Okanagan Basin
WATER BOARD

WATER CONSERVATION AND QUALITY IMPROVEMENT GRANT PROGRAM GUIDE

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1. Program Overview

1.1 Welcome

The Okanagan Basin Water Board (OBWB) has created this guide for applicants to the 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 Operations and Grants Manager at any time:

OBWB Operations and Grants Manager
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

The OBWB recognizes the importance of enabling projects that enhance water quality and conserve water quantity in the Okanagan Valley. This program is intended to 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 program, and the amount available for each region is determined by the percentage share paid by that region in the annual OBWB requisition.

1.4 Before You Apply

Applicants are strongly encouraged to contact the Operations and Grants Manager with any questions about the eligibility of their project, or with any questions or concerns about the grant program. Any other source of information may be incorrect, and can lead to incomplete applications.

Applicants MUST contact their local government well in advance of the grant deadline for a resolution of support - See section 3.5 for more detail. Applicants should contact their local government at least four weeks ahead of the application deadline to ensure they are added to an agenda for a resolution of support.

2. Eligibility

2.1 Eligible Applicants

Eligible applicants include Okanagan:

- 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 Organizations

Ineligible applicants include:

- Senior government agencies (provincial or federal)
- Consulting firms (or consultant-led projects)
- Businesses
- Research/development projects that are associated with 'for-profit' business activities
- Any project outside of the Okanagan Basin

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 3.5)
- Be consistent with water management planning objectives in their respective jurisdictions

2.4 Eligible Activities

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

- **Drought and Flood Preparedness** – Projects that assist communities in creating drought plans and drought and flood preparedness such as floodplain mapping.
- **Education** – Projects that educate to increase public knowledge and encourage action around water conservation or quality improvement.
- **Irrigation** – Projects that aim to increase irrigation efficiency, reduce leakage, reduce water use and create system improvements.
- **Groundwater Studies** – Projects that lend to the protection of groundwater quality or quantity through research, or direct action.

- **Mapping** – Projects that gather mapping data, such as sensitive habitat inventories, foreshore inventories, aquatic habitat indices, and cultural mapping to inform better riparian and shoreline management.
- **Metering** – Projects that install or upgrade domestic, agricultural, industrial or institutional meters for the purpose of increasing water use efficiency, or conserving water. May also include water audits and leak detection projects.
- **Source Water Protection** – Projects that undertake planning initiatives or action 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.
- **System Improvement** – Projects that improve water delivery systems through more efficient use of water, or by enhancing water quality in the system. Cannot be used for Capital projects or infrastructure repair.
- **Water Treatment Study** – Projects that aim to improve water treatment through a better understating of current or innovative new technologies and practices.
- **Water Management Planning** – Projects that develop and implement conservation or efficiency planning initiatives including domestic water conservation plans water use plans, and/or new water conservation policy including domestic irrigation standards or volume-based pricing bylaws.
- **Water Quality Assessments** – Projects that assess source water quality in order to support improved management and protection.
- **Xeriscape** – Projects that demonstrate enhanced water conservation in outdoor landscaping areas in residential, agricultural, industrial or institutional settings.
- **Water Flow Monitoring** – Projects that collect stream or hydrological data, such as stream flow monitoring and water quality data.
- **Restoration** - Projects that restore or enhance riparian, stream, wetland, or foreshore areas to improve water quality or enhance natural flow-related ecosystem services.
- **Other Projects** see http://www.obwb.ca/wcqi_project/ for a database of previously funded projects.

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. Application Process

3.1 Application Limit

Organizations may submit more than one application, but each application must be accompanied by a separate board or council resolution. Multi-year projects are eligible for funding, but a new application must be submitted for each year of additional funding, and ongoing funding is not guaranteed.

3.2 How to Apply

1. Carefully read the WCQI Grant Program Guide to determine whether or not your project is eligible.

2. Complete the 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 3.5).

4. Gather all supporting documents, including the council resolution, well in advance of the application deadline.

5. Mail or email the completed application package to:

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

3.4 Application Deadline

Applications must be received no later than 4 p.m. on the deadline. Late or incomplete applications will not be accepted. Annual deadlines can be found here:

http://www.obwb.ca/overview-grants/wcqi/application-information/

3.5 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 local government staff. All projects must receive support from their council/board). Organizations should contact the local government in the area where the project will take place 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 your local government. Letters of support from board or council members or staff do not qualify as resolutions of support from a local government.

3.6 Application Review

Applications are reviewed and ranked according to the Selection Criteria (see 3.7) 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.

