

Renter Services Grants Application Package

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PRE-APPLICATION QUESTIONS

All questions are mandatory unless otherwise indicated.

Please complete the pre-application questions to confirm eligibility for the **Renter Services Grant Program**.

PRE 1.1

Please confirm that the project seeking funding is not on the list of ineligible programs/services outlined on our [Information Guide](#).

PRE 1.2

Please confirm that Organization's Board meets all of the criteria below:

- Organization has an independent, active governing body composed of volunteers.
- No staff member can be a voting member of the Board or Executive.
- Board must have at least 3 members.

PRE 1.3

The organization must demonstrate accommodation, welcomeness and openness to people of all ages, abilities, sexual orientations, gender identities (including trans, gender-diverse and two-spirit people), ethnicities, cultural backgrounds, religions, languages, under-represented communities and socio-economic conditions in its policies, practices and programs, except in instances where the exclusion of some group is required for another group to be effectively targeted.

PRE 1.4

The organization should not act in the capacity of a funding body for, or make grants to any other group or organization.

PRE 1.5

City-funded projects must be delivered to Vancouver renters.

Note:

- Once you submit your application and supporting attachments, they become public documents.
- Information provided may be used for statistical reporting purposes.
- The City reserves the right to apply other evaluation criteria as it deems relevant.

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ORGANIZATION INFORMATION

All questions are mandatory unless otherwise indicated.

SECTION 1.0 | ABOUT THE ORGANIZATION

SP 1.1 Organization's Common Name

The name the organization generally operates under (not necessarily the Registered Organization Name)

SP 1.2 Are you being hosted by another organization?

Hosting is also sometimes called fiscal sponsorship, and indicates when an organization with established administrative skills helps another organization with administrative, financial and governance tasks. In some cases, the hosting organization may be the legal applicant for the grant.

- Yes
- No

SP 1.3 Has your organization updated or significantly changed its by-laws in the past year?

- Yes
- No

SECTION 2 | BOARD INFORMATION

SP 2.1 Voting Board Members

Does your organization prevent staff members from voting on the board?

- Yes
- No

SP 2.2 Board Term Limits

Do your organization's by-laws include term limits for board directors?

- Yes
- No

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SP 2.3 Community

Does your organization's board include representatives from the population you are mandated to serve?

- Yes
- No

SP 2.4 Performance Review

Does the board have a formal annual performance review process in place for the Executive Director/Senior staff person?

- Yes
- No

SP 2.5 Reserve Policy

Does your organization have a formal operating reserve policy endorsed by the Board of Directors?

- Yes
- No

SP 2.6 Strategic Plan

Does your organization have a current strategic plan?

- Yes
- No

SP 2.7 Diversity, Equity and Inclusion

Does your organization have internal Diversity, Equity and Inclusion policies or statements for your workforce and volunteers?

- Yes
- No

I consent to receiving emails from the City of Vancouver about grants and other updates. I understand that I may unsubscribe from the City's email list at any time by clicking the unsubscribe button at the bottom of each email.

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APPLICATION

All questions are mandatory unless otherwise indicated.

Please ensure to read the Renter Services Grants [Information Guide](#) before proceeding.

SECTION 1 | GENERAL INFORMATION

APP 1.1

Is your organization also applying for [Core Support Grants](#) (formerly Direct Social Service Grant) through the Social Policy and Projects Division?

- Yes
- No

RSG APP 1.2

Did your organization receive a Renter Services Grant last year?

- Yes
- No

RSG APP 1.3

Main Contact for This Grant Application

- First name
- Last name
- Title
- Telephone
- Email

RSG APP 1.4

Project Name

RSG APP 1.5

BRIEF Program Description

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Please note this is the only text box in this application that has a word limit.

Max 50 words.

RSG APP 1.6

Grant Request This Year

- Total Project Budget \$

- Grant Request \$

SECTION 2 | PROJECT DESCRIPTION

RSG APP 2.1

Please describe the project for which you are seeking Renter Services funding, including **the community gap/need** your project will address and **the intended positive impact** your project will have on the community it serves.

RSG APP 2.2

If you would like to share a story of an individual or group that exemplifies the identified gap, please include it here. (Optional)

A story can provide staff with more information about challenges that renters face in Vancouver and the need for your project, however providing a story is not mandatory.

