

## CORE SUPPORT GRANTS INFORMATION GUIDE

This guide provides information about the objectives, criteria and application process for the Core Support Grants program. Core Support Grants are one of many grant streams offered by the City of Vancouver. Information about other social grant programs can be found on the City's web page at:

[www.vancouver.ca/people-programs/community-grants](http://www.vancouver.ca/people-programs/community-grants)

### INTRODUCTION – CORE SUPPORT GRANTS PROGRAM

#### CORE SUPPORT GRANTS (CSG)

**Core Support Grants** focus on two types of activities. At the start of your application we will ask you if the focus of your activities is to support direct social services or to support other non-profit organizations to better achieve their goals.

#### Core Support Grants Priorities

Core Support Grants (CSG) provide funding that addresses inequity and mitigates conditions that create barriers to equity for residents of Vancouver. Grants may fund the direct delivery of social services to individual residents, or fund activities that support other non-profits to improve their ability to deliver social services, address social issues and navigate change. Priority consideration is given to services or programs that meet the following:

- Align with the [Social Policy Grants Statement of Intent](#);
- Reinforce or support the goals of the [Healthy City Strategy](#) with a specific focus on the following goals:
  - 1 – [A Good Start](#)
  - 4 – [Healthy Human Services](#)
  - 5 – [Making Ends Meet and Working Well](#)
  - 6 – [Being and Feeling Safe and Included](#)
  - 7 – [Cultivating Connections](#)
  - 13 – [Collaborative Leadership for a Healthy City for All](#);
- The primary function is to remove barriers and/or provide supports to ensure more equitable access to services and opportunities;
- The primary focus is residents who are experiencing social, physical, and/or economic disadvantages and/or who face discrimination;
- Use one or more of the following approaches (or build the capacity of other non-profits to use following approaches):
  - Service-oriented, and aimed at reducing the barriers to equity; OR
  - Systemic or individual advocacy aimed at securing services and protecting rights; OR
  - Community development, which empowers and involves equity-denied populations in solving social problems, bringing about positive social change, and extending participatory democracy.

- Use, or support other non-profits to use, one or more of the following strategies:
  - Organizing/mobilizing volunteer resources; OR
  - Developing mutual support (e.g. coalition building, collaborative projects) among groups, individuals and group support systems; OR
  - Facilitating improved access to other services; OR
  - Building the capacity of individuals, families or communities to address inequity and mitigate conditions that create barriers to equity; OR
  - Developing or supporting new service delivery models; OR
  - Building or facilitating networks of organizations and individuals.

Given the wide variety of work potentially supported by CSG grants, there is no set goal or benchmark for the actual number of individuals to be served. However, applicants must demonstrate that the number or proportion of people involved is large enough that there is a noteworthy impact on the community.

## Eligibility

An organization must:

- Be a registered non-profit society, community service co-op or social enterprise wholly owned by a non-profit and in good standing with the Registrar of Companies; OR, be a registered charity, in good standing with the Canadian Revenue Agency; OR, be a First Nations Band;
  - Please note that if you are not registered as one of the above you may partner with a fiscal sponsor that is a registered non-profit society or registered charity in order to meet this requirement.
- 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;
- Have an independent, active governing body composed of volunteers. The by-laws must have provisions that no staff member can be a voting member of the board or executive;
- Be in compliance with the [Canadian Charter of Rights and Freedoms](#) and the [British Columbia Human Rights Code](#);
- Have the demonstrated functional capacity and sufficient resources to deliver the programs or work to which the City is being asked to contribute; and,
- Deliver the funded program in Vancouver to Vancouver residents or to Vancouver based non-profits.
- **If you have received a Social Policy Core Support Grant already this year we ask that you wait one year before applying for another grant.**
- **If you have applied for a grant previously, were not successful and plan to apply again during this intake period we ask that you contact a Social Planner to discuss how your project may or may not align with funding priorities.**

