



ADMINISTRATIVE REPORT

Report Date: April 6, 2016
Contact: Karen Hoesé
Contact No.: 604.871.6403
RTS No.: 11324
VanRIMS No.: 08-2000-20
Meeting Date: May 4, 2016

TO: Standing Committee on Policy and Strategic Priorities
FROM: Acting General Manager of Planning and Development Services
SUBJECT: Chinese Society Buildings Matching Grant Allocations - 2016

RECOMMENDATION

- A. THAT City Council approve the allocation of \$140,000 to four Chinese Society non-profit organisations (first-time applicants as detailed in Appendix A) to strategically advance the revitalisation of these important cultural, social and heritage resources in Vancouver's Chinatown and across the Downtown Eastside; source of funds is the Chinese Society Building Matching Grant Program.
- B. THAT City Council approve a second allocation of \$356,000 to six Chinese Society non-profit organisations (as detailed in Appendix B) contingent on the completion of their previously Council-approved (2014/2015) Chinese Society Buildings Matching Grant project work and submission of final reports; source of funds is the Chinese Society Building Matching Grant Program.

Approval of grant recommendations requires eight affirmative votes.

REPORT SUMMARY

This report recommends that Council approve ten matching grants to the Chinese family clan and benevolent societies (the "Societies"), of which four are first-time applicants and six are return applicants that previously received matching grants in 2014 or 2015. A total of \$496,000 of matching grants for critical capital upgrades to buildings owned by the Societies in the Downtown Eastside (DTES) is recommended for approval. The Societies have provided housing, cultural, social, education and recreation services to their communities for over 100 years, and are key partners in Chinatown's revitalisation initiative. These grants will assist as an interim measure in retaining the Societies until further funding can be secured from senior government and other potential funders, as outlined in the *Chinese Society Legacy Program report* (RTS 11249).

COUNCIL AUTHORITY/PREVIOUS DECISIONS

- In 2002, Council approved the *Chinatown Vision*.
- In February 2008, Council approved the *Society Heritage Buildings Rehabilitation Strategy*.
- On July 25, 2012, Council approved the *Chinatown Neighbourhood Plan and Economic Revitalisation Strategy*.
- On March 12, 2013, Council directed staff to develop a new fund to assist the Chinatown Society Heritage Building Association with the critical rehabilitation of their buildings using the Community Amenity Contribution (CAC) amounting to \$1,237,725 from the rezoning of 633 Main Street as the funding source.
- On March 15, 2014, Council adopted the DTES Plan, which includes a policy to pursue the rehabilitation of the heritage buildings owned by Chinatown Societies, as community and cultural anchors critical to the revitalisation of an authentic Chinatown. The Plan also includes, as a quick start action, the development of a framework and business plan for a Chinatown Society Buildings Grants Program.
- On July 9, 2014, Council approved the *Chinese Society Buildings Matching Grant Program* and a budget of \$2.5 million to provide critical capital upgrades to buildings owned by Chinese family clan and benevolent societies in the Downtown Eastside (DTES).
- On December 17, 2014, Council approved the first round of grant allocations of \$1.16 million through the *Chinese Society Buildings Matching Grant Program*.
- On May 13, 2015, Council approved the second round of grant allocations of \$927,500 through the *Chinese Society Buildings Matching Grant Program*.
- On December 2, 2015, Council approved the reallocation of \$400,000 of unused funds from withdrawn and incomplete applications to implement the 2016 round of *Chinese Society Buildings Matching Grant Program*.

GENERAL MANAGER'S COMMENTS

The Acting General Manager of Planning and Development Services recommends APPROVAL of the foregoing.

REPORT

In December 2014, City Council allocated \$1.16 million to seventeen Societies in the first round of capital matching grants and a further \$927,500 to thirteen Societies through the second round in May 2015. In December 2015, Council approved the reallocation of \$400,000 unused funds from grants that were not proceeding as they were either withdrawn by the applicant or incomplete.

Based on the experiences of the previous grant rounds and feedback from the Societies, the application process was revised with a focus on assisting Societies complete their building rehabilitation projects. This includes a mandatory meeting with a bi-lingual project facilitator to help refine their project scope and determine the steps needed to begin construction as soon as possible. In addition, Societies will also be required to attend four broader training and engagement workshops on topics such as building rehabilitation, facilities management, business development, and financing tools. A meeting was held with the Chinese family clan and benevolent societies in English and Cantonese to provide an overview of the grant program, and the revised application process, and invited their applications for the third round of grants. The program summary, guidelines, and application form is available in both English and traditional Chinese on the City's website.

A total of eleven applications were received, and evaluated through an internal staff review process, including Planning, Heritage, and Housing. The application guidelines were used to determine whether the applications were acceptable, with priority consideration given to first-time applicants followed by applicants that have received only one previous grant. This report recommends grants be allocated to ten Societies: four applications from first-time applicants (as detailed in Appendix A), and six applications from Societies that previously received matching grants in 2014 and 2015 (as detailed in Appendix B).

One other application from a Society that previously received two grants (as detailed in Appendix C) is deferred until unspent funds become available. This application will be brought back to Council for allocation later this year once grant projects are completed.

Background/Context

The primary objective of the *Chinese Society Buildings Matching Grant Program* is to support critical capital upgrades to buildings owned by Chinese family clan and benevolent societies.

All applicants must meet the following eligibility criteria:

