

## 2021 City of Vancouver Social Grants: Frequently Asked Questions

### General Questions

- 1. In the past, Social Policy staff have mentioned that the City is moving toward implementation of multi-year funding. Will that start in with 2021 grants?**

We are not yet ready to launch multi-year funding but hope to launch a phased implementation for 2022 grants.

- 2. If we are requesting funding for multiple programs, do we need to submit a separate application for each program?**

Yes, you must complete Form 2 and Form 3 for each unique program, even if multiple programs are run by the same organization. However, an organization needs to submit only one copy of Form 1 and one copy of organization financials (Form 4), plus additional information such as financial statements, etc.

- 3. If we have identified new/emerging needs, can we propose or apply for a new program in addition to applying for programs that have been funded in the past?**

Yes. There is no limit to the number of programs for which an organization can apply. Please note that a program must have been in operation for at least 18 months at the time of application in order to meet basic eligibility requirements. If you wish to apply for a program that has not previously been funded, you are strongly encouraged to contact a social planner on the grants team to briefly discuss your idea before starting to work on the application. Contact information can be found at the end of this document.

- 4. Is it possible to increase the word count?**

Word counts have been removed altogether, with the exception of one question.

- 5. The city has removed the rule that 85% of funding must be spent on salaries or employee benefits and 15% can be spent on program expenses. Does this mean funds can be spent entirely at the discretion of the organization?**

Grant dollars must be used to support the program for which they have been awarded. This could include salaries, program expenses or organizational expenses such as rent.

- 6. Can City staff help to develop 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 spend in the community building capacity, and 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.

**7. 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 call for clarification. The review team makes recommendations for funding which are presented to Council. We hope to take the report to Council in February 2021. 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.

**8. The City no longer requires hard copies of applications and their supporting documents. We would like to mail a copy of our annual report as part of our application. Can we do so?**

Please do not mail us documents. If your annual report is on your website, you can provide us with the link. Question 6.1 asks for any additional information, so the link could be pasted there, or you could put it into the body of the email that contains your application.

**9. We are having difficulties with the City's application forms. What should we do?**

If you encounter issues with our forms, please don't hesitate to contact us. Contact information is at the end of this document.

**10. Our office is closed so we are unable to get Board members to sign our application. What should we do?**

Applications can be signed electronically. Paste the board member's signature into the field on the application form.

**Questions about SECTION 2.0**

**11. Our program activities have changed significantly over the past few months in response to the pandemic. It will be challenging to report back based on what we proposed as activities in last year's application. How should we do this?**

We appreciate that many programs may have changed significantly since last year's grant applications were submitted. We have provided space for you to describe your program activities, rather than reporting them in an output table, OR you can use a Report Back Table.

**12. If we have changed our program due to the pandemic and haven't met our output goals for the year, will we be penalized?**

No. We hope that you have been able to continue to provide some type of service to the people your program usually serves, even if it is not what you described in last year's grant application. We know that most in-person programs have had to be cancelled or moved on-line. In question 2.1 we are interested to hear if and how you were able to continue programming.

**13. If the program was funded in 2020, do we need to complete both 2.3 i (narrative report back) and 2.3 ii (activities table report back)?**

No. It is only necessary to complete 2.3 i OR 2.3 ii, but you may complete both if you choose.

## Questions about Other Sections in the Application

### 14. How do we access current data from the City?

Social Policy staff have developed a series of comprehensive neighbourhood profiles, that are available online at [Social Indicators Profiles 2018](#).

The City of Vancouver also makes custom census profiles for each of the city's 22 local planning areas available in its open data catalogue: <https://vancouver.ca/your-government/open-data-catalogue.aspx>. In addition, the City's Planning department has prepared summary documents with basic neighbourhood characteristics, such as population, households, employment and transportation: <https://vancouver.ca/news-calendar/areas-of-the-city.aspx>.

Other neighbourhood-level tools include the My Health My Community survey conducted by local health authorities, which includes many questions on physical and mental health, belonging, social connections and more (<https://myhealthmycommunity.org/explore-results/results-by-community/>) and UBC's Human Early Learning Partnership, which provides maps and data on early childhood and middle-years development (<http://earlylearning.ubc.ca>).

If you have a specific data question related to your grant application and cannot find an answer using the links above, please contact [socialpolicygrants@vancouver.ca](mailto:socialpolicygrants@vancouver.ca).

### 15. What is the focus of the financial evaluation/assessment the city applies to applications?

A review of your financial information provides City staff with a number of important details, including:

- Whether a program and organization has diverse funding sources;
- The cost of running the program and how this relates to similar programs the City is being asked to fund;
- The size of the program and the organization and the proportion of the total program cost that the City is being asked to fund; and,
- The overall financial health of the organization.

## Information Sessions

Info sessions will provide an opportunity for applicants to ask questions, and to address any COVID-related concerns with completing applications. In consideration of current stresses placed on non-profit organizations, the application forms have been shortened this year.

Please contact us below for dates and to register for our on-line sessions.

## Social Policy Contact Information

**Phone:** 604.829.2007

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