

City of Vancouver Core Support Grants (CSG): Frequently Asked Questions

APPLYING FOR WORK THAT WAS NOT FUNDED LAST YEAR?

Talk to a planner! All new applicants are strongly encouraged to contact a grants planner to discuss applications prior to starting the application. Applicants that were not successful in the previous year are also asked to contact a grants planner if you are considering applying again. This short phone call will ensure applicants are eligible and will be an opportunity to walk through the process, provide tips and answer questions.

Social Policy Grants Contact Information:

Phone: 604-673-8414

Email address: socialpolicygrants@vancouver.ca

Still have questions after reading this? No problem! Contact Social Policy Grants and a planner will be happy to connect with you to help.

General Questions

1. Please define 'Core Support.' What activities will be eligible as 'core?'

- Organization core support vs. program core support: applicants can apply for either organizational or program-specific funding based on *certain criteria*. The definition of core support is the same for both categories.
- Core costs are general operating costs, including: overhead and management; administration and office costs; program expenses and salaries.
- Ineligible expenses: the CSG Information Guide (available on our website [here](#)) outlines a number of ineligible expenses.

2. If my organization has an annual operating budget of over \$5M am I required to apply for a program grant?

- Yes, you will need to apply for funding for support for a specific program(s).
- **Note on Financial Capacity:** One of the review criteria is the demonstrated financial need of an organization to cover the work being applied for. Very large organizations or ones with large surpluses or reserves may not score as highly as those with fewer resources to support the work being applied for.

3. If my organization has an annual operating budget of less than \$5M do I have to apply for a grant for my whole organization?

- No, you will have a choice. While we expect the majority of such organizations to apply for organization core funding, some may choose to apply for program-specific funding, e.g., an

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organization that as a whole might fall under the “ineligible” category as outlined in the **CSG Information Guide** (available on our website [here](#)), but operates a program that is eligible. A health clinic that provides a peer outreach program is one example.

4. I have two or more programs for which I am seeking funding. What do I do?

You have two options:

- i. If you qualify to apply for an organization grant** (if your organization’s annual budget is less than \$5M):
 - Simply combine the total requested amount and then describe the work of your whole organization, ensuring that it is clear how the programs for which you are seeking funding fit into your organization’s overall work.
- ii. If you are applying for a program grant you have two options:**
 - Combine all programs into one application. For example, if you are requesting \$25,000 for a seniors program, and \$25,000 for a youth program, you could submit one application for a total of \$50,000 to request funding for both programs. You would describe the work of both the seniors and the youth program. Note that a program budget is required, so if you combined programs, you would have to create a combined program budget **OR**
 - Submit separate applications for each program. For example, if you are requesting \$25,000 for a seniors program, and \$25,000 for a youth program, you could submit two separate applications, one for each program.

5. You offer two grant application intakes per year. If a proposal is not successful in the first intake, will we be able to resubmit the same proposal in the subsequent intake?

Yes. Organizations that are not successful with their applications can re-apply in the next intake. However, we would strongly recommend that before doing so, you have a discussion with a grants team planner.

6. Does having two intakes per year speed up the entire grant cycle, i.e., will this reduce the time from application to notification?

Because all funding must be approved by Council, the grant cycle cannot be shortened significantly. Recommendations for applications submitted in late October will go to Council in February or March, and recommendations for applications submitted in April will go to Council in July.

7. If we receive a grant is it paid out in installments?

Most grants that are approved by Council will receive 100% of their grant shortly after Council approval. The only exception will be if a grant has a Condition attached to it. Conditions are sometimes placed on a grant if further information (e.g. updated financials) are being requested later in the year. If one or more Conditions is placed on a grant, 25-50% will be paid shortly after Council approval and the balance will be paid upon fulfillment of the Condition(s).



8. Can City staff facilitate the development of partnerships based on their knowledge of the sector?

Yes! An important part of the City's efforts to streamline the granting process is to free up staff time to focus on community building capacity, including acting as conveners to support partnership development and enhancement. This is one of the reasons we ask that you contact city staff if you are considering applying for a new program.

9. What is the assessment and approval process for applications? Is there an opportunity for us to communicate directly with City Council?

All applications are reviewed and adjudicated by a team of planners from the City's Social Policy Department. If a reviewing planner has questions, they may contact you for clarification. The review team makes funding recommendations which are presented to Council for their consideration. Council votes on whether or not to adopt the staff recommendations. All applicants are notified in advance of the Council meeting and are provided a link to the full report. They are also welcome to speak at the Council meeting if they wish, but must let the City Clerk's office know in advance of the meeting.

How to apply

10. How do we make an application?

The city uses an online application system called [VanApply](#). By following this link you will arrive at a page with more information about the system itself, how to guides and videos and a direct link to VanApply.

11. We are having difficulties with the online system. What should we do?

If you encounter issues with the online system or have any questions at all, please don't hesitate to contact us and let us know what issues you are facing. As a general rule of thumb, always make sure to hit Save on your application so that you don't lose your important work. Contact information is at the end of this document.

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