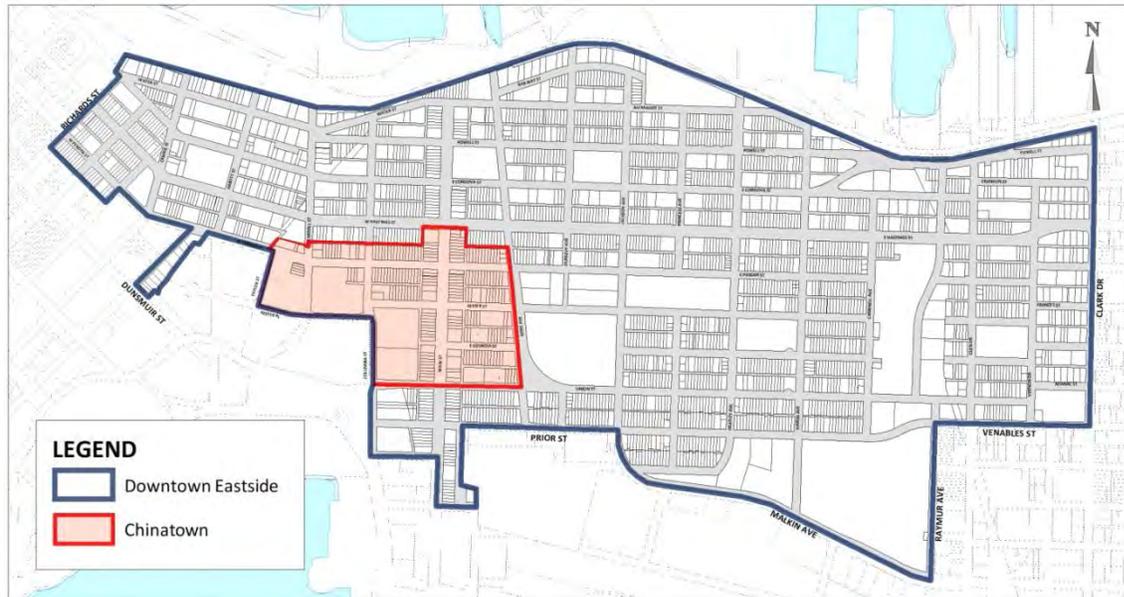
- Member-based Chinese family clan and benevolent society.
- Registered non-profit society status.
- Ownership by the Society of a building located in Chinatown (HA-1 and HA-1A) or in the Downtown Eastside (please see Map 1 - Chinatown and Downtown Eastside boundary).
- Commitment to cost-sharing arrangement of 50% (Society's share) towards the proposed scope of work, to be determined through detailed application review and approval.

Capital grant funds are for capital upgrades to Society-owned buildings located in Chinatown or the DTES, with particular focus on work that enhances and extends the life of the building or improves conditions and/or security of tenure of any affordable housing in the building. All work completed must meet City standards, with proper permits if required.

Capital grants may **not** be applied to any of the following:

- Movable assets (such as electronics, equipment, furniture, and other depreciating assets).
- Standard building repairs and maintenance (such as paint, flooring, etc.), unless part of a larger building upgrade.
- Work already completed or debts.
- Consultant fees related to capital project planning or feasibility studies.

Map 1 - Chinatown and Downtown Eastside boundary



Capital grants are provided in three streams with priority given to those with heritage and/or affordable housing assets: one for Society-owned buildings located inside Chinatown (Stream 1), and one for Society-owned buildings outside of Chinatown (Stream 2). For Society-owned buildings without heritage or housing assets, Stream 3 recognises their contribution to the cultural fabric of Chinatown (subject to availability of funds). The application guidelines and criteria for evaluation are contained in Appendix F.

Stream 1 - Located in Chinatown, and:

- a. on the Vancouver Heritage Register (matching grant up to \$100,000), OR
- b. has potential Heritage value, OR has affordable housing units (matching grant up to \$50,000).

Stream 2 - Located outside Chinatown but in the Downtown Eastside, and:

- a. on the Vancouver Heritage Register with affordable housing units (matching grant up to \$75,000), OR
- b. has potential Heritage value, OR has affordable housing units (matching grant up to \$50,000).

Stream 3 - Located in Chinatown or the Downtown Eastside with cultural assets only (matching grant up to \$25,000)

The City's contribution to a project will not exceed 50% of the total cost of eligible expenses. Payment of capital grants will be contingent on the Societies securing half of the remaining funding from other non-City funding sources, which could include their own reserves or in-kind contributions.

Strategic Analysis

Grants recommended in this report align with Council priorities and strategies and will leverage external funding and resources. City Council approved this grant program for a period of three years to support critical capital upgrades to buildings owned by Chinese family clan and benevolent societies in order to support and retain these organisations as key partners in the revitalisation of Vancouver's historic Chinatown. The *Chinese Society Buildings Matching Grant* is available to eligible Societies to support critical capital maintenance and upgrades to buildings owned by Societies, with an emphasis on heritage buildings and those with affordable housing units.

Of the four first-time applications recommended, three Societies provide affordable housing for a total nineteen units with rents ranging between \$175 and \$900 per month. Of the six second time applications recommended, three Societies provide affordable housing for a total of forty-nine units with rents ranging between \$180 and \$400 per month. These grants will provide much needed support to rehabilitate and retain affordable housing assets for seniors in Chinatown and the DTES.

Financial

In July 2014 Council approved the *Chinese Society Buildings Matching Grant Program* with a total approved budget of \$2.5 million. The following outlines how these funds have been allocated with no new additional funding required (see Table 1).

In December 2014, Council approved the first round of matching grant allocations of \$1.16 million through the *Chinese Society Buildings Matching Grant Program* to seventeen Chinese family clan and benevolent societies. In May 2015, Council approved the second round of matching grant allocations of \$927,500 to thirteen Societies.

In December, 2015, Council approved the reallocation of \$400,000 of unused funds from withdrawn and incomplete applications previously allocated in 2014 and 2015 to implement the 2016 round of matching grants. To date, seven matching grants have been completed with three completing under budget and returning approximately \$83,500 of unspent funds to the *Chinese Society Buildings Matching Grant Program*. Together with the remaining unallocated \$12,500, there is a total balance of \$496,000 unused *Chinese Society Buildings Matching Grant Program* funding to be allocated.

This report seeks approval to allocate \$496,000 in grants: Recommendation A seeks approval of grants of \$140,000 (summarised in Table 2 in Appendix A); Recommendation B seeks approval of grants of \$356,000 (summarised in Table 3 in Appendix B). These grants will assist as an interim measure in retaining the Societies

until further funding can be secured from senior government and other potential funders, as outlined in the *Chinese Society Legacy Program report* (RTS 11249).

Upon approval of this report, all Chinese Society Buildings Matching Grant Program funding will have been allocated. A further round of matching grants may be undertaken at the end of 2016 should there be unspent funds from Societies completing their grants under budget, including Societies that did not receive funding (see Appendix C) or the full grant requested if additional funding is needed (see Appendix B).

