

## ***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. This program is intended 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.

Each community has its own goals for reducing consumption and ensuring and improving quality. The purpose of this OBWB grant program is to assist local governments to address issues and enhance valley-wide sustainable use of water. The OBWB wishes to foster innovative and collaborative projects that contribute to these goals and might otherwise lack funds to move forward 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 20010/11 funding eligibility by region (based on 2009 Authenticated Assessment) would be:

Regional District of North Okanagan	\$58,500	(\$300,000 x 19.5%)
Regional District of Central Okanagan	\$176,400	(\$300,000 x 58.8%)
Regional District of Okanagan–Similkameen	\$65,100	(\$300,000 x 21.7%)

#### **3. Eligible applicants**

Eligible applicants are:

- local governments (municipality or regional district)
- Irrigation and improvement districts that are water suppliers and recognized under the Local Government Act and Community Charter
- nonprofit community organizations.

***All applications must be accompanied by a local government board or council resolution endorsing the application as supporting their water management objectives.***

Ineligible applicants:

- Senior government agencies (provincial or federal)
- Businesses with a specific product or methodology to promote, or any research and development project that may be associated with 'for-profit' business activities.

#### 4. Project criteria

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

***\*For 2010, the Okanagan Basin Water Board requests that applicants discuss ways the project will help the valley adapt to the impacts of climate change and increase the Okanagan's resilience to annual fluctuations in water supplies.***

***\*Applicants are encouraged to apply for projects that complement other Okanagan Basin Water Board programs, including Drought Response Planning, and Education and Outreach Activities.***

Multiyear 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. The complete application package must contain a covering letter, the application form and a Board or Council resolution demonstrating endorsement by an Okanagan local government. There is no limit to the number of applications put forward – keeping in mind the budget allotted. Applicants should be aware of local government Council and Board meeting dates and approach the appropriate local government well in advance of the application deadline to obtain endorsement via a resolution.

Please print a copy of your completed application before submission to the Okanagan Basin Water Board and retain it for your records.

#### *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.) a community non-profit organization (Improvement/Irrigation District or charitable organization).

- Please indicate which regional district your organization is based within
- Provide the full name of your organization
- If your organization is not a municipality or regional district, please indicate which local jurisdiction is supporting your application and will provide a council/board resolution accompanying the application.
- The project contact will be the main contact for all correspondence with the Okanagan Basin Water Board
- 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"
- Indicate both the total amount you are requesting from the Okanagan Basin Water Board (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/Restoration Projects:** Projects that inventory and map riparian, stream, wetland or foreshore areas in order to protect ecosystems or are necessary prior to ecosystem restoration; and/or the activities of restoring riparian, stream, wetland or foreshore areas to improve water quality.
- 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. **Planning and Policy Development:** Development and implementation of conservation or efficiency planning initiatives (domestic water conservation plans, drought plans, Water Use Plans) and/or new water conservation policy (domestic irrigation standards, volume based pricing bylaws)
- 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.

- o 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 cash 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** ~

- o Please indicate collaboration and partnerships with other agencies and/or organizations in the upper box. Example: Friends of Crazy Creek Society, BC Ministry of Environment
- o Please indicate collaboration with other jurisdictions outside of your own in the lower box. The Okanagan Basin Water Board is interested in supporting collaborative 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 covering letter is an opportunity to provide the OBWB with extra background information about your project.

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

Attn: Genevieve Dunbar  
Okanagan Basin Water Board  
1450 K.L.O. Road  
Kelowna, BC  
V1W 3Z4  
Phone (250) 469-6270  
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 2010/11 funding is **Friday February 19, 2010, 4 pm**. Notifications of successful proposals will be made in mid-April 2010. 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 may be made available to projects from other regional districts.

## 7. Ineligible Programs/Project Expenditures

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 cannot form part of the project cost.
- Compliance and enforcement of bylaws;
- Ongoing operational expenses – including overhead and administration charges;
- Capital projects that are growth driven and should be funded through DCCs; and,
- Work for private utilities.

## 8. Payment Process

Grant recipients should be aware that not all projects are funded at 100% of funding request, partial funding may be awarded. Applicants should indicate if their project cannot proceed without full funding. There are two options for payment of grant monies awarded.

- 1.) The organization may submit invoices as follows:
  - 25% of total grant amount upon award of grant
  - 25% payment upon submission of a mid point progress report, completed using the “*Progress Report Template*” provided by the Okanagan Basin Water Board
  - 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 Okanagan Basin Water Board and is also provided at the end of this document.

The Okanagan Basin Water Board 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.

Regardless of grant payment 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 Okanagan Basin Water Board for our files upon request. 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 at least one press release to local news media concerning the details of the grant.

Recipients are encouraged to publicize their grant project as often as possible, including at the time of initial award by the Okanagan Basin Water Board, throughout the duration of the project, and upon completion to share project outcomes with residents and stakeholders. Recipients should actively pursue traditional (newspapers, radio) and non-traditional media (internet, social media, etc...) when publicizing the project.

Please contact the Okanagan Basin Water Board if you would like additional background information in preparing press releases or outreach material.