



Okanagan Basin
WATER BOARD



WATER CONSERVATION AND QUALITY IMPROVEMENT GRANT PROGRAM

**PROGRAM GUIDE
2012**

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1.1 Welcome to the program

The Okanagan Basin Water Board (OBWB) has created this guide for applicants to the 2012 Water Conservation and Quality Improvement Grant Program. We are happy to provide support and information throughout all stages of the granting process—please do not hesitate to contact the Office and Grants Administrator at any time:

OBWB Office and Grants Administrator
1450 K.L.O. Road
Kelowna, B.C., V1W 3Z4
P: 250-469-6270
F: 250-762-7011
email: grants@obwb.ca

1.2 Purpose of the program

The OBWB recognizes the importance of enabling projects that enhance water quality and conserve water quantity in the Okanagan Valley. This program intends build a collaborative approach to water management and promote more uniform standards and best practices throughout the valley. The OBWB hopes that the program will increase knowledge sharing and lead to the development of innovative solutions. The purpose of the program is to assist local organizations in addressing water issues and to enhance the valley-wide sustainable use of water. The OBWB aims to foster innovative and collaborative projects that might otherwise lack funds to move forward in a timely manner.

1.3 Amount of grant

Successful grant applicants will receive between \$3,000 and \$30,000. A total of \$300,000 will be made available by the Okanagan Basin Water Board for this assistance program, and the amount available for each region is determined by the percentage share paid by that region in the annual OBWB requisition.

The 2012/13 funding breakdown by region, as determined by the 2011 Authenticated Assessment, is:

North Okanagan Regional District	19.3%	\$57,900
Central Okanagan Regional District	58.9%	\$176,700
Regional District Okanagan-Similkameen	21.8%	\$65,400

2.1 Eligible applicants

Eligible applicants include:

- Municipalities
- Regional districts
- Irrigation/improvement districts (must be water suppliers and recognized under the Local Government Act and Community Charter)
- Non-profit community organizations

2.2 Ineligible applicants

Ineligible applicants include:

- Senior government agencies (provincial or federal)
- Consulting firms
- Businesses
- Research/development projects that are associated with 'for-profit' business activities

2.3 Eligible projects

Eligible projects must:

- Demonstrate water savings or improvements to water quality
- Be supported by local government through a board or council resolution (see section 3.4)
- Be consistent with water management planning objectives in their respective jurisdictions

Priority will be given to projects that:

- Have a measureable outcome and clearly demonstrate how goals will be met
- Have matching funding in place or applied for
- Demonstrate a collaborative approach with other jurisdictions and stakeholders
- Address issues of basin-wide significance and/or can be used as a model for other organizations
- Complement existing OBWB programs, including drought response planning and education and outreach activities
- Demonstrate an innovative approach to water management

Multiyear programs are eligible for grants, but must be re-submitted annually. They are not ensured of continued funding and will be assessed as part of the each year's competition.

2.4 Eligible activities

Eligible projects can include, but are not limited to, the following activities:

- **Hydrological Data Collection Projects** that collect stream or hydrological data, such as stream flow monitoring and water quality data collection
- **Water Conservation Device Projects** that install water conservation devices for domestic, industrial, institutional, or agricultural users, or offer incentives for the purchase and installation of such devices
- **Landscaping and Irrigation Projects** that demonstrate increased water conservation or lead to improved water quality, such as top soil amendments, irrigation scheduling, or xeriscaping
- **Education and Outreach Projects** that develop and/or implement educational programs aimed at water conservation or quality improvement
- **Water Use Monitoring/Metering Projects** that install water meters for domestic, industrial, institutional, or agricultural users. Projects in this category may also include water audits and leak detection programs
- **Habitat Inventory Mapping Projects** that inventory and map riparian, stream, wetland, or foreshore areas in order to protect ecosystems
- **Habitat Restoration Projects** that restore riparian, stream, wetland, or foreshore areas to improve water quality
- **Source Protection Planning Projects** that undertake planning initiatives for the protection of source water, either surface or ground. This includes risk assessment for source areas to identify potential and current impacts on water quality
- **Policy Planning and Development Projects** that develop and implement conservation or efficiency planning initiatives including domestic water conservation plans, drought plans, water use plans, and/or new water conservation policy including domestic irrigation standards or volume-based pricing bylaws
- **Other Projects** that do not fit within the above categories

2.5 Ineligible projects

Ineligible projects include, but are not limited to:

- Bylaw compliance and enforcement programs
- Capital projects that are growth driven and should be funded by development cost charges
- Work for private water utilities
- Previously undertaken work

3.1 Application limit

Organizations may submit more than one application, but each application must be accompanied by a separate board or council resolution.

3.2 How to apply

1. Carefully read the 2012 WCQI Grant Program Guide to determine whether or not your project is eligible.
2. Complete the 2012 WCQI application form and save the file.
3. Obtain a board/council resolution in support of the project from your local municipality or regional district (see section 3.4).
4. Gather all supporting documents, including the council resolution, well in advance of the application deadline (February 24, 2012).
5. Mail the completed application package to:

OBWB WQCI Grant Program
1450 K.L.O. Road
Kelowna, B.C., V1W 3Z4

3.3 Application deadline

Applications must be received no later than **4 p.m.** on **February 24, 2012**. Late or incomplete applications will not be accepted.

3.4 Required board resolution

All applications must be accompanied by a resolution of support from the organization's local government council or board (this includes projects submitted by staff of local government; all projects must receive support from their council/board). Organizations should contact their local government for agenda consideration at a board/council meeting well in advance of the WCQI application deadline. If you are unclear about how to obtain a supporting resolution, please contact the Office and Grants Administrator: 250-469-6270, grants@obwb.ca.