Table 1: Chinese Society Buildings Matching Grant Program Funds

Total approved budget: Grant program and strategic support	\$2,500,000
Program Expenditure (Previously allocated)	
Chinatown Buildings Strategic Support Legacy Consultant, Project Facilitator, and Feasibility Studies (approved Jul 2014)	(\$400,000)
Round 1 - 2014 Matching Grants (approved Dec 2014)	(\$1,160,000)
Round 2 - 2015 Matching Grants (approved May 2015)	(\$927,500)
Remaining balance of unallocated grant funding	\$12,500
Balance of Program Funds	
Remaining unallocated grant funding (carried forward from table directly above)	\$12,500
Unused funds from withdrawn/incomplete applications (approved Dec 2015)	\$400,000
Returned unspent funds from completed 2014 and 2015 grants (Appendix E)	\$83,500
Remaining balance of unallocated grant funding	\$496,000
2016 Matching Grant Allocations (current report)	
Remaining unallocated grant funding (carried forward from table directly above)	\$496,000
Round 3 - 2016 Matching Grants (current applications) - Recommendation A	(\$140,000)
Round 3 - 2016 Matching Grants (current applications) - Recommendation B	(\$356,000)
Remaining balance of unallocated grant funding	\$0

CONCLUSION

This report recommends approval of ten capital grants that will provide assistance to Chinese Societies for buildings requiring critical repairs or upgrades as an interim measure until further funding assistance can be secured from senior government and other potential funding partners through the *Society Legacy Program* (RTS 11249) for the long-term rehabilitation of the Society buildings.

The grants and funding recommendations align with the policy objectives of the approved *Chinese Societies Buildings Matching Grant Program* and the DTES plan, and will help the City to address its priorities of revitalising Chinatown, protecting the unique heritage of the neighbourhood and supporting the sustainability and ongoing legacy of these important community assets.

TABLE 2 - SUMMARY OF CHINESE SOCIETY BUILDINGS MATCHING GRANT RECOMMENDATIONS – FIRST-TIME APPLICANTS

#	Society Name	Address	Grant Category*	Proposed Project Description	Grant Requested	Grant Allocated
1	Gee How Oak Tin Association	244 Keefer St	Stream 1b	Replace roof	\$25,000	\$25,000
2	Zhongshan Lung Jen Benevolent Society (Lung Jen Benevolent)‡	240 Keefer St	Stream 1b 5 Housing units	Replace roof, repair rear exterior stairs	\$45,000	\$45,000
3	Hoy Yin Association	459 E Pender St	Stream 2b 2 Housing units	Replace plumbing and electrical system	\$20,000	\$20,000
4	Yin Ping Benevolent Society of Canada (Yip Ping Benevolent Society)‡	414 Columbia St	Stream 2b 12 Housing units	Replace/upgrade plumbing	\$50,000	\$50,000
Total Housing Units			19	TOTAL GRANT ALLOCATION:		\$140,000+

†The total project value for these 4 projects is approximately \$310,000. The City grants of \$140,000 represent 45% of the total project value, and will be matched by funding of approximately \$170,000 from the Societies themselves.

‡ Chinese family clan and benevolent society building listed in the Single Room Accommodation By-law.

***GRANT CATEGORY**

Stream 1 - Inside Chinatown

- a. On the Vancouver Heritage Register (matching grant up to \$100,000)
- b. Has potential Heritage value, OR has Affordable Housing (matching grant up to \$50,000)

Stream 2 - Outside Chinatown but in the Downtown Eastside

- a. On the Vancouver Heritage Register, AND has Affordable Housing (matching grant up to \$75,000)
- b. Has potential Heritage value, OR has Affordable Housing (matching grant up to \$50,000)

Stream 3 - Inside or outside Chinatown, but in the DTES with cultural assets only (matching grant up to \$25,000)

TABLE 3 - SUMMARY OF CHINESE SOCIETY BUILDINGS MATCHING GRANT RECOMMENDATIONS – RETURN APPLICANT (ONE PREVIOUS GRANT)

#	Society Name	Address	Grant Category*	Proposed Project Description	2016 Grant Requested	2016 Grant Allocated	2014/2015 Grant Approved	Total	Comments
1	Cheng Wing Yeong Tong Benevolent Society	79 E Pender St	Stream 1a	Foundation/structural repairs to basement and main floor to address water damage	\$100,000	\$100,000	\$100,000 (2015)	\$200,000	2016 grant contingent on completion of 2015 grant and submission of final report.
2	Chin Wing Chun Tong Society of Canada	160 E Pender St	Stream 1a	Structural repairs to the east wall to address outwards leaning and potential collapse	\$100,000	\$100,000	\$100,000 (2015)	\$200,000	2016 grant contingent on completion of 2015 grant and submission of final report.
3	Lung Kong Tien Yee Association (Sun Ah Hotel)‡	100 E Pender St	Stream 1a 36 Housing units	Foundation stabilisation and structural bracing	\$100,000	\$100,000	\$100,000 (2014)	\$200,000	Addition to VHR supported by Heritage Commission, to be formalised by Council fall 2016. 2016 grant contingent on completion of 2014 grant and submission of final report.
4	Ing Suey Sun Tong Association	389 E Hastings St	Stream 2b 7 Housing units (closed)	Foundation repair	\$40,000	\$40,000	\$25,000 (2015)	\$65,000	2016 grant contingent on completion of 2015 grant and submission of final report.
5	Vancouver Tsung Tsin (Hakka) Association‡	542 Keefer St	Stream 2b 6 Housing units	Exterior wall repairs, replace safety doors	\$10,000	\$10,000	\$30,000 (2015)	\$40,000	2015 grant completed.
6	Hoy Ping Benevolent Association	440 Main St	Stream 3	Replace leaking windows, waterproof exterior wall	\$10,000	\$6,000	\$25,000 (2014)	\$31,000	2014 grant completed. \$4000 difference for future consideration, contingent on available funding.

Total Housing Units **49** TOTAL GRANT ALLOCATION: **\$356,000† \$380,000 \$736,000**

†The total project value for these 6 projects is approximately \$1.02M. The City grants of \$356,000 represent 35% of the total project value, and will be matched by funding of approximately \$664,000 from the Societies themselves.

‡ Chinese family clan and benevolent society building listed in the Single Room Accommodation By-law.

