



9848 Aberdeen Road  
Coldstream, BC  
V1B 2K9  
(250) 550-3768

## WATER CONSERVATION AND QUALITY IMPROVEMENT PROGRAM GRANTS

### TERMS OF REFERENCE:

#### 1. Purpose

The Okanagan Basin Water Board (OBWB) recognizes the importance of fostering and enabling tangible, on the ground, water quality and conservation improvements. In addition to delivering successful projects put forward by local government and other water purveyors, this program will build a collaborative approach to water management and promote more uniform standards and best practices throughout the valley. The Water Board hopes that this program will increase knowledge sharing about effective programs, and lead to the development of innovative solutions.

Each community has its own goals for reducing consumption and ensuring and improving quality. The purpose of this Water Board grant program is to assist local government in addressing issues that enhance valley wide sustainable use of water. The Water Board wishes to foster innovative and collaborative projects that contribute to these goals that might otherwise lack funds to be implemented in a timely manner.

#### 2. Program Funding

Up to \$300,000 per year will be made available by the Okanagan Basin Water Board for this assistance program.

Individual grants will be \$3000 minimum and \$30,000 maximum.

Total grant amounts available for each region are determined by the percentage share paid by that region in the annual Water Board requisition. Of the \$300,000 allocated, the 2007/08 funding eligibility by region would be:

Regional District of North Okanagan	\$57,900	(\$300,000 x 19.3%)
Regional District of Central Okanagan	\$176,100	(\$300,000 x 58.7%)
Regional District of Okanagan-Similkameen	\$66,000	(\$300,000 x 22%)

#### 3. Eligible applicants

Eligible applicants are local governments. Projects from improvement districts that are water suppliers and recognized under the Local Government Act and Community Charter and projects from non government organizations will be considered if submitted by a local government (municipality or regional district) as being a valuable part of their water management plan.

#### 4. Project criteria

Projects should demonstrate water savings or improvements to water quality. Projects put forward by improvement districts or non government groups must be supported by local government and should be consistent with water management planning objectives in respective jurisdictions.

Priority will be given to projects that have a measurable outcome and that demonstrate how goals will be met, have matching funding in place or applied for, and/or demonstrate a collaborative approach with other jurisdictions. Projects that address issues of basin wide significance and/or can be used as a model for other organizations will also be given priority.

Multi year programs are eligible for grants but will be re-submitted annually. Such programs are not ensured of continuing funding but will be assessed as part of the current applications.

#### 5. Application Process

A grant application form is available from the Okanagan Basin Water Board office, and from the OBWB website. Regional District or local government applications should be forwarded to the Water Board. Applications from improvement districts or non-government organizations should be screened by the regional district and those that best fit the water management plan of the region may be submitted by the sponsoring regional district. There is no limit to the number of applications put forward – keeping in mind the budget allotted.

##### *Guide to the Application:*

- I. **Application Summary** ~ There are 3 types of entities that are eligible for this grant program: 1.) a regional district, 2.) a municipality and 3.) an organization (example: NGO or irrigation district) whose application is sponsored by either a regional district or a municipality
  - o Please indicate which regional district you are applying from
  - o Provide the full name of your organization
  - o If your organization is not a municipality or regional district, please indicate which local jurisdiction is sponsoring your application and will provide a formal letter with a council/board resolution accompanying the application.
  - o The project contact will be the main contact for all correspondence with the Okanagan Basin Water Board
  - o Provide an appropriate title for the project that describes the main activities. Examples are: “Water Metering and Outreach in Penticton”, “Water Quality Monitoring on Crazy Creek 2007”
  - o Indicate both the total amount you are requesting from the OBWB (to a maximum of \$30,000) and the total project budget including all funding sources.

- II. Program Category** ~ The categories are NOT listed in order of priority, nor is this a comprehensive list of possible program categories. Indicate program activities that fall under each category, making sure to distinguish program activities in different categories.
- A. Hydrological data gathering:** Projects that collect stream or hydrological data. Examples are: streamflow monitoring, water quality data collection.
  - B. Water Conservation Devices:** Installation of water conservation devices for domestic, industrial, institutional or agricultural users and/or offering incentives (such as rebates) for purchase and installation of such devices.
  - C. Landscaping and Irrigation:** Landscaping or irrigation activities that demonstrate water conservation or quality improvements. Examples are: top soil amendments, irrigation scheduling or Xeriscaping (including strategies such as lawn removal or other alternatives)
  - D. Education and Outreach:** Development and implementation of new educational programs directed at water conservation or quality improvement. Creation and promotion of outreach materials related to water conservation or quality improvements.
  - E. Water Use Monitoring/Metering:** Installation of water meters for domestic, industrial, institutional or agricultural users. This also includes other water monitoring/metering of licensed withdrawals and water audits or leak detection programs.
  - F. Habitat Inventory Mapping:** Projects that inventory and map riparian, stream, wetland or foreshore areas in order to protect ecosystems or are necessary prior to ecosystem restoration.
  - G. Source Protection Planning:** Projects that undertake planning initiatives for protecting source water, either surface or ground. This includes risk assessment for source areas, to identify potential and current impacts to water quality.
  - H. Restoration Projects:** Projects that will improve water quality through the restoration of riparian, stream, wetland or foreshore areas
  - I. Other:** projects that do not fit the above described categories.
- III. Project Timeline Information** ~ Indicate both the expected start and end date of your project and the timeline you expect for all activities necessary to complete your project. This is essential for progress reporting and grant recipient follow up.
- IV. Funding Information** ~ List all other sources of funding for this project, including government agencies, foundations or other grant agencies. Please include all in-kind contributions as well.
- In the table: List each of the project expenditures, the amount of requested OBWB funding to be allocated to that project expenditure and the amount to be covered by other sources, including funds coming from the applicant's agency or organization itself. Indicate whether the "other sources" funding is an in-kind or direct contribution for that project expenditure.
- V. Measurable Outcomes** ~ Please be specific in listing the measurable outcomes of the project – using numerical references where possible. Example: percent consumption reduced, number of meters installed. Capacity building outcomes are also of interest, where the project enables the public and/or organization to continue aspects of the project on their own.