## Ineligible Work and Program Expenses

- Time-limited projects (planned operations of three years or less), or programs and/or organizations in the ideas stage (6 months of operation or less)
- Those which fall wholly or primarily within the mandate of other government departments, e.g. (but not limited to):
  - Direct healthcare programs (such as health self-help groups, health information programs, medical treatment, maintenance or rehabilitation programs);
  - Employment training leading to certification;
  - Initial settlement programs.
- Direct welfare supports (distribution of goods and food), including food banks, meal programs and the provision of clothing or equipment;
- Housing;
- One-on-one counselling with licensed psychologists, social workers or registered clinical counsellors;
- Programs which are primarily recreational (formal recreation programs such as clubs/groups or teams), or educational (formal education leading to a credential);
- Travel expenses, attendance at, or fees for, conferences, workshops or other forms of training;
- Delivery of conferences;
- Transportation expenses, except those that allow users or potential users to access services;
- Legal fees;
- Payment of: City property taxes; capital expenses, operating or capital deficits;
- Act in the capacity of a funding body for, or make grants to any other individual, group or organization;
- Programs directed to the preservation of any particular ethnic or cultural heritage, except in instances for Reconciliation initiatives;
- Research.

Exceptions to the above may be approved at the discretion of the Managing Director of Social Policy & Projects.

### APPLYING FOR WORK THAT WAS NOT FUNDED LAST YEAR?

**Talk to a planner!** All new applicants are asked to contact a grants planner to discuss applications prior to submission. 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: 604.871.6027**

**Email address: [socialpolicygrants@vancouver.ca](mailto:socialpolicygrants@vancouver.ca)**

## Should We Apply for a Specific Program or Our whole Organization?

- 1. Organizations with annual budgets of less than \$5 million:** applicants will be given a choice between applying for unrestricted organization funding to support core activities, or applying for unrestricted funding for a specific program or programs:
  - **Option 1:**  
**Organization Funding:** grant funding to the entire organization will be unrestricted, except for the restrictions noted above (see **Ineligible Programs and Program Expenses**). Organizations will have the flexibility to spend 100% of their grant dollars across the organization in support of their work as needed, with no cap on administration and without program restrictions.
  - **Option 2:**  
**Program Funding:** grant funding only for a specific program will be unrestricted except for the restrictions noted above (see **Ineligible Programs and Program Expenses**). Applicants may choose this option if the work of their organization as a whole might be considered ineligible, but they are operating a program that may be eligible, e.g. a clinical health centre that is running a non-clinical peer-support program.
- 2. Organizations with annual budgets of \$5 million or more: applications and grant funds will be restricted to a specific program.** There will be no restrictions on how funds can be used in support of the program itself, except for the restrictions noted above (see **Ineligible Programs and Program Expenses**).

## Fairness and Equity

Core Support Grants (CSG) provide funding that addresses inequity and mitigates conditions that create barriers to equity for residents of Vancouver. Throughout the application applicants are encouraged to link their work directly to achieving this goal.

The City of Vancouver has developed 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:

[www.vancouver.ca/people-programs/equity-diversity-inclusion](http://www.vancouver.ca/people-programs/equity-diversity-inclusion)



## HOW TO APPLY

All applications are now being accepted online via [VanApply](#). The application will request information in the following areas:

- Organization Information
- Nature of Work: Outlining the type and impact of the work to be supported by the application
- Program-specific budget: Only for orgs with budgets over \$5M, OR for those with budgets under \$5M that choose to apply for one or more specific programs.
- Organization budget: An upload of financial statements for the most recently-completed fiscal year (i.e., audited, review engagement, notice to reader or some other type of financial statement).
- Additional supporting materials are required are as follows:
  - Annual General Meeting minutes
  - Annual Report (if available)
  - Board of Directors List
  - Incorporation Documentation
  - Minutes of the Most Recent Board Meeting
  - Organization By-law/Constitution
  - Organization's Policy on Diversity (if available)

Please ensure you have all required documents at hand to upload, as you will be unable to submit an incomplete application.

**If you have questions or need assistance completing your application, please do not hesitate to contact us.** Contact details are below.

## Review Process

Applications are reviewed and assessed by Social Policy staff using established criteria. If a reviewing planner has questions, they may contact an organization for clarification. Staff present recommendations to City Council, which must approve staff's funding recommendations. Applicants are notified of staff recommendations via email one week prior to the meeting at which Council considers the grant recommendations. As the review and recommendation approval process leading up to the final decision by Council is extensive, there is no appeal process for grant decisions.

## Term of Core Support Grants

The term of a Core Support Grant is one calendar year, from approval. Grants are dispersed immediately following approval by Council.

## SOCIAL POLICY CONTACT INFORMATION

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