***GRANT CATEGORY**

Stream 1 - Inside Chinatown

- a. On the Vancouver Heritage Register (matching grant up to \$100,000)
- b. Has potential Heritage value, OR has Affordable Housing (matching grant up to \$50,000)

Stream 2 - Outside Chinatown but in the Downtown Eastside

- a. On the Vancouver Heritage Register, AND has Affordable Housing (matching grant up to \$75,000)
- b. Has potential Heritage value, OR has Affordable Housing (matching grant up to \$50,000)

Stream 3 - Inside or outside Chinatown, but in the DTES with cultural assets only (matching grant up to \$25,000)

TABLE 4 - SUMMARY OF CHINESE SOCIETY BUILDINGS MATCHING GRANTS DEFERRED FOR FUTURE CONSIDERATION

#	Society Name	Address	Grant Category*	Proposed Project Description	Grant Request	Grant Allocated	Comments
1	Chau Luen Kon Sol Society of Vancouver	325 Keefer St	Stream 2b 81 Housing units	Repair water damaged interior walls, replace ventilation system, and emergency exit doors	\$50,000	\$0	Two grants previously allocated. Application deferred until funds become available as other grant projects are completed.

***GRANT CATEGORY**

Stream 1 - Inside Chinatown

- a. On the Vancouver Heritage Register (matching grant up to \$100,000)
- b. Has potential Heritage value, OR has Affordable Housing (matching grant up to \$50,000)

Stream 2 - Outside Chinatown but in the Downtown Eastside

- a. On the Vancouver Heritage Register, AND has Affordable Housing (matching grant up to \$75,000)
- b. Has potential Heritage value, OR has Affordable Housing (matching grant up to \$50,000)

Stream 3 - Inside or outside Chinatown, but in the DTES with cultural assets only (matching grant up to \$25,000)

CHINESE SOCIETY BUILDINGS MATCHING GRANT ALLOCATIONS (2016)

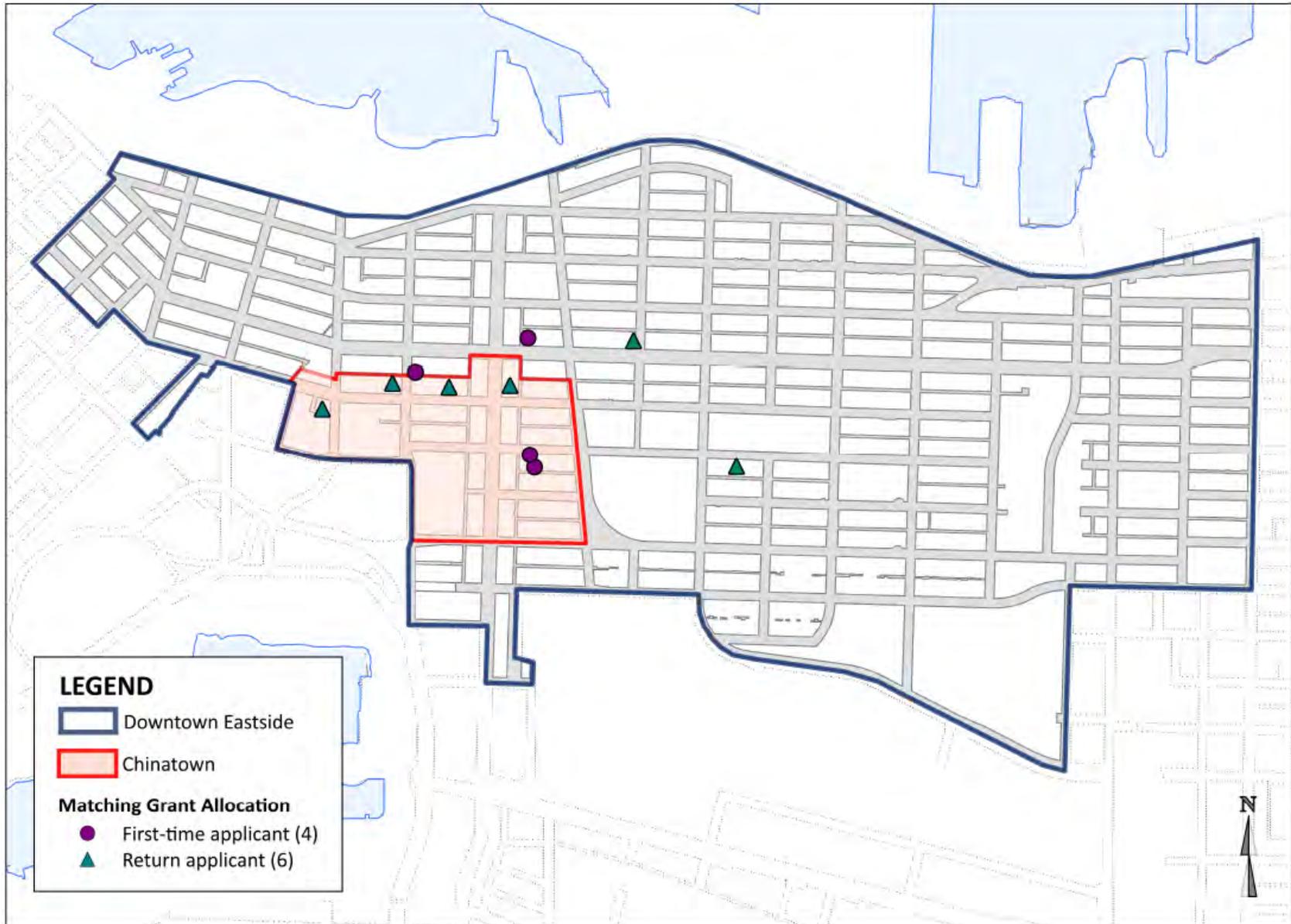


TABLE 5 - SUMMARY OF UNSPENT FUNDS FROM COMPLETED 2014 AND 2015 CHINESE SOCIETY BUILDINGS MATCHING GRANTS

#	Society Name	Address	2014/2015 Grant Approved	Amount Spend†	Total Unspent†
1	Shon Yee Benevolent Association	408 Jackson St	\$75,000 (2014)	\$49,600	\$25,400
2	Canada Quan Lung Sai Tong Association	164 E Hastings St	\$75,000 (2014)	\$40,500	\$34,500
3	Chinese Social Development Society	499 E Pender St	\$25,000 (2014)	\$12,500	\$12,500
4	Vancouver Tsung Tsin (Hakka) Association	542 Keefer St	\$30,000 (2015)	\$18,900	\$11,100 (2015)
					\$83,500

†Rounded to the nearest hundred



Chinese Society Buildings Matching Grant

Application Deadline:
Friday, February 19, 2016

PROGRAM SUMMARY & APPLICATION GUIDELINES

INTRODUCTION

City Council has approved this grant program for a period of three years to support critical capital upgrades to buildings owned by Chinese Family Clan and Benevolent Societies (the "Societies") in order to support and retain these organizations as key partners in the revitalization of Vancouver's historic Chinatown. The *Chinese Society Buildings Matching Grant* is available to eligible Societies to support critical capital maintenance and upgrades to buildings owned by Societies, with an emphasis on heritage buildings and those with affordable housing units.

