

DIRECT SOCIAL SERVICES GRANTS INFORMATION GUIDE

Deadline: Friday October 16, 2020 at 4:30 pm

This guide provides information about the objectives, criteria and process for the Direct Social Services (DSS) grants program. DSS grants are one of many grant streams offered through the Social Policy and Projects Grants Program. Other grant programs are detailed on the City's web page at:

www.vancouver.ca/people-programs/community-grants

INTRODUCTION – SOCIAL POLICY GRANTS PROGRAM

Healthy City Strategy

The Social Policy Grants Program encompasses a range of grant streams, all of which reinforce or support the goals of the Healthy City Strategy, with a specific focus on goals 1, 4, 5, 6, 7 and 9 highlighted below.

In October 2014, Vancouver City Council approved **A Healthy City for All: Healthy City Strategy 2014-2025**. This long-term, integrated plan for healthier people, healthier places, and a healthier planet has 13 goals:

- | | |
|---|--|
| 1. A Good Start | 8. Active Living and Getting Outside |
| 2. A Home for Everyone | |
| 3. Feeding Ourselves Well | 9. Lifelong Learning |
| 4. Healthy Human Services | 10. Expressing Ourselves |
| 5. Making Ends Meet and Working Well | 11. Getting Around |
| 6. Being and Feeling Safe and Included | 12. Environments to Thrive In |
| 7. Cultivating Connections | 13. Collaborative Leadership for A <i>Healthy City for All</i> |

For more information on the Healthy City Strategy, please visit:

www.vancouver.ca/people-programs/healthy-city-strategy

Social Policy Grants: Our Statement of Intent

Social Policy grants are investments that contribute to a healthy city for all. They support non-profit community-based programs that facilitate the physical, spiritual, mental and emotional well-being of people and:

- Respond to dynamic community needs;
- Address equity by reducing the impact of systemic barriers that create conditions of vulnerability;

- Facilitate partnerships and networks between the city, other levels of government, business and non-profits; and
- Inform and respond to Council priorities.

Social Policy Principles for Grant Making

- **Accountability:** We embrace ongoing feedback loops with partners to understand City investments and how they influence change.
- **Equity and Inclusion:** We strive to build equity in our communities by making grant processes accessible, especially for groups that experience exclusion.
- **Transparency:** We are open, transparent, and consistent with our grant making processes.
- **Informed Decision-Making:** We inform our grant making using evidence-based research, and consider data sources, both formal and informal.
- **Balanced Investment Approach:** We balance short, medium and long-term investments so that, while addressing immediate concerns, we never lose sight of our goal of effecting lasting systems change.
- **Diversity and Reconciliation:** Our grants recognize the unique strengths of our many diverse communities by fostering relationships, helping heal the past, and moving forward with shared understanding and respect – working within the context of Vancouver as the unceded homeland of the Musqueam, Squamish and Tsleil-Waututh Nations.
- **Strategic Alignment:** Our grants demonstrate alignment with Healthy City Strategy goals and related initiatives.
- **Partnerships:** Our relationships with our community and funding partners are based on trust, respect and transparency.

DIRECT SOCIAL SERVICES (DSS) GRANTS

Direct Social Services Grants and the COVID-19 Pandemic

While we have seen incredible resilience within Vancouver’s social service sector, we recognize the difficulty of future-oriented planning during a pandemic. In a recent survey of the non-profit sector we learned that 80% of Vancouver’s social service organizations reported major disruptions to their programs and outreach as a result of the pandemic. We are also very aware of the financial challenges currently faced by many non-profits, and that our application forms and process have created barriers to entry for some organizations.

In light of this, we have made several changes to the grant program and applications for 2021 to ease the administrative burden of the application process, and to allow more flexibility in the use of funding.

1. For 2021 we have eliminated the requirement that a minimum of 85% of a DSS grant must be used for staff salary and benefits. This means that organizations have the full flexibility to spend 100% of their grant dollars in support of their program work, and that there is no cap on administration. While this unrestricted funding creates greater flexibility, note that grant funds must directly support the funded program, and that there are ineligible program expenses, which are detailed later in this document.
2. We have removed word limits from all fields, except one.
3. Printed copies applications and supporting documents are no longer required. Applications only need to be submitted electronically. Electronic signatures are acceptable.
4. We encourage you to tell us how long it took to fill out your application, as we will start to use this as a benchmark for future years.

