition of a permanent structural improvement or the restoration of some aspect of a property that will either increase its useful life or enhance its value for existing or planned use.

**Project** is an individual or collaborative enterprise that is carefully planned and designed to achieve a particular aim beyond regular maintenance and operations, which may be one-time and may be characterized by:

- Improved environmental impact
- creation of new trails or trail amenities
- one-time capital improvement that will support on-going trail development and community enjoyment

**Publicly Accessible** means all members of the public can access the benefits of the Service without discrimination.

### POLICY STATEMENTS

Greater Vernon Trails and Natural Spaces Project Grants are intended to provide funding for ecological trail development or Projects (including Capital Improvement) that feature publically accessible additions and improvements for the benefit of Greater Vernon residents and trail users.

Preference will be given to projects that demonstrate environmental impact, innovation and collaboration across sectors and interests such as the implementation of art and cultural pieces.

### PROCEDURES

#### 1. Funding Allocation

The budget for Greater Vernon Trails and Natural Spaces Project Grants will be established annually by the Board of Directors.

Funding applications will be approved by the Board of Directors based on recommendations from an adjudication process.

## **2. Eligibility**

In order to be eligible for Greater Vernon Trails and Natural Spaces Project Grants, projects as defined above must:

- Be open and/or accessible to the public, and reach beyond the organizations members to the broader community
- Promote environmental stewardship
- Enhance user experience
- Be conducted within the budget year for the funding awarded
- Be provided to Greater Vernon residents without exclusion to anyone by reason or religion, ethnicity, gender, age, sexual orientation, language, disability or income.

Grants will only be awarded to organizations that meet all of the following criteria:

- Be a registered not-for-profit society that operates in Greater Vernon;
- Have an independent, active governing body composed of volunteers (i.e. Board of Directors). Voting members of the Board of Directors of a Society receiving funds from RDNO may not concurrently hold a paid staff position with the society, and may not be paid for services to the society (excluding reimbursement for expenses);
- Be in good standing with the B.C. Registrar of Societies and must have operated for at least one fiscal year prior to the application deadline;
- Be able to demonstrate financial stability, sound administration and the organizational capacity necessary to carry out the project;
- Demonstrate a proven track record of public service and excellence;
- Demonstrate strong community ties and relationships;
- Adhere to the requirements set out with the approval of any grant;

Not be any one of the following:

- Individual(s);
- Political parties and political advocacy groups;
- Religious groups;
- Educational Institutions;
- Third parties raising funds solely for charity or their own purposes.

An organization's operating costs, including lease payments, staffing costs or other operating expenses, will not be eligible for funding within a Project Grant.

## **3. Application and Reporting Requirements**

Organizations must complete the application form, as amended from time to time, included as Schedule "A" and forming part of this policy.

The application deadline for submission will be on the last business day of November of the year prior to which the funding is being requested. Eligible

organizations will have the opportunity to apply for project funds annually, using the application and reporting form attached and forming part of this policy.

Specific Projects can only receive project funding for two consecutive years, and must demonstrate potential for growth to be eligible for the second year.

#### **4. Evaluation**

The evaluation committee for the Greater Vernon Trails & Natural Spaces project grant will include:

- two or more RDNO staff members

Applications will be evaluated in the following three areas using the evaluation rubric established as part of this policy:

*Excellence and Innovation (40%)* – focusses on application clarity, support of funding objectives (encourage the improvement of trails and natural spaces), project innovation and confidence in project success.

*Impact (30%)* – focuses on the accessibility of the project to the Greater Vernon community, multi-sector content (arts/culture etc.), involvement of community partners and the sustainability/contribution of the project.

*Management (30%)* – focuses on the history and ability of the applicant organization and fiscal stability.

#### **5. Evaluation Results**

Once applications have been evaluated using the developed evaluation rubric (attached), recommendations will be provided to the Greater Vernon Advisory Committee and awarded applications will be determined based on the direction of this Committee and subsequent approval by the Board of Directors.

Organizations approved to be awarded funding will receive a formal letter of funding approval.