Grant application deadlines will be scheduled regularly, subject to availability of funds over the three year period. Societies may apply for a new grant each round if the proposed project is for a distinctly new scope of work.

OBJECTIVE

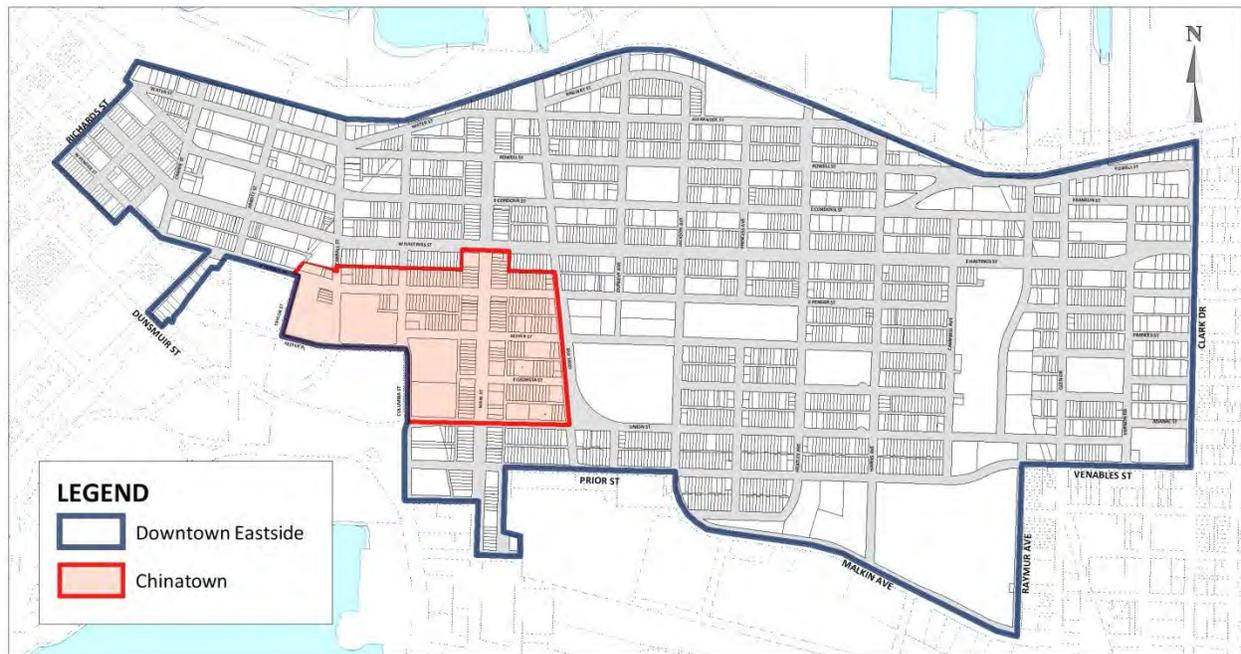
The primary objective of the *Chinese Society Buildings Matching Grant Program* is to support critical capital upgrades to buildings owned by Chinese Family Clan and Benevolent Societies. This will assist in the rehabilitation of Society buildings located in Chinatown or the Downtown Eastside (DTES), so their presence continues to contribute to the cultural legacy and overall revitalization of Chinatown.

ELIGIBILITY CRITERIA

All applicants must meet the following eligibility criteria:

- Member-based Chinese Family Clan and Benevolent Society;
- Registered non-profit society status;
- Ownership by the Society of a building located in Chinatown (HA-1 and HA-1A) or in the Downtown Eastside (please see Chinatown and Downtown Eastside boundary map on page 2), and;
- Commitment to cost-sharing arrangement of 50% (Society's share) towards the proposed scope of work, to be determined through detailed application review and approval.

CHINATOWN AND DOWNTOWN EASTSIDE BOUNDARY



ELIGIBLE WORK

Capital grant funds are for critical capital upgrades to Society-owned buildings located in Chinatown or the DTES, with particular focus on work that enhances and extends the life of the building or improves conditions and/or security of tenure of any affordable housing in the building. All work completed must meet City standards, with proper permits if required.

Capital grants may **not** be applied to any of the following:

- Movable assets (such as electronics, equipment, furniture, and other depreciating assets);
- Standard building repairs and maintenance (such as paint, flooring, etc.), unless part of a larger building upgrade;
- Work already completed or debts, and;
- Consultant fees related to capital project planning or feasibility studies*.

*Societies may be eligible for other City grants to support feasibility or project development studies. Please see 'Other Grant Resources' on page 5 for more information. Societies that are interested in exploring how they might redevelop their property to provide social housing are encouraged to contact staff regarding additional support for project scoping and proposal development.

GRANT CATEGORIES

Capital grants are provided in two main streams with priority given to those with heritage and/or affordable housing assets: one for Society-owned buildings located inside Chinatown (Stream 1), and one for Society-owned buildings outside of Chinatown (Stream 2). For Society-owned buildings without heritage or housing assets, Stream 3 recognizes their contribution to the cultural fabric of Chinatown (subject to availability of funds).

Stream 1 – Located in Chinatown, and

- c. on the Vancouver Heritage Register (matching grant up to \$100k)
- d. has potential Heritage value†, OR has affordable housing units (matching grant up to \$50k)

Stream 2 – Located outside Chinatown but in the Downtown Eastside, and

- c. on the Vancouver Heritage Register with affordable housing units (matching grant up to \$75k)
- d. has potential Heritage value †, OR has affordable housing units (matching grant up to \$50k)

Stream 3 – Located in Chinatown or the Downtown Eastside with cultural assets only
(matching grant up to \$25k)

†Potential heritage value means the Society building has historic character and may qualify for the Vancouver Heritage Register (VHR), but does not necessarily need to be listed in the Register prior to receiving the grant.

