



CORPORATE POLICY MANUAL

Section:	Social and Community Services Planning	10
Sub-Section:	Youth Services	5120
Title:	OUTREACH YOUTH SERVICES - CORE FUNDING	3

MUNICIPAL YOUTH SERVICES POLICY VISION STATEMENT

“To create relationships and opportunities that enable the development of youth to become meaningfully involved in the life of the municipality and to be healthy, engaged and valued members of the community.”

POLICY

The District may provide core funding to community based services providers for services that meet the needs of youth at risk or potentially “at risk”.

REASON FOR POLICY

To provide a shortened application and review process and assurances of continued core funding to youth services which meet the criteria outlined in this policy.

AUTHORITY TO ACT

Retained by Council

PROCEDURE

1. CRITERIA

The organization must meet the eligibility criteria contained in section 6.1 of the City and District of North Vancouver Youth Policy: Outreach and centre-Based Youth Work.

- 1.1. Core funding is only for core staff funding (see definition of Core below)
- 1.2. The minimum amount is \$5,000.
- 1.3. The organization must have received at least 3 continuous years of District or City community grants prior to applying for core funding

2. DEFINITION OF CORE FUNDING

Core funding includes the costs necessary to maintain employee positions: salary and benefits, and an additional percentage of those costs for program expenses and administrative support.

3. APPLICATION PROCESS

- 3.1. The organization will submit its funding request for the following year to the appropriate Social Planning staff designate in the fall of each year. Included in the budget package is the following:
 - 3.1.1. financial statement from the previous year
 - 3.1.2. budget - using the District’s and City’s budget format
 - 3.1.3. annual report

- 3.1.4. statistical report summarizing the past year of service provision (numbers of clients, services, new trends etc) and proposed programs and services for the projected year.
- 3.2. Staff will review funding requests with respect to the following:
 - 3.2.1. the reasonableness of the budget figures;
 - 3.2.2. involvement of local community and volunteer contributions;
 - 3.2.3. linkages with existing service providers;
 - 3.2.4. youth demographics for that area and the demand for youth services.
- 3.3. The organization will be advised of the amount of the District's and City's funding by Social Planning staff in May after the budget receives final approval from Council.

4. FUNDING DISBURSEMENTS

Agencies whose applications are approved will receive funding for outreach youth programs in semi-annual installments as per the following:

- 4.1. the District and City will provide half of the previous year's funding allocation in January; and
- 4.2. the balance of the amount to meet the current year's funding request following approval by Council of the annual budget

5. OPTING OUT OF CORE FUNDING

The District may cease core funding to an organization due to any significant changes in staff, client numbers or composition, funding from other sources, or in the organization itself, or any major concerns or complaints from Social Planning staff or the community which have been validated.

The organization may opt out of core funding at any time for any reason.

6. ACCOUNTABILITY

The District and City shall ensure accountability and quality of service through the following means:

- 6.1. Staff shall review each organization's budget package (as outlined in section 3 above);
- 6.2. Social/Community Planning staff shall monitor services through the Service Agreements, corresponding Annual Civic Youth Services Work Plan; and related statistical reporting procedures. Additionally staff are in contact with the organizations on a regular basis;
- 6.3. Each agency shall hold an annual youth forum (or other form of input as approved by the municipality) on youth needs and issues in conjunction with other interested stakeholders if appropriate.
- 6.4. Social / Community Planning staff shall monitor that statistical information provided by agency's annually.

Approval Date:	November 18, 1992	Approved by:	City of North Vancouver
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3. Amendment Date:	December 11, 1995	Approved by:	Regular Council
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