3.5 Application review

Applications are reviewed and ranked by the OBWB staff and brought before the OBWB Board of Directors. All funding decisions are approved by the Board, which reserves the right to award partial funding to projects.

4.1 Sections of the application

The application is a fillable, saveable pdf form. Please limit the length of your response to the space provided. Be clear and concise--applications are ranked based on the responses given in this application.

A. Project Summary

- Name of Organization - state the name of the primary organization behind the project being applied for
- Project Title - provide a descriptive title that encompasses both the scope and area of the project
- Regional District - select the regional district in which the applying organization is based
- Supporting Local Gov't - state which local council or board the project has received a resolution of support from
- Project Budget - state the total budget of the project
- Grant Requested - state the amount of money requested from the OBWB grant program. Organizations may request a maximum of \$30,000 per project

B. Project Contact

- Name - provide the name of the primary contact for the project. The primary contact will be responsible for ensuring that the organization meets all agreed terms for funds received, including grant reporting and data sharing.
- Title - please describe the position of the project contact within the applying organization
- Phone, Fax, Email - provide contact information for the project contact

C. Project Goals

Please describe the aim of the project. How will it address issues of water quantity and/or quality?

D. Project Deliverables/Measurable Outcomes

What are the expected deliverables of the project? How will the project's success be measured? Be as specific as possible, e.g. % reduction in consumption, number of meters installed, area restored, reports anticipated, etc.

E. Project Methodology

How will your organization achieve its goal? What previous work does the project build on? Please describe major activities and stages of the project.

4.1 Sections of the application continued

F. Project Timeline

Please list each of the major activities described in the project methodology and select the category it best belongs to from the dropdown menu (see 2.4 for a description of the categories). Provide the month and year you anticipate beginning each of the major activities.

Important: The OBWB fiscal year is April to March. The OBWB asks that projects be completed by **March 31, 2013**. Funds will not be disbursed until final reporting requirements are met.

G. Project Partners

Please describe how the project demonstrates collaborations with other agencies and/or jurisdictions. As one of the goals of the grant program is to foster collaboration, higher rank will be given to projects that demonstrate strong collaboration.

H. Project Valley-wide Benefit

How will your project benefit the valley as a whole? Can the deliverables be adopted for use in other areas? Higher rank will be given to those projects that demonstrate valley wide benefits such that they align with the OBWB's slogan: One Valley. One Water.

I. Project Innovation

Describe any innovative aspects of your project. Is the project unique to the Okanagan?

J. Grant Track Record

List the value of any grants received from the OBWB and comment on the success and status of the projects they funded.

K. Project Funding

Indicate the total funding anticipated for the project. List all sources of funding for the project. For each project, use the dropdown menus to indicate whether the funding is direct or indirect and confirmed or unconfirmed.

L. Project Expenses

Indicate the total budget for the project and provide a breakdown of predicted expenditures. Ineligible expenses include:

- ongoing operational expense including overhead and administration charges
- wages of employees already employed by the organization

5.1 Successful applicants

The OBWB may award partial funds to projects. Successful applicants will be notified in April 2012 and receive a contribution agreement that sets out the terms and conditions of the grant, including the amount awarded. The contribution agreement must be signed by both the project contact and a statutory officer of the organization and returned to the OBWB.

5.2 Terms and conditions

- All grants are project-specific. Funds may not be transferred between projects or used for activities not outlined on the project application.
- Reporting requirements (see 5.3) must be met before funds can be disbursed.
- Significant delays or departures from the timeline submitted in the project application must be reported to the Office and Grant Administrator.
- Projects must be completed, including reporting requirements, by **March 31, 2013**.

5.3 Reporting requirements

Grant recipients are required to submit two reports in addition to any deliverables agreed upon in the contribution agreement:

- a mid-point report, due on or before **September 14, 2012**
- final report, due on or before **March 31, 2013**

The WCQI grant program is funded with public money. The reporting requirements provide an opportunity for the public to see the progress of WCQI projects. Failure to adequately complete the reporting requirements may lead to delayed disbursement of funds and difficulty in receiving future grants. Recipients will receive report forms upon receipt of the signed contribution agreement.

5.4 Data standards and sharing protocol

Projects that involve data collection or inventory must 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.

All data must be made publicly available upon project completion.

5.5 Public outreach requirements

All grant recipients will be required to submit at least one press release about the grant to local news media.

Recipients are encouraged to maintain a high public profile for their project throughout the process. The OBWB sees active communication with residents of the valley as an important step in fostering a valley-wide water ethic. Recipients should actively pursue traditional (newspapers, radio) and non-traditional media (internet, social media, etc...) when publicizing the project.

Please contact the OBWB if you would like additional background information on preparing press releases or outreach material.

5.6 Payment of grants

Recipients may invoice the WCQI for the full amount upon completion of the project, or as follows:

- 25% at the start of the project, upon OBWB's receipt of the signed contribution agreement
- 25% upon submitting a satisfactory mid-point report
- 50% at the completion of the project, upon submission of a satisfactory final report and any deliverables agreed on in the contribution agreement

All invoicing for 2012 projects must be done using the standard WCQI invoice form. Once the OBWB receives the signed contribution agreement, recipients will receive the appropriate reporting and invoice forms.

Grant applications need to explain how the proposed project will have benefits for the whole Okanagan valley and should demonstrate strong partnerships.