Final grant amounts may be higher or lower than the proposed maximum shown, depending on the number of applications received and nature of projects proposed. The maximum level of City grant amounts will be 50% of total project costs.

DECISION MAKING CONSIDERATIONS

The following considerations will form the basis for evaluation of applications received and recommended grant allocations:

- Proposed scope of heritage conservation work and improvements that extend the life of heritage buildings;
- Proposed improvements to livability of existing affordable housing units, and how projects will impact existing tenants (including review of pre and post-renovation rents);
- Provision of community amenity and gathering spaces to serve the needs of the diverse local population, with a focus on seniors and youth of the Chinese-Canadian community;
- Provision of programming and services that foster and celebrate Chinese-Canadian heritage and culture;
- Improvements to existing ground floor uses, with emphasis affordable commercial spaces for small businesses, including social enterprises, that provide low-cost goods and services for residents with a focus on the Chinese-Canadian community;
- How the proposed project will bring benefits to the broader DTES community, such as the use of local goods and services and the creation of employment opportunities for local residents in construction and operation;
- Total estimated project cost;
- Financial support secured from other sources, and;
- Grant amount requested.

Priority consideration will be given to eligible first-time applicants, followed by Societies that have received only one matching grant previously.

COST SHARING

The City's contribution to a project will not exceed 50% of the total cost of eligible expenses. Payment of Capital Grants will be contingent on the organization securing half of the remaining funding from other sources, which could include the Society's own reserves or in-kind contributions.

APPLICATION PROCESS

Applications for the *Chinese Society Buildings Matching Grant Program* will be submitted in two steps:

STEP 1 - EXPRESSION OF INTEREST

A. APPLICATION FORM AND EXPRESSION OF INTEREST LETTER

The *Chinese Society Buildings Matching Grant Program Application Form* must be completed, signed, and submitted with the Expression of Interest letter. The Expressions of Interest must be in letter format (maximum five pages), signed by the Society chairperson or similar officer, and include the following information:

- Description of the proposed critical capital upgrades, including how the project will contribute to preserving and fostering Chinatown's heritage assets, historic identity and role, cultural legacy, economic vitality, affordable housing options, etc. Refer to 'Decision Making Considerations' for details;
- General estimate of capital project budget and requested grant, and;
- Commitment to a cost-sharing arrangement of 50% (Society's share) for the proposed scope of work.

The following must be submitted with the application form and Expression of Interest letter:

- Confirmation of registered non-profit status (copy of *Letter of Incorporation*);
- Confirmation of ownership of building (copy of *State of Title Certificate*), and;
- List of current Board of Directors (name, occupation, board position, address, and phone number).

B. APPLICATION REVIEW

Staff will review the Application Form and Expression of Interest letter for completeness, and reasonableness. Priority of grants will be for Societies with buildings having either heritage or housing assets in Chinatown, followed by those in the Downtown Eastside. Priority consideration will be given to eligible first-time applicants, followed by Societies that have received only one matching grant previously. The specific amount of funding recommended to a Society will be determined based on the number of applications received, the projects proposed, how the proposal meets the 'Decision-Making Considerations', and the total grant funds available for distribution.

If eligible, the Society will be formally notified of project acceptance and invited to complete the application process. Staff will then support and assist the Society in further developing and scoping project details for the completion of the application process. The formal notification will include processing requirements (such as development and building permits), and steps to complete the application process.

C. COUNCIL APPROVAL OF GRANT

Staff will submit to Council a report with a general description of the grant based on the full proposal submitted by the Society. Once the grant has been approved by Council, a Letter of Understanding will be signed between the Society and the City of Vancouver outlining the terms, conditions, budget, grant release details, etc.

STEP 2 - COMPLETE APPLICATION

A. COMPLETION OF APPLICATION AND SUPPORTING DOCUMENTATION

Following the notification that the proposed project has been approved by Council, the Society must provide the City with the following documentation within two months:

- At least two current detailed cost estimates from reputable contractors, architects, or similar;
- Detailed description of the rehabilitation work project scope;
- Detailed project budget, and;
- The Society's project management structure (including the identification of one Society member as the key contact for the project).

A Project Facilitator will provide support and advise to facilitate the completion of the application. The Society must meet with the Project Facilitator to assist in further developing and scoping project details, and to discuss any adjustments that may be needed. The scoping meeting is mandatory and will be scheduled within two (2) weeks of matching grant approval by Council.

B. CAPACITY-BUILDING WORKSHOP

A capacity-building workshop to provide an overview of the development, heritage alteration permit, building permit, construction, and inspection process, including general timelines, municipal requirements, and resources. The workshops will be held in both Cantonese and English, and is **mandatory for all matching grant beneficiaries**.

C. GRANT RELEASE AND CONDITIONS

Following Council approval of the grant, and the Letter of Understanding signed, the Society will engage contractors and/or consultants, and apply for permits where necessary. 50% of the approved *Chinese Society Buildings Matching Grant* (to a maximum of \$50,000) will be released upon the start of the project, including approval of required permits, and any necessary covenants or agreements signed, etc. Additional payments will be made as per the agreed upon schedule in the Letter of Understanding. A minimum of 20% will be held back until the completion of all work and documentation of the final project budget and actual costs incurred (invoices) have been submitted. Once the project costs have been confirmed, the final grant payment will be made. The size of the final payment will be based on the actual costs incurred, less the Society's contribution and initial 50% payment, to a maximum total grant value of \$100,000.