If you are including a story, please keep the following guidelines in mind:

- Ask for the group or individual's permission to use their story.
- Ensure that there is no information included that would identify those involved.
- If the story is about an individual, use a pseudonym and be sure that you have altered or removed any specific information that might lead others to be able to identify that person.
- Make sure the focus of the story is clear and related to the gap your project intends to address.
- Provide context: Why is the gap or challenge the individual or group faced significant?

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- Review the story with the individual or group before including it with your application.

RSG APP 2.2a

We confirm that the names used in the story above are pseudonyms and that all specific identifying information has been altered/removed.

- We confirm

RSG APP 2.3

Please describe how this project addresses the intent and priorities of the Renter Services Grants.

(see [Information Guide](#))

RSG APP 2.4

Please describe how this project will augment and enhance the work your organization does to support Vancouver renters.

(see [Information Guide](#))

SECTION 3 | PROJECT RESPONSIVENESS

RSG APP 3.1

Upcoming Project Activities

City staff understand that all non-profits are operating under great uncertainty because of the pandemic, and that this can make planning very challenging. We appreciate that planned activities may differ from actual outputs, but ask you to identify the specific activities that potentially will be funded by this grant.

What are the key activities and outputs you plan to support with this grant in the upcoming year?

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- **Proposed ACTIVITIES** (Example: Provide educational workshops on residential tenancy law to low-income renters)
- **Proposed OUTPUTS** - *expressed as numbers* (Example: 5 workshops for 25 participants each)

Proposed ACTIVITIES	Proposed OUTPUTS
1.	
2.	
3.	
4.	
5.	

RSG APP 3.2

In this section, we are interested in learning about how you plan to shape your project, and how you plan to continue to receive and incorporate feedback about your programming.

Please describe the methods you intend to use to design and gain input into the effectiveness of your project. We are interested in learning about:

1. Whom you intend to consult (e.g. project participants, elders, peers or community advisors, research, etc.);
2. Techniques you intend to use to review your project; and,
3. How often you intend to use those techniques (e.g. yearly survey).

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SECTION 4 | NUMBER AND DEMOGRAPHICS OF PARTICIPANTS

RSG APP 4.1

Please provide the number of individuals who are anticipated to access or benefit from this project:

Note: If you anticipate that a person will participate more than once in the same project activity, count that person only once.

- Anticipated total number of individuals participating in the project in the coming year
- Percentage of those individuals who are living in Vancouver %

RSG APP 4.2

The next question asks about the individuals your project intends to support and explores the intersections of race, gender, income and other factors to help us understand the population(s) that you intend to serve. This information will be used for aggregated statistical purposes only, and will not be used to report out on any one project.

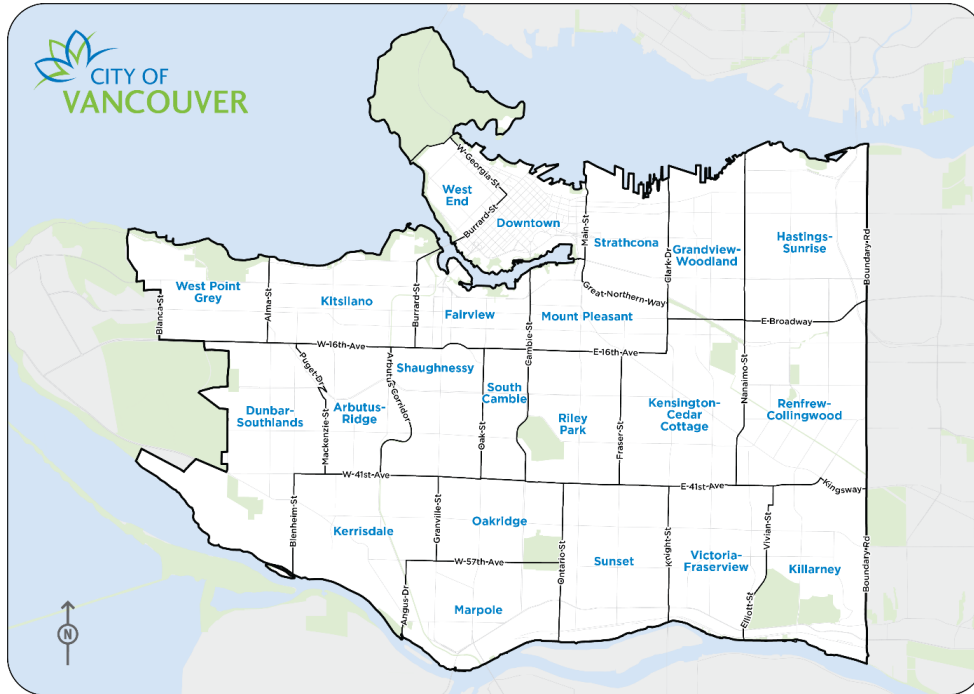
To the best of your ability, please describe the renter groups this project intends to serve and/or engage.