## VI. Collaboration ~

- Please indicate collaboration with other agencies and/or organizations in the upper box. Example: Friends of Crazy Creek Society, BC Ministry of Environment
- Please indicate collaboration with other jurisdictions outside of your own in the lower box. The OBWB is interested in collaboration efforts that cross geographic lines whether among or within regional districts.

Please include a covering letter that will accompany the application form to outline the steps (methodology) to be taken to achieve the project goals and explain project objectives.

The application form and information is available from the Okanagan Basin Water Board office and website:

Attn: Genevieve Dunbar  
Okanagan Basin Water Board  
9848 Aberdeen Road  
Coldstream, B.C.  
V1B 2K9  
Phone (250) 550-3779  
Email: [genevieve.dunbar@obwb.ca](mailto:genevieve.dunbar@obwb.ca)  
OBWB website: [www.obwb.ca](http://www.obwb.ca)

## 6. Application Deadlines

The application deadline for 2007/08 funding is **February 1, 2008**. Notifications of successful proposals will be made in mid-April 2008. Successful applicants in each Regional District will be awarded funds totaling up to the annual maximum indicated above. If all of the funds available to a Regional District are not allocated, the unused portion will be made available to the other regional districts.

## 7. Ineligible Programs

Despite the broad scope of the water conservation and quality initiative program, there are several types of projects that the Water Board does not intend to support:

- Previously undertaken work;
- Project costs should consist of items incremental to existing resources. Staff currently employed can not form part of the project cost.
- Compliance and enforcement of bylaws;
- Ongoing operational expenses;
- Capital projects that are growth driven and should be funded through DCCs; and,
- Work for private utilities.

## 8. Payment Process

There are two options for payment of grant monies awarded.

- 1.) The organization may submit invoices as follows:
  - o 25% of total grant amount upon award of grant
  - o 25% payment upon submission of a mid point progress report, completed using the “*Progress Report Template*” provided by the Okanagan Basin Water Board
  - o 50% upon project completion, and submission of the “*Project Accounting/Final Grant Invoice Form*” which includes a final progress report – provided by the Okanagan Basin Water Board
  
- 2.) The organization receiving the grant may invoice for the full grant sum at the end of the project with the submission of the “*Project Accounting/Final Grant Invoice Form*”, provided by the Okanagan Basin Water Board.

The grant recipient must inform the Okanagan Basin Water Board of the preferred method of grant payment/dispersal before commencing project. It is the responsibility of the grant recipient to manage all contracts resulting from or relating to this funding.

## 9. Progress Reporting

All grant recipients will be required to submit a progress report at approximately the half way point of project completion. The template is available from the OBWB and is also provided at the end of this document.

The OBWB will also conduct project reviews, typically consisting of a staff member meeting with the grant recipient as a follow up to the application and grant award process, and to gather additional information that may not have been provided in the grant application.

Irregardless of grant dispersal method chosen by the grant recipient, submission of the progress report is required.

## 10. Data Standards/Sharing Protocol

Those grant recipients completing projects that include a data gathering component will use the data standards provided by the Resource Information Standards Committee (RISC) (<http://ilmbwww.gov.bc.ca/risc/standards.htm>), a multi-agency committee responsible for establishing standards for natural resource inventories.

In addition, grant recipients that collect hydrometric or other data in the course of the funded project are required to make data publicly available upon project completion, and submit a copy to the OBWB for our files. Your acceptance of the WCQI grant is understood to be in compliance with these terms.

## 11. Media

All grant recipients will be required to submit a press release to local news media outlining the details of the grant. Please contact the OBWB if you would like additional background information in preparing your press release.



## **WATER CONSERVATION AND QUALITY IMPROVEMENT GRANT PROGRAM PROGRESS REPORT TEMPLATE**

The following is a template for the Water Conservation and Quality Improvement (WCQI) Grant Program Progress Reporting procedure.

Each progress report should address the following items.

- A.) Background on the organization: Who are you and what do you do? What is your organization's mandate? What is your organization's service area? How many people does your organization serve? Please make sure to include any background information that pertains to the reasons why you applied for a WCQI grant.
- B.) Project Description: Briefly describe your project, outlining any collaborative efforts, the main project activities and the end goals.
- C.) Present Achievements: What has been achieved to date? Include any of the measurable outcomes that you have met so far. Which project activities, as outlined in the grant application, have you started and which have you not begun yet? Please include information about any reports written, presentations given, website postings, etc....
- D.) Timeline of remainder of project: Confirm whether your project is on schedule as outlined in the grant application and indicate the timeline for completion.
- E.) Obstacles Encountered: Have you encountered any obstacles in carrying out the project activities so far? If so, how have you overcome them? Do you anticipate any obstacles in completion of the project? If so, how do you plan to overcome them?
- F.) Feedback on the application process: Please provide some information on how you feel about the application process. Was the application form too long or too short? Were any sections confusing or misleading? Did the OBWB staff provide assistance during the application process?
- G.) Attached information: Please attach any materials created as part of your project activities (if applicable). Examples include: brochures designed, media resources released, newsletters published or photographs taken of work completed.