Okanagan Basin
WATER BOARD

WATER CONSERVATION AND QUALITY IMPROVEMENT GRANTS
PROGRAM GUIDE

Contents

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;
- promote more uniform standards and best practices throughout the valley;
- increase knowledge sharing;
- create innovative solutions;
- help local organizations address water issues and enhance valley-wide sustainable water use; and
- assist projects that might otherwise lack funds to move forward in a timely manner.

1.3 Amount of Grant

Successful projects will receive between $3,000 and $30,000 (Maximum $30,000 per project, even with multiple partnering organizations). A total of $350,000 is made available annually by the OBWB for this valley-wide program.

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 incorrect applications.

Applicants MUST contact their local government well in advance of the grant deadline for a letter 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 receive a letter of support before the deadline. Applications without the support of a local government will not be considered for funding.

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)
- Okanagan First Nations
- Non-profit community organizations

2.2 Ineligible Organizations
Ineligible applicants include:

- Senior government agencies (i.e. 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 letter of support (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 leaks, 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 understanding 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, including flood control.
- **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 letter of support from the local government in the project area. 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 letter of support for the project from the local municipality or regional district where the project will occur (see section 3.5).
4. Gather all supporting documents 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 Letter of Support

All applications must be accompanied by a letter or resolution of support from the local government where the project will occur (this includes projects submitted by local government staff). Organizations should contact the local government well in advance of the WCQI application deadline. If you are unclear about how to obtain a letter of support, please contact your local government.

Each local government may have different processes for submitting a letter of support, but the letter must be signed by an officer (CO, CAO or CFO) of the local government **or** the Mayor of a municipality or Chairperson of a regional district. A "Request for Support" memo is available on the OBWB website at:

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

A letter of support ensures that the project is consistent with water management objectives in local jurisdictions and provides local governments a role in the screening process. It also

informs officials so they are aware of proposed projects in their community, and ensures that they have endorsed those applications coming from their own organization.

When providing a letter of support for this program, **the OBWB asks local governments 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 other letter of support;

We ask that local governments not base their decision on perceived competition for available funding, or other criteria which will be reviewed by the OBWB at a later stage in the grant review process.

3.6 Application Review

Applications are reviewed and ranked according to the Selection Criteria (see 3.7) by OBWB staff and brought before the OBWB Board of Directors. All funding decisions are approved by the Board, which may award full funding, partial funding, or no 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.

3.8 Partial Funding and Unspent Funds

In many cases, partial OBWB funding may be awarded to a project. In the case that full funding is not available, grantees must notify the Operations and Grants Manager and make a written request for any necessary change in project scope, project extension or project cancellation.

In the event that full WCQI funding is not awarded, or project funding is not used, any excess goes back into the grant fund for future years.

4. Guide to the Application

4.1 Sections of the Application

The application is a fillable, saveable Microsoft 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. Select a date in the grant year you are applying for and the form will populate with that 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.

Supporting Local Government – Select one of the local governments from the drop-down menu. If your project is not within the jurisdiction of a local government listed in the menu, contact the Operations and Grants Manager.

Total Project Budget – State the total projected 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 (even where there are multiple partnering organizations).

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 (What is the desired outcome you hope to achieve?). How will it address issues of water quantity and/or quality?

D. Project Deliverables

What are the expected deliverables of the project? What tangible or intangible results will occur because of the action you have taken? Deliverables can be reports, workshops, new social networks, physical changes in an ecosystem, technological improvements etc.

E. Measurable Outcomes

How will the project's success be measured? Be as specific as possible, e.g. per cent reduction in consumption, number of meters installed, area restored, reports anticipated, public outreach, water quality improvements, behaviour change etc.

F. Methods

What are the specific steps and procedures you will follow to achieve your goals? Will your project be completed in phases? Will each phase set up the right conditions for the next phase?

G. 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.

If the project has multiple phases, indicate for which phase the WCQI grant will be used. Funds will not be disbursed until reporting requirements are met.

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. Focus on Action

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

J. 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.

K. Collaboration

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

L. Innovation

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

M. 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.

N. 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

O. OBWB Strategic Goals

Describe how the project addresses the OBWB's Strategic Goals. Our 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 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 Operations and Grants Manager.
- Projects should be completed, including reporting requirements, by March 31 of the grant year. Projects which cannot be completed on this timeline must be granted a written extension in advance by the Operations and Grants Manager, or risk losing grant funding.

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;
- final report, due on or before March 31 of the grant year; and
- if a project is granted an extension beyond the March 31st deadline, a second mid-point report is required at that time, with a final report due at project completion.

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 news release about the grant, including acknowledgement of OBWB funding, to local news media, and forward the release to the Operations and Grants Manager.

Recipients are encouraged to maintain a high public profile for their project throughout the process. The OBWB sees communication with residents of the valley as an important step in fostering a valley-wide water ethic. Recipients should pursue traditional (newspapers, radio, TV) and non-traditional media (online media, social media, etc.) when publicizing the project. Acknowledgement of OBWB funds helps get the word out regarding the grant program, encouraging future applications.

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/

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.