For example, seniors, youth, families, people who identify as Indigenous, people who identify as Black, people whose first language is not English, etc. Please provide as much information as needed in order to show how the population(s) your project will serve are positioned based on their intersecting identities of race, gender, income and other factors.

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RSG APP 4.3

Please list the geographic neighbourhood(s) of Vancouver that your project intends to serve.



- Arbutus-Ridge
- Downtown
- Dunbar-Southlands
- Fairview
- Grandview-Woodland
- Hastings-Sunrise
- Kensington-Cedar Cottage
- Kerrisdale
- Killarney
- Kitsilano
- Marpole
- Mount Pleasant
- Oakridge
- Renfrew-Collingwood
- Riley Park
- Shaughnessy
- South Cambie
- Strathcona
- Sunset
- Victoria-Fraserview
- West End

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- West Point Grey
- All neighbourhoods
- Other subareas (including DTES, Chinatown, etc.)

SECTION 5 | PARTNERSHIPS & NETWORKS WITH OTHER NON-PROFITS

RSG APP 5.1

Work with Other Organizations

Partnerships and networks amplify impact of a project. By working closely and collaboratively with other organizations, projects can leverage resources, knowledge and skills, while ensuring that projects complement each other and do not lead to duplication.

- **Name of Organization:** Please identify up to five local organizations or networks that your organization works closely with to serve your clients.
- **Nature of your Relationship:** Please describe how your project will actively work with this organization or network and how this will impact services for your participants.

Consider using the following terms to describe the nature of the working relationship and provide us with more context.

Referral	Referring project/program participants to other organizations for specific services, expertise or knowledge.
Networking	Exchanging information with another organization on a regular basis for mutual benefit.
Cooperative	Informal interaction on discrete projects or activities.
Collaborative	Longer term interaction based on shared goals, decision making and learning.
Co-Creation	Intentional relationship in order to create something (such as a project/program) or develop a solution to a defined challenge

**Based on the Tamarak Institute's Collaboration Spectrum Tool, 2017.*

Name of Organization	Nature of Relationship and Its Potential Impact
1.	
2.	
3.	
4.	
5.	

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SECTION 6 | ALIGNMENT WITH COUNCIL DIRECTION

RSG APP 6.1

Council Direction to Support Vancouver Renters

Which of the following Council priorities and outcomes for renters are you attempting to influence with this project?

Renters understand their rights:	Renters know and understand their rights and what impacts them as renters under municipal and provincial jurisdiction.
Renters pursue their rights:	Renters assert their legal rights under the Residential Tenancy Act and are assisted and empowered to dispute and fight evictions.
Renters have security of housing:	Renters who face barriers to maintaining their tenancies are supported to remain housed or to find alternative affordable rental housing.

Please indicate which priority/priorities your project will address. If addressing more than one priority, please rank them 1, 2 and/or 3 accordingly. If addressing only one priority, please select 1.

- Renters understand their rights
- Renters pursue their rights
- Renters have security of housing

SECTION 7 | FAIRNESS AND EQUITY

In July 2021, City of Vancouver adopted an Equity Framework to address systemic racism and to reduce barriers for those who have historically experienced the most exclusion, violence and harm.

This framework is an internal document that will shape how the City, as an employer and policymaker, provides additional supports for equity-seeking groups in order to advance fair conditions for all people. For more information about the City’s approach, we invite you to read more about the many steps that the City of Vancouver is taking to address racism and inequality here:

<https://vancouver.ca/people-programs/equity-diversity-inclusion.aspx>

Equity recognizes that people are positioned differently in our communities, based on their intersecting identities such as race, class, gender, gender expression and sexual orientation, ability, immigration, among others. City policies and practices disproportionately impact communities that are situated within these intersections. Therefore, equity seeks to remove barriers embedded in our policies and practices and provide appropriate resources and supports needed for each community to prosper.