3.7 Selection Criteria

Projects are evaluated according to the following scoring criteria:

• Basin-Wide Benefit	20%
• Complements Current OBWB Activities	20%
• Focus on Action	15%
• Promotion of Best Practices	15%
• Collaboration	10%
• Innovativeness of Project	10%
• Quality of Proposal	10%
Total	100%

• Annual Theme Bonus*	up to 10%

* Bonus Points up to 10% may be applied based on the degree to which a project addresses board-approved annual priorities. These bonus areas are described each year in the call for applications and can be found on our website.

4. Guide to the Application

4.1 Sections of the Application

The application is a fillable, saveable Word form. Please be clear and concise--applications are ranked based on the responses given in the application. Read the information on the front of the application.

Enter Grant Application Year – refer to the call for applications for the grant year.

A. Project Summary

Organization - State the name of the primary organization behind the project.

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 project will occur.

Supporting Local Government – State which local council or board has provided a resolution of support for the project.

Project Budget – State the total budget of the project, including both in-kind and direct funding.

Grant Requested - State the amount of money requested from the OBWB grant program. Maximum $30,000 per project.

Project Category – Select a category from the drop-down menu.

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 - Describe the position of the project contact within the applying organization.

Phone, Email, Address – Enter this information for the project contact.

C. 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. Methods

How will your organization achieve its goal? What previous work does the project build on?

F. Timeline

List the anticipated project start and end dates. Describe any stages of the project including anticipated dates for completing each stage. Important: The OBWB fiscal and grant year is April 1st to March 31st. The OBWB asks that projects be completed by March 31, of the grant year. Funds will not be disbursed until final reporting requirements are met.

G. Project Valley-wide Benefit

How will your project benefit the valley as a whole? Can the deliverables be adopted for use in other areas?

H. Focus on Action

Detail how your project focuses on action and describe the concrete outcomes which help to conserve water, or improve its quality.

I. Promotion of Best Practices

Identify how your project uses or promotes best practices, such as those developed by professional organizations, academic methodologies, regulated best practices, or cultural practices based in Traditional knowledge.

J. Collaboration

List project partners, assisting agencies, or groups that the project will affect, and describe the nature of the collaboration, and how it will affect the positive outcome of the project.

K. Innovation

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

L. Project Funding

Total project funding – Indicate the total project funding.

List all sources of funding, and indicate whether the funding is direct or in-kind and confirmed or unconfirmed.

M. 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

N. OBWB Strategic Goals

Describe how the project addresses the OBWB Strategic Goals. The Strategic Plan can be found on our website at

http://www.obwb.ca/newsite/wp-content/uploads/obwb_strategic_plan.pdf

5. Terms and Payment of Grants

5.1 Successful Applicants

The OBWB may award partial funds to projects. Successful applicants will be notified in April 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 Project Manager.
- Projects must be completed, including reporting requirements, by March 31, of the grant year.

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 30th of the grant year; and
- final report, due on or before March 31 of the grant year.

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. All report forms are available on the OBWB website.

5.4 Data Standards/Sharing Protocol

Projects that involve data collection or inventory must use the data standards provided by the Resource Information Standards Committee (RISC) a multi-agency committee responsible for establishing standards for natural resource inventories.

http://ilmbwww.gov.bc.ca/risc/standards.htm

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% (or 50% if the first 25% was not invoiced prior) 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 projects must be done using the standard WCQI invoice form. All forms are available at:

http://www.obwb.ca/overview-grants/wcqi/application-information/

6. Local Government Support

Role of Local Governments in the Grant Program

The first step in the approval process is for the applicant to obtain a letter of support from a local government. These resolutions of support ensure that the project is consistent with water management objectives of local jurisdictions and give local governments a role in the screening process. It also allows elected officials to be better aware of projects undertaken in their community, and ensures that they have endorsed those applications coming from their own organization.

However, local government support is not intended to form a part of the competitive grant review process, as they are also eligible applicants for the grants.

When providing a resolution of support for this program, the OBWB asks local government Councils and Boards to consider:

- whether the application is consistent with water-related objectives in their jurisdiction;

- whether the applicant and suggested project reflect the values of the community; and

- other subjective criteria that would go into any council or board discussion;

We ask that local governments not base their decision on perceived competition for available funding or other criteria (see 3.7 for Selection Criteria) that are reviewed by the OBWB at a later stage of the process.

FOR ANY QUESTIONS OR FOR MORE INFORMATION ON THE WCQI GRANTS PROGRAM, CONTACT THE OPERATIONS AND GRANTS MANAGER, 250-469-6270 OR GRANTS@OBWB.CA