TOWN OF OSOYOOS
Policy Manual

SECTION	**FINANCE**
TITLE	**GRANT EVALUATION COMMITTEE TERMS OF REFERENCE**
POLICY NUMBER	**FIN-011**

POLICY STATEMENT

The Council of the Town of Osoyoos' intent is to financially assist non-profit organizations and community groups which render service to the residents and visitors of the Town of Osoyoos.

PURPOSE

Council establishes the Grant Evaluation Committee to provide recommendations to Council on the Town's Community Service Grant Applications, the Resort Municipality Initiative (RMI) Visitor Enhancement funding, and any other grant or funding opportunities that Council makes available to community groups or organizations.

STRUCTURE

The Committee shall consist of the members of Council appointed by a resolution of Council at a Regular Open meeting. The Director of Community Services will be the staff person who will advise and assist the Committee in providing their recommendations to Council.

OPERATIONS OF THE COMMITTEE

The Committee will use the criteria in the Community Services Grant Policy (FIN-001) to make their recommendations for the Community Services Grant requests. In considering the RMI Visitor Enhancement funding, the Committee will use the RMI Visitor Activity Enhancement Program Guidelines in making their recommendations. If the Committee is required to review and make recommendations on other funding opportunities established by Council, they will follow the established criteria that is approved by Council at a Regular Open meeting.

The Committee will provide recommendations that will be reviewed for Council's consideration and approval at a Regular Open meeting.

MEETING

The Committee will meet after the deadline established by the Community Services Grant Policy (FIN-001) and RMI Visitor Enhancement Funding Guidelines. The Committee meeting will be scheduled by the Director of Community Services and be posted in accordance with the Town's Council Procedure Bylaw.

ADMIN/COUNCIL	COUNCIL	**MEETING**	REGULAR
APPROVAL DATE	January 10, 2023	**REVIEW DATE:**	November 14, 2023

"SCHEDULE A"

GRANT EVALUATION CRITERIA

A "YES" REPSONSE TO ALL QUESTIONS IS REQUIRED IN ORDER TO BE EVALUATED.

Was the grant application submitted on time?	Yes	No
Is the organization a not-for-profit entity?	Yes	No
Is the event or organization within the Town of Osoyoos?	Yes	No
If applicable, has the final report from the previous year been submitted?	Yes	No
Is the financial request appropriate for each respective grant application?	Yes	No

SCALE

1 – Minimal

5 – Maximum

Maximum score – 36 points

Applications ranked highest to lowest.

SCORED EVALUATION CRITERIA

Value to Community – **5 points**

Quality of application description. Details of special event, program, or project – **5 points.**

Measurement plan – Is a plan included to monitor and measure outcomes – **5 points.**

Sustainability – Necessity for future funding based on ability to self-sustain – **5 points.**

Communication Plan – target population awareness – **5 points.**

Detailed budget – **5 points.**

Community Awareness – **5 points** (ie: Diversity, equity, and inclusion).

Collaboration with other agencies – Bonus **1 point** – (Osoyoos Indian Band, Interior Health, other non-profit society).

The Grant Evaluation Committee will review and recommend the highest-ranking applications for Council consideration. Dollar amounts will be subject to criteria set out in the applicable grant program.