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With the development of these guiding equity principles, our grant programs will be increasingly aligned with them to better support groups that have traditionally been excluded.

The next question asks you to think about your own organization and its internal practices.

RSG APP 7.1

Please describe how you apply an equity lens internally to your own organization.

This could include how you identify and address any disparities, such as the racial and gender diversity of your leadership and staff, or how you apply equity principles when designing your projects or programs, or when engaging with equity seeking groups.

SECTION 8 | FINANCIAL INFORMATION

RSG APP 8.1

Will staff position(s) be funded by this grant?

- Yes
- No

RSG APP 8.1a

Please attach job descriptions for any positions to be funded by this Renter Services grant.

RSG APP 8.2

If you received a grant for this project last year, are you requesting an increase in funding of greater than 2%?

- Yes
- No

RSG APP 8.2a

If yes, please provide the following:

- A rationale for the increase, and
- SPECIFIC details about how the increase in funding would impact service, e.g. number of people served; type of service delivered; impact on participants; new positions and/or

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additional hours, and/or wage increases.

SECTION 9 | CONTEXT AND FEEDBACK (Optional)

RSG APP 9.1

Additional Information (Optional)

Please use this space to share any additional information about your program, organization, or operating environment. This might include successes or challenges from the past year or anticipated for the next, and/or trends in your neighbourhood.

RSG APP 9.2

Application Feedback (Optional)

- Approximately how many hours did it take you to complete this application?

- If you have feedback on any aspect of the grant process, please provide it here. We value your input and are working to improve how we deliver our granting programs.

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PROGRAM/PROJECT BUDGET

All questions are mandatory unless otherwise indicated.

RSG BUDGET 1.1

Your organization's fiscal year: (e.g. Apr/22- Mar/23)

RSG BUDGET 1.2

Anticipated Project Start Date

RSG BUDGET 1.3

Anticipated Project End Date

PROJECT REVENUE

Source of funds, including in-kind donations and contributions from partners. List each individual revenue source, e.g., specific Provincial Ministries, Federal Departments, Foundations, etc.

- 2023 Actual* - 2023 Actual or Projected (leave blank if not relevant)
- Difference* - Explain Difference Between 2023 and 2024 Budget (+ or -) if applicable

Use the arrows to expand each box and see the full text inputted.

Do Not use commas in numbers

Source of Funds	2023 Actual*	2024 Proposed	In Kind?	Status (i.e. applied for, approved, etc.)	Explain Difference*
1.					
2.					
3.					
4.					

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5.					
6.					
Total					

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Source of Funds	2023 Actual*	2024 Proposed	In Kind?	Status (i.e. applied for, approved, etc.)	Explain Difference*
1.					

PROJECT EXPENDITURES

Description, including salaries + benefits, project expenses, admin expenses, other

- 2023 Actual* - 2024 Actual or Projected (leave blank if not relevant)

Use the arrows to expand each box and see the full text inputted.

Do Not use commas in numbers

Description of Expense	2023 Actual*	2024 Proposed	Notes
1.			
2.			
3.			
4.			
5.			
6.			
Total			

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PROGRAM SURPLUS/DEFICIT

A surplus is the revenue remaining within an organization’s budget that is in excess of the organization’s expenditures in any one fiscal year. If an operating surplus is carried to the next year, it falls into the category of accumulated surplus.

A deficit is an excess of liabilities over assets or expenditures over revenue.

2023 Actual or Projected	2024 Proposed
Auto calculated by the system	Auto calculated by the system

RSG BUDGET 1.4

Please list below any staff positions which are to be filled in whole or in part by the City's Renter Services Grants. (Optional)

2024 City of Vancouver Renter Services Grant as % of 2024 total proposed project revenue: *Auto Calculated by the system*

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MID-YEAR REPORT BACK

The Mid-Year Report Back is an opportunity for non-profits who received a Renter Services Grant in the last grant cycle to update Renter Office staff on the status of that project. You will need to access your last year's application. If you need assistance, please contact us at dustin.lupick@vancouver.ca

We understand that projects may be at varying stages of implementation. You need to answer only those questions that are relevant to your project's stage of implementation.

