

## GUIDELINES AND CRITERIA

### 1. ELIGIBILITY

Registered non-profit societies that are based in the city of Vancouver and provide social services (including childcare) to Vancouver residents are eligible to apply for Capital Grants. Societies must be in good standing with the Registrar of Companies, be financially stable with sound administration and have a proven track record of public service.

Organizations in City-owned or City-leased facilities are **not** eligible to apply. Non-profit organizations, whose primary purpose or activity is the provision of health care, educational, sport, recreational or religious programs and services, are also **not** eligible.

The organization must extend its services to the general public in the City of Vancouver, and may not exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income.

The organization shall have an independent, active governing body composed of volunteers. Its main responsibilities shall be program and policy development and fundraising. The Board is held responsible for the effectiveness of services provided and the financial accountability for funds received from all sources. Voting members of the Board of Directors of a Society may not be remunerated for services to the society, but they may be reimbursed for expenses.

### 2. ALLOWABLE EXPENSES FOR CAPITAL GRANTS

Capital grants are for capital projects located in the City of Vancouver. Eligible expenses include:

- o capital project planning or feasibility studies,
- o construction, renovation or expansion,
- o repairs or upgrades needed to conform to licensing or safety requirements.

Capital Grants may **not** be used to fund any of the following:

- o construction deficits,
- o pay for movable expenses such as computers, furniture, equipment and other depreciable assets,
- o repairs, maintenance or work already under way or completed,
- o capital projects for arts or cultural organizations that may be eligible under the Capital Grants program run by Cultural Services (see <http://vancouver.ca/commsvcs/cultural/gasp/grants/facilities/index.htm>)
- o projects involving City-owned or leased facilities.

### 3. DECISION MAKING CONSIDERATIONS

The following factors will be taken into account when reviewing applications:

- 1) Effectiveness and type of service offered by the applicant, and whether the service is aligned with City of Vancouver's priorities.
- 2) Reasons for undertaking the project, including the following:
  - health and safety upgrades, including physical accessibility due to regulatory requirements (ranked as the highest priority),
  - replacement of existing facility so the service will not be lost (i.e. eviction from current premises etc),
  - upgrades to the existing facilities to improve or expand service, or
  - construction of a new facility to improve or expand the service(including a feasibility study).
- 3) Financial need of organization.
- 4) Financial support from other sources.
- 5) Cost of project.
- 6) Tenure of lease (if facility not owned).
- 7) Amount of grant request in the context of available funds.

### 4. COST SHARING

The City's contribution to a project will not exceed one-third of the total cost of eligible expenses. Payment of Capital Grants will be contingent on the organization securing two thirds of the remaining funding from other sources, which could include the applicant's own reserves.

### 6. PAYMENT

Capital Grant payment will be based on a pre-authorized budget subject to confirmation of total project financing and all necessary approvals.

Successful applicants have **three years** in which to raise all necessary funding and complete the approved capital project. In situations where grants have been approved, but where conditions have not been met and, therefore, City funds not advanced, the allocated amount will be returned to the City.

### 7. CITY COUNCIL DECISION ON CAPITAL GRANTS

City Council has established a budget for the 2011 Capital Grants program. **The deadline for Capital Grant applications is 4:30PM, Friday, September 16, 2011.**

City staff will review all eligible applications and make recommendations to City Council by November 2011. A copy of staff recommendations will be sent to all applicants, along with a notice of the Council meeting at which the grants will be considered. Those applicants wishing to speak to the recommendations in the report may contact the City Clerk's office. Following the meeting, all applicants will be notified of Council's decision in writing by the City Clerk's office.

## 8. SUPPORTING DOCUMENTATION

The following documents are required as attachments to support your request:

1. Current detailed cost estimates from at least two reliable contractors and/or suppliers.
2. If the property is not owned by the applicant, a copy of the lease.
3. Drawings and plans of the proposed project.
4. Current year's operating budget and most recent audited financial statements.
5. (If audited statements are not available, submit your most recent financial statements endorsed by two signing officers of the Board of Directors.)
6. Letters of confirmation from other funding sources, if available.
7. List of Board of Directors, including their names, occupations and board positions.
8. A copy of your *Certificate of Incorporation*, if not previously submitted in other grant applications.
9. One original application completed and signed plus one copy (two in total).

For more information, please contact Annie Burkes, Social Planner, 604-871-6429.

Please complete all sections of the application. The application must be signed by two signing officers of your organization's Board of Directors. The original and one copy of the completed application and two sets of attachments should be submitted to:

Social Policy Division, City of Vancouver

Mailing and Drop-off Address:

501 - 111 West Hastings Street  
Vancouver, BC V6B 1H4

**DEADLINE:**

**Applications must be received by Social Policy Division  
By 4:30PM, Friday, September 16, 2011**