



WATER CONSERVATION AND QUALITY IMPROVEMENT GRANT PROGRAM

PROGRAM GUIDE

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1.1 Welcome to the program

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 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 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.

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 applicants

Ineligible applicants include:

- Senior government agencies (provincial or federal)
- Consulting firms
- 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 3.4)
- 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 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** 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

3.1 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 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 3.4).
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 WCQI Grant Program
1450 K.L.O. Road
Kelowna, B.C., V1W 3Z4
grants@obwb.ca

3.3 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: obwb.ca/overview-grants/wcqi/application-information/

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 your local government.

3.5 Application review

Applications are reviewed and ranked according to the criteria in section 2.3 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 Word form. Please be clear and concise-- applications are ranked based on the responses given in the 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
- Category - select the category that best fits your project
- 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. Maximum \$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 - 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?

4.1 Sections of the application continued

F. Project 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 Partners

Please describe how the project demonstrates collaboration with other agencies and/or jurisdictions. As one of the goals of the grant program is to foster 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?

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, all sources of funding, and indicate whether the funding is direct or in-kind 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

M. OBWB Strategic Goals

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

N. Additional Information

Please add any additional information you wish to have considered in your application. If you wish to expand on another section, please list the section letter and title e.g. F. Project Timeline.

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. 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% (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:
obwb.ca/overview-grants/wcqi/application-information/

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