1. CONTACT INFORMATION

RSG REP BACK 1.1

Name of the project funded by Renter Services Grant last year

RSG REP BACK 1.2

Main Staff Contact for the Project:

- First name
- Last name
- Title
- Telephone
- Extension (OPTIONAL)
- Email

2. IMPACTS OF COVID-19 (Optional)

RSG REP BACK 2.1

If your project which was funded by Renter Services Grants has been impacted by the COVID-19 pandemic, please describe how. (Optional)

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3. UPDATE ON PROPOSED ACTIVITIES AND OUTPUTS

In this section, we ask you to provide a summary of project activities and status update of actual outputs to date.

RSG REP BACK 3.1

Status Update of Actual Outputs Since project began on

RSG REP BACK 3.2

Report Back Table

The first two columns should be copied directly from the Activities table in Section 3 of last year's application. In the final shaded column please indicate the outputs that your program actually achieved since your project began.

- Previous Year's Activities (copy directly from Section 3 in last year's application)
- Proposed Outputs (copy directly from Section 3 in last year's application)
- Status Update of Actual Outputs (Since project began on above date inputted)

Previous Year's Activities	Proposed Outputs	Status Update of Actual Outputs
1.		
2.		
3.		
4.		
5.		

RSG REP BACK 3.3

Would you like to add in a narrative as well as the above table?

- Yes
- No

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RSG REP BACK 3.3a

If yes, please provide a summary of project activities and outputs since your project began.

4. FAIRNESS AND EQUITY

In July 2021, City of Vancouver adopted an Equity Framework to address systemic racism and to reduce barriers for those who have historically experienced the most exclusion, violence and harm.

This framework is an internal document that will shape how the City, as an employer and policymaker, provides additional supports for equity-seeking groups in order to advance fair conditions for all people. For more information about the City's approach, we invite you to read more about the many steps that the City of Vancouver is taking to address racism and inequality here:

<https://vancouver.ca/people-programs/equity-diversity-inclusion.aspx>

Equity recognizes that people are positioned differently in our communities, based on their intersecting identities such as race, class, gender, gender expression and sexual orientation, ability, immigration, among others. City policies and practices disproportionately impact communities that are situated within these intersections. Therefore, equity seeks to remove barriers embedded in our policies and practices and provide appropriate resources and supports needed for each community to prosper.

With the development of these guiding equity principles, our grant programs will be increasingly aligned with these them to better support groups that have traditionally been excluded.

The next question asks about the individuals your project has supported since it began, and explores the intersections of race, gender, income and other factors to help us understand the population that you serve. This information will be used for aggregated statistical purposes only, and will not be used to report out on any one program.

RSG REP BACK 4.1

To the best of your ability, please describe the renter groups this project has served to date.

For example, seniors, youth, families, people who identify as Indigenous, people who identify as Black, people whose first language is not English, etc. Please provide as much information as needed in order to show how the population(s) your project serves are positioned based on their intersecting identities of race, gender, income and other factors.

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5. NUMBER AND DEMOGRAPHIC OF PARTICIPANTS

RSG REP BACK 5.1

How many individual renters in Vancouver have participated in the project since it began?

Note: If a person participates more than once in the same program activity, count that person only once.

Total number of individual renters who have participated in the project since it began

