



— CENTRAL OKANAGAN —  
**FOUNDATION**

*empowering generations to give.*

# Information Session

- Grant Application Process
  - Intake Deadlines
  - Timelines
  - Grant Review Committees
- Eligibility & Ineligibility
- Completing a grant application
- Online Application

# Intake Deadlines

- PROJECT GRANTS: October 1<sup>st</sup>
- MULTI-YEAR GRANTS: May 1<sup>st</sup>

*Or the closest working day after the 1<sup>st</sup>*

Thursday, May 1.2025

3:30 pm

- Applications received after the deadline will not be accepted

# Timelines

<b>Deadline</b>	<b>Review &amp; Adjudication</b>	<b>Notification</b>	<b>Final Report</b>
May 1, 2025	June 10 & 12	End of June	June 2026
October 1, 2025	November 3 & 4	End of November	Nov. 2026

# Grant Review Committees

## Two Grant Review Committees:

1. Arts & Culture; Heritage & Historical; Animal Welfare, and Environment
2. Health & Community Services; Education; Children, Youth & Family, and Global Initiatives

Each committee consists of 4 community members

The community members shall reflect a diversity of age, ethnic background, geographic scope, sexual orientation, gender, physical abilities and professional and experiential background.

# Project vs Multi-Year Grants

Project Grants	Multi-Year Grants
Up to 12 months	2-3 years; 1 year funding not available
No operating expenses, but it will cover admin fees	Operating expenses only
Up to \$15,000	\$15,000/ per year for 2-3 years i.e. up to \$30,000 - \$45,000

Can apply for either a project OR a multi-year grant

# Multi-Year Operational

- **Operational funding:** expenses associated with administering a business or organization on a day-to-day basis.
- Operating costs include both fixed (lease, rent on a building) and variable (materials directly related to program activities).

# Multi-Year Eligibility

- MUST be a charity with a current Revenue Canada Charitable Registration number (BIN – Business Identification Number)
  - Intermediary agencies are not eligible for the multi-year grants
- Projects within School District #23 boundaries are given first priority (Lake Country to Peachland)



# Multi-Year Ineligibility

- Retroactive funding
- Debt retirement, reserves and mortgage pay-downs
- Activities of an organization that primarily serves their membership and/or for direct religious or political purposes
- School construction (including playground equipment)
- Annual fund drives
- Requests for improvements/additions to land, or property, which might revert to private ownership

# Multi Year Funding

- Received a three multi-year grant in 2022, the award timeline that you are considered to be holding funds is:
  - Year 1: June 2022 – June 2023
  - Year 2: June 2023 -- June 2024
  - Year 3: June 2024 – June 2025
- You can next apply in either Fall 2025 (project) or Spring 2026 (multiyear)



Successful MULTI-YEAR grant recipients will submit a Progress Report including a revised comparative budget before receiving the 2<sup>nd</sup> and 3<sup>rd</sup> year disbursements.

- If you are successful with a 2025 MULTI-YEAR grant application, then the following year, you will be required to submit:
  - 1<sup>st</sup> year grant progress report through the online portal
  - 2025 year end actuals
  - 2026 Budget

# Assessment Tool

- Full assessment tool posted on the Central Okanagan Foundation [website](#)
- Results from the assessment tool serve as a starting point for committee discussion

# Completing a Grant Application

- Read the guidelines first
- Review the assessment tool
- Please answer the questions clearly and completely
- Do not exaggerate numbers or services etc.
- Have someone not familiar with the organization or the project read the grant for clarity

# Online Application

- The Central Okanagan Foundation has implemented an online granting process:

[Logon Page - Grant Lifecycle Manager \(grantinterface.ca\)](http://grantinterface.ca)

Presented by City of Kelowna



An event to bring together our non-profit sector for engaging dialogue, collaborative exchange and **impactful** action.

- visionary keynote
- practical and applicable workshops
- community leaders sharing expertise on relevant topics
- insightful panel discussions
- networking event and new connections

**Saturday April 5<sup>th</sup> 2025**  
**Coast Capri Hotel**

**Building capacity and  
resilience into our  
community.**

**\$65 early registration**  
opens January 24  
[kelowna.ca/inspiredcitysu  
mmit](http://kelowna.ca/inspiredcitysummit)



# Questions?

Abbie Norrish

Manager Grants & Community Initiatives

[abbie@centralokanaganfoundation.org](mailto:abbie@centralokanaganfoundation.org)

250.861.6160