FURTHER INFORMATION

For additional information on the *Chinese Society Buildings Matching Grant Program*, please contact:

Bonnie Ma

Downtown Eastside Group | Vancouver – Downtown Division

Planning and Development Services | City of Vancouver

Telephone: 604.871.6168

E-mail: chinesesocietygrants@vancouver.ca

OTHER GRANT RESOURCES

Heritage Building Rehabilitation Grant

<http://former.vancouver.ca/commsvcs/guidelines/H009.pdf>

Heritage Façade Rehabilitation Grant

<http://former.vancouver.ca/commsvcs/guidelines/H010.pdf>



華裔社團建築物等額補貼計劃 申請截止日期：2016年2月19日星期五

計劃指引及申請標準

簡介

為支持華裔宗親或會館組織（「社團」）肩負關鍵夥伴的角色，協助振興具歷史意義的溫哥華華埠，市議會核准了這項為期三年的補貼計劃，扶助社團對名下建築物進行必要的基本改善工程。「華裔社團建築物等額補貼」(Chinese Society Buildings Matching Grant) 讓合資格的社團能為其名下的建築物進行必要的基本維修及改善，並以史蹟及提供可負擔房屋的建築物為重點。

補貼的申請截止日期將有定期安排，視乎3年內的可用撥款額而定。如果建議中的工程項目涉及全新的工程範圍，社團可在每一輪中申請一項新的補貼。

目標

「華裔社團建築物等額補貼計劃」的主要目標是支持華裔宗親或會館組織為其名下的建築物進行必要的基本改善工程。本計劃協助修復華埠或市中心東端的社團建築物，使這些建築物能繼續促進華埠的傳統文化及振興整個華埠社區。

申請條件

所有申請者都必須符合下列申請條件：

- 是會員制的華裔宗親會或會館；
- 是已註冊的非牟利團體；
- 該社團在華埠（HA-1及HA-1A）或市中心東端擁有一座建築物（請參照第2頁的華埠及市中心東端界線圖），及；
- 為建議中的工程範圍承諾達到分擔50%（社團分擔比率）成本的安排，有關安排將經由詳細的申請審批過程決定。

合資格的工程

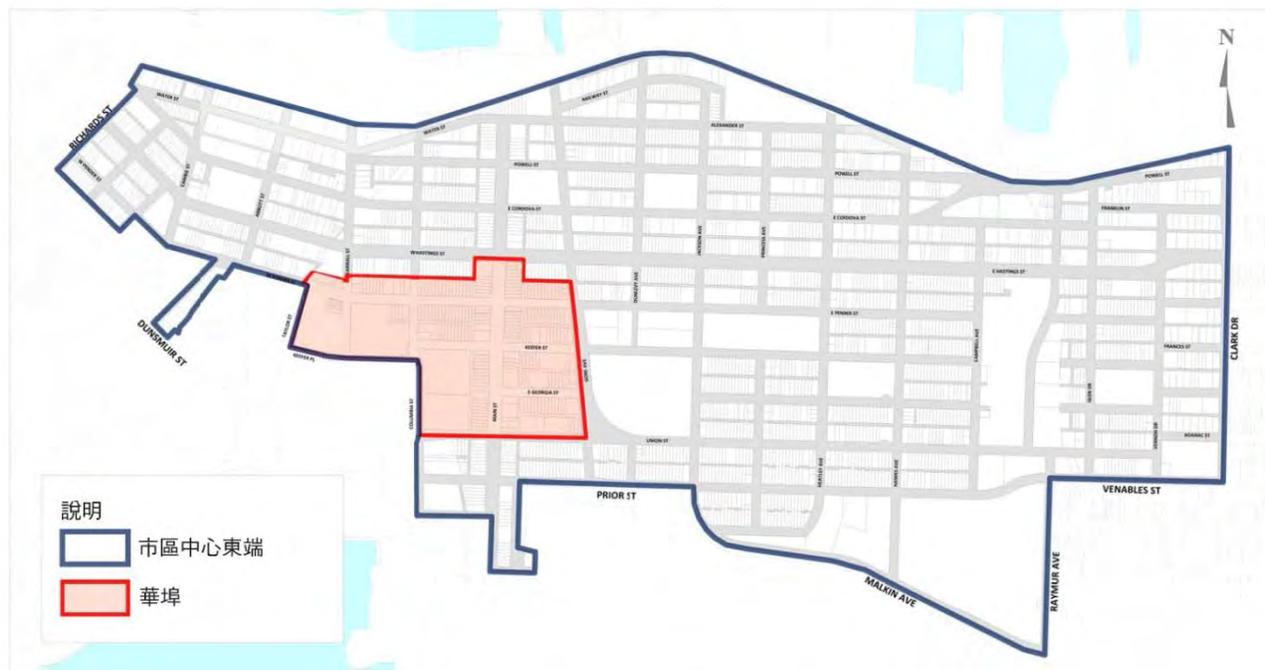
基本補貼款項用於社團在華埠或市中心東端內擁有的建築物的必要資本改善工程，並將焦點放在加強及延長建築物使用年期或改善建築物內任何可負擔房屋的情況及／或租務保障方面。所有已完成的工程必須符合市府標準，如有需要，須領有適當的許可証。

基本補貼不適用於下列任何情況：

- 可動資產（例如電子產品、設備、家具及其他可貶值資產）；
- 常規的建築物修理及維護（例如油漆、地板等），除非是更大規模的建築物改善工程內的一部分；
- 已完成工程或債務，及；
- 基本項目規劃諮詢或可行性研究費用*。

* 社團可能有資格申請其他市府補貼，協助進行可行性研究或項目發展研究。詳情請參照第5頁的「其他補助資金」。有意研究如何重新發展物業以便提供公共房屋的社團，最好向市府職員查詢關於項目範圍及發展建議的更多支援。

華埠及市中心東端界線



補貼類別

基本補貼分為兩個主要範圍，含史蹟價值及／或有可負擔房屋資產的建築物會獲優先考慮：一個範圍是位於華埠的社團建築物（範圍1），另一個範圍是華埠以外的社團建築物（範圍2）。範圍3承認社團建築物對華埠文化背景有貢獻但不含史蹟價值或房屋資產（視乎有沒有資金可用而定）。

範圍1 — 位於華埠，並列於

- e. 溫哥華史蹟名冊內（等額補貼多至10萬元）
- f. 可能有成為史蹟的價值[†]，或設有可負擔房屋單位（等額補貼多至5萬元）

範圍2 — 位於華埠之外但仍在市中心東端內，而且列於

- e. 溫哥華史蹟名冊內，並設有可負擔房屋單位（等額補貼多至7.5萬元）
- f. 可能有成為史蹟的價值[†]，或設有可負擔房屋單位（等額補貼多至5萬元）

範圍3 — 位於華埠或市中心東端，並只具文化資產
（等額補貼多至2.5萬元）

[†] 可能有成為史蹟的價值，意思是社團建築物具有歷史特色，而且可能有列入溫哥華史蹟名冊 (Vancouver Heritage Register) 的資格，但不規定必須在收取補貼前已列入名冊。