Percentage of those individuals who are living in Vancouver

%

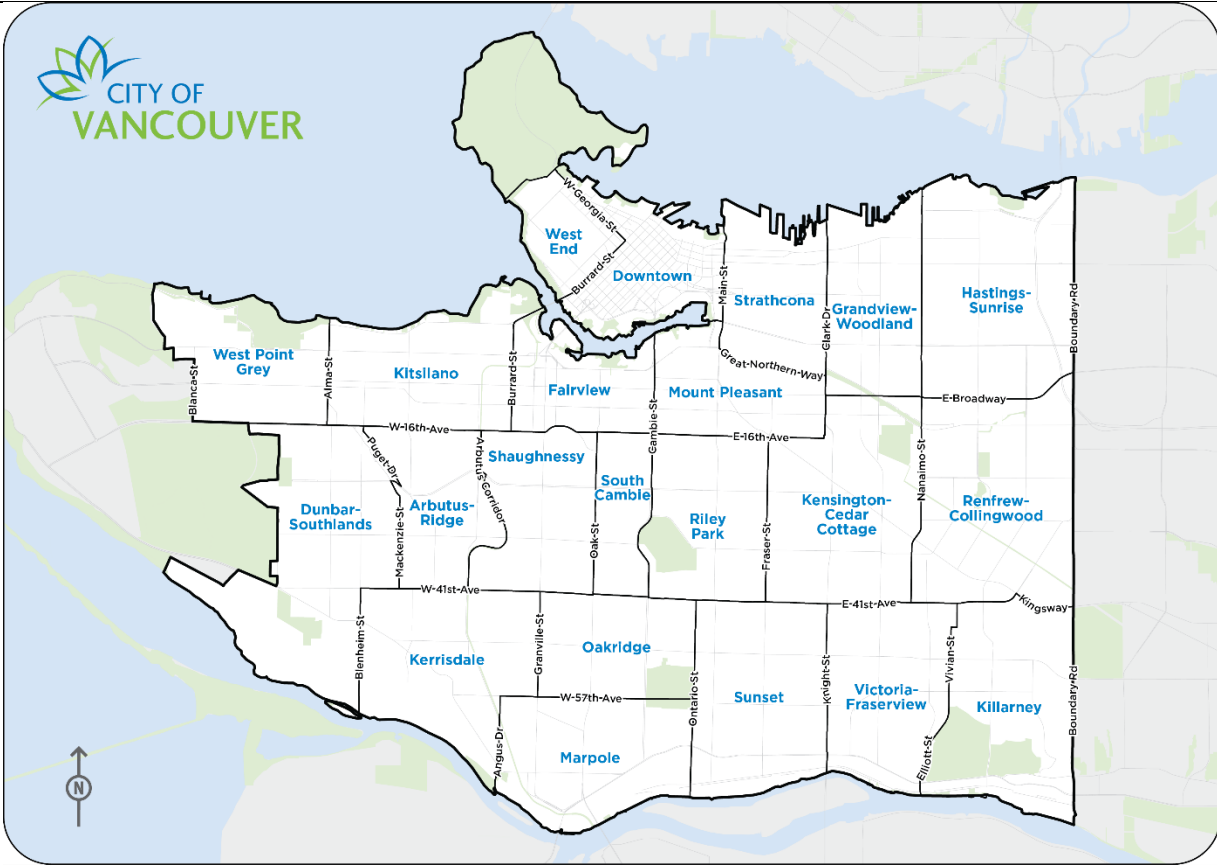
RSG REP BACK 5.2

If you have additional comments, please share below. (Optional)

RSG REP BACK 5.3

What geographic neighbourhoods in Vancouver has your project served to date?

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- Arbutus-Ridge
- Downtown
- Dunbar-Southlands
- Fairview
- Grandview-Woodland
- Hastings-Sunrise
- Kensington-Cedar Cottage
- Kerrisdale
- Killarney
- Kitsilano
- Marpole
- Mount Pleasant
- Oakridge
- Renfrew-Collingwood
- Riley Park
- Shaughnessy
- South Cambie
- Strathcona
- Sunset

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- Victoria-Fraserview
- West End
- West Point Grey
- All neighbourhoods
- Other subareas (including DTES, Chinatown, etc.)

6. STORIES OF CHANGE

RSG REP BACK 6.1

Please provide one story of a change that has occurred for an individual or group since your project began as a result of the project for which you received Renter Services Grant funding in the last grant cycle. These stories offer an opportunity to provide more in-depth information about the changes that occur for the people whom you serve as a result of your work.

When you are writing the story, please keep the following guidelines in mind:

- Ask for the group or individual's permission to use their story.
- Ensure that there is no information included that would identify those involved.
- If the story is about an individual, use a pseudonym and be sure that you have altered or removed any specific information that might lead others to be able to identify that person.
- Make sure the focus of the story is clear and related to the funded project.
- Describe the actions taken by the funded project that influenced change/generated impact.
- Tell us what impact/change the participant(s) experienced as a result of the project.
- Provide context: Why is the change that occurred meaningful?
- Review the story with the individual or group before including it with your application.

RSG REP BACK 6.1a

We confirm that the names used in the story above are pseudonyms and that all specific identifying information has been altered/removed.

- We confirm

7. WORKING WITH OTHER ORGANIZATIONS

RSG REP BACK 7.1

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To date, what partnerships and networks have you worked with on this project, and how have these partnerships impacted services to your participants?

8. INNOVATION AND SERVICE ENHANCEMENT

RSG REP BACK 8.1

One of the goals of Renter Services Grants is to inspire non-profits to develop innovative ways to augment and enhance the work they do to support Vancouver renters. Please explain how the project funded by your Renter Services grants has been innovative and enhanced your services to renters since it began.

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DOCUMENT UPLOADS

- Board of Directors List
- Financial Statements
- Most Recent Annual General Meeting Minutes
- Most Recent Board Meeting Minutes
- Annual Report (if available)
- Incorporation Documentation (*Only for new organizations*)
- Org By-Laws/Constitution (*Only for new organizations*)
- Organization's Policy and Diversity (if available)
- Job descriptions for staff positions to be funded by Renter Services Grants (if applicable)

AGREEMENT

THIS PAGE MUST BE COMPLETED IN ORDER TO SUBMIT YOUR APPLICATION.

SIGNATURES REQUIRED

At least one person who has the legal authority to sign documents on behalf of your organization must complete the signature page below.

By signing this application, you are indicating agreement with the following statement and conditions:

We certify that, to the best of our knowledge, the information provided in this civic grant request is accurate and complete and is endorsed by the organization which we represent. We understand that, as part of the assessment process, city staff may require an interview with senior and/or program staff and a board representative of our organization.

If our organization receives a civic grant, we agree to the conditions set out below and to any other conditions approved by Council. We understand that this application and supporting materials are public documents, and that any member of the public may have access to all or any part of them.

Conditions:

1. In the event that the funds are not used for the purpose as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable forthwith to the City.

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2. If there are any significant changes in the funding of the work from that contemplated in the application, the City will be notified of such changes through the Office of the Managing Director of Housing and Homelessness Services forthwith.
3. The Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
4. The Organization will keep a proper book of accounts of all receipts and expenditures relating to the project or program as described in the application.
5. The Organization will make available for inspection by the City or its auditors all records and books of accounts of the Organization upon request from the City.
6. The program/project may not be represented as a City program/project, and the Organization does not have the authority to hold itself out as an agency of the City in any way; the only relationship being that the City has approved and granted financial assistance to the Organization.
7. The Recipient will comply with all applicable laws, regulations, bylaws, and guidelines in delivering the work/program or completing the project, and in performing its obligations and exercising its rights under this Agreement, including by obtaining any necessary licenses, permits, or approvals required for the program/work or project by applicable laws, regulations, bylaws, and guidelines.
8. Nothing in this Agreement makes any Party the partner, joint venturer, agent, trustee, employee, contractor, or legal representative of the other Party. Each Party is an independent entity.
9. The Organization is a registered non-profit society, community service co-op or social enterprise wholly governed by a non-profit and in good standing with the Registrar of Companies; OR a registered charity, in good standing with the Canada Revenue Agency; OR a First Nations Band.
10. The Organization has an independent, active governing body composed of volunteers. No staff member can be a voting member of the Board or Executive.
11. The organization must demonstrate accommodation, welcomeness and openness to people of all ages, abilities, sexual orientation, gender identities (including trans*, gender-variant and two-spirit people), ethnicities, cultural backgrounds, religions, languages, under-represented communities and socio-economic conditions in its policies, practices and programs, except in instances where the exclusion of some group is required for another group to be effectively targeted.
12. The Organization must be in compliance with the [Canadian Charter of Rights and Freedoms](#) and the [British Columbia Human Rights Code](#).
13. The Organization shall not act in the capacity of a funding body for, or make grants to, other groups or organizations.
14. The Organization must have the demonstrated functional capacity and sufficient financial resources to deliver the services/programs/work for which funding is sought.
15. The Organization must deliver the funded services/program/work in Vancouver to Vancouver residents.

Organization Name:

Legal Signing Authority 1

Name	
Title	
Email	

Legal Signing Authority 1 - Date of Signature

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Legal Signing Authority 1 - CONFIRMATION

By checking the below box, you are indicating agreement with the above statement and conditions.

Legal Signing Authority 2

OPTIONAL: **Legal Signing Authority 2** is only needed if two signatures are required by your organization to authorize legal documents.

Name	
Title	
Email	

Legal Signing Authority 2 - Date of signature

Legal Signing Authority 2 - CONFIRMATION

By checking the below box, you are indicating agreement with the above statement and conditions.

NOTE:

By signing this application, you are indicating agreement with the above statement and conditions, and confirming that, to the best of your knowledge, the information provided in the civic grant request is accurate and complete and is endorsed by the organization which you represent.