最終補貼金額可能高於或低於上述的建議最高額，視乎這個計劃收到的申請數量及建議中工程項目的性質而定。市府的最高補貼金額幅度為工程項目總成本的50%。

決策上的考慮因素

以下考慮因素將構成對所收申請及補貼分配建議的評估基礎：

- 史蹟保育工作及延長史蹟建築物壽命的改善工作之建議範圍；
- 關於現有可負擔房屋單位宜居性的改善建議，並說明有關項目對現有租戶的影響（包括檢討裝修前及裝修後的租金）；
- 提供社區設施及聚集空間以符合多元化本地人口的需要，並以華裔社區的長者及青少年為焦點；
- 提供促進及頌揚華裔傳統及文化的計劃和服務；
- 改善現有的地面樓層用途，焦點放在為小型企業（包括社會企業）提供可負擔的商業空間，以求向居民（特別是華裔社區）提供廉價的商品及服務；
- 建議中的項目如何為整個市中心東端社區帶來裨益，例如使用區內的商品和服務，以及為區內居民創設建築及經營方面的就業機會；
- 工程成本總概算；
- 從其他來源獲得的財務支持，及；
- 申請的補貼額。

首次申請的將會得到優先權，然後是只獲得一次補貼基金的會館

分擔成本

市府對個別工程項目的撥款不會超過合資格開支總成本的50%。社團必須從其他來源（可包括社團本身的儲備金或所獲的實物捐獻）取得餘下資金的半數，市府才會發放基本補貼。

申請過程

「華裔社團建築物等額補貼計劃」有兩個提交申請的步驟：

第1步 — 表達意向

A. 申請表及表達意向書

必須填妥及簽署「華裔社團建築物等額補貼計劃申請表」，並與表達意向書 (Expression of Interest Letter) 一起提交。表達意向書必須採用書信形式（最多5頁），由社團的主席或有類似地位的高級職員簽署，並包括下列資料：

- 說明建議中的必要基本改善工程，包括工程項目對保存及孕育華埠傳統資產、歷史身份及角色、文化遺產、經濟活力、可負擔房屋選擇等的貢獻。詳情請參照「決策上的考慮因素」；
- 基本工程預算的總概算及所申請的補貼金額，及；
- 為建議中的工程範圍安排分擔50%成本（社團分擔比率）的意願。

提交申請表及表達意向書時，必須同時附上：

- 註冊為非牟利組織的證明（「註冊證明書」(Letter of Incorporation) 副本）；
- 建築物業權的證明（「業權狀況證明書」(State of Title Certificate) 副本），及；
- 目前的理事會成員名單（姓名、職業、理事會職位、地址及電話號碼）。

B. 申請審查

市府職員會審查申請表及表達意向書是否完整和合理。發放補貼的優先對象是華埠內有史蹟價值或提供房屋的社團建築物，然後是位於市中心東端的這類建築物。首次申請的將會得到優先權，然後是只獲得一次補貼基金的會館。建議提供給個別社團的撥款金額，取決於所收到的申請數目、建議中的工程項目、有關建議在什麼程度上符合「評估時的考慮因素」，以及可發放的補貼總額。

如果符合資格，社團會接到工程項目已被接納的正式通知，並會獲邀請完成申請過程。正式通知會包括處理過程中的規定（例如發展及建築許可）以及完成申請程序的各步驟。市府職員會支持及協助社團進一步籌劃及界定工程細節，以便完成申請程序。

C. 市議會批准補貼

市府職員會向市議會提交報告，根據社團提交的完整建議對補貼作出概括說明。市議會批准補貼後，會由社團與溫哥華市政府簽署諒解書 (Letter of Understanding)，列出補貼的條款、預算及撥款細節等。

第2步 — 完成申請

A. 完成申請及支持文件

社團接到建議中的工程項目已獲接納的市議會批准補貼後，必須在兩個月內向市府提交下列文件：

- 來自信譽可靠的承建商、建築師或類似機構的至少兩項現時的詳細成本概算；
- 修復工程範圍的詳細說明；
- 詳細的工程預算，及；
- 社團的工程管理結構（包括列出一位社團成員作為工程的主要聯絡人）。

一位項目協調員將會協助完成申請程序。社團必須與項目協調員會晤，協助進一步籌劃及界定工程細節，以及討論任何可能需要作出的調整。該籌劃會議必須在市議會批准補貼後的兩個禮拜內舉行。

B. 智能研討會

研討會上會細說計劃摘要，傳統建築物更改許可證，建築許可證，大樓檢查過程，時間表，社區條例和各樣別的資源。我們會採用廣東話和英語進行，每位得到補貼的社團都**必須參與**。

C. 發放撥款及條件

市議會批准補貼及雙方簽署諒解書後，社團將會聘請承建商及／或顧問並申請所需許可。接到信託賬戶及存款的確認後，市府會在工程開始時（包括所需許可獲核准及簽署任何必要的契約或協議等），將已批核「華裔社團建築物等額補貼」的50%（多至50,000元）發放給社團。市府亦會根據諒解書中約定的安排發放其餘付款。市府會保留至少20%補貼，直至工程全部完成並已提交最終工程預算及實際成本（發票）文件為止。確認了工程成本後，就會發放最後一筆補貼付款。最後付款的規模會以實際成本為依據，並扣除社團分擔額及最初的50%付款，最高補貼總額以100,000元為限。

詳細資訊

如果想知道更多關於「華裔社團建築物等額補貼計劃」的資料，請聯絡：

Bonnie Ma

溫哥華市政府 | 規劃及發展服務署
溫哥華 — 市中心部 | 市中心東端小組
電話：604.871.6168
電郵：chinesesocietygrants@vancouver.ca

其他補助資金

市中心東端補助資金

<http://vancouver.ca/people-programs/capital-grants-program.aspx>

修復史蹟建築物補助資金

<http://former.vancouver.ca/commsvcs/guidelines/H009.pdf>

修復史蹟建築物外觀補助資金

<http://former.vancouver.ca/commsvcs/guidelines/H010.pdf>