Fairness and Equity

The City of Vancouver is in the process of developing 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 policy-maker, 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/news-calendar/city-outlines-next-steps-for-addressing-historic-and-ongoing-racism-in-vancouver.aspx>

Direct Social Services Grants Priorities

Direct Social Services grants provide funding for programs that address inequity, and conditions that create vulnerability for residents. 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 goals 1, 4, 5, 6, 7 and 9 highlighted above;
- 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:
 - Service-oriented, and aimed at reducing the effects of disadvantage; OR
 - Systemic or individual advocacy aimed at securing services and protecting rights; OR
 - Community development, which empowers and involves population experiencing marginalization in solving social problems, bringing about positive social change, and extending participatory democracy.
- 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 cross-cultural support networks; OR
 - Facilitating improved access to other services; OR
 - Building the capacity of individuals, families or communities to address the causes of marginalization; OR
 - Developing or supporting new service delivery models.

Given the wide variety of projects, issues and programs potentially supported by DSS 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 noticeable 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 a First Nations Band;
 - Please note that if you are not registered as one of the above you may partner with a fiscal sponsor who is a registered non-profit society or registered charity in order to meet this requirement.
- Have an independent, active governing body composed of volunteers. The by-laws must have provisions that no Board director can be remunerated for serving as a director and that no staff member can be a voting member of the board or executive;
- 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;
- 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 to which the City is being asked to contribute;
- Show costs that are reasonable and on par with other similar programs;
- Deliver the funded program in Vancouver to Vancouver residents.

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

Ineligible Programs and Program Expenses

- 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;
 - Initial settlement programs.
- Direct welfare supports, including food banks, meal programs and the provision of clothing;
- 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 group or organization;
- Programs directed to the preservation of any particular ethnic or cultural heritage, except in instances for Reconciliation initiatives;
- Time-limited projects (three years or less), or programs in the developmental or formative stage (18 months of operation or less);
- Research.

Organizations receiving a Direct Social Services grant may provide one or more of the type of programs noted above, but the City’s grant cannot be used to support those activities. Exceptions to the above may be approved at the discretion of the Managing Director of Social Policy & Projects.

HOW TO APPLY

We require **one electronic copy** of the application and its supporting documents. We do not require printed copies of applications.

The application forms and checklist, can be found on the City’s website at www.vancouver.ca/people-programs/direct-social-services-grants

The application for DSS grants consists of four documents:

	What	Form/Format	How many
1	Organization Information	Form 1 – Word	One per organization
2	Program Information	Form 2 – Word	One per program
3	Program Budget	Form 3 – Excel	One per program
4	Organization Budget	Form 4 – Excel	One per organization

Additional supporting materials are listed in the application form checklist. Please review the checklist carefully as the completeness of your application is considered during the adjudication process.

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

Note: It is important that all new applicants (i.e., those not funded in the previous year) contact a grants planner in Social Policy to discuss their application prior to submission. This is to ensure that your organization and program meet eligibility criteria.

Timeline and Review Process

October 16, 2020	Deadline
October – December	Staff Review
February 2021	Recommendations to Council
February 2021	First Payments Released

Applications are reviewed and assessed by Social Policy staff using standard criteria. If a reviewing planner has questions, they may call for clarification. All new applicants will receive a phone call. Staff present recommendations to City Council where final funding decisions are made. Applicants are notified of staff recommendations via email 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 Direct Social Services Grants

The term of a Direct Social Services Grant is one year, from January 1 to December 31; however, grants are normally disbursed in two equal payments, with the first being immediately

following approval by Council. Thus, organizations need to ensure they have adequate cash flow to cover the first quarter of the year.

SOCIAL POLICY CONTACT INFORMATION

Phone: 604.829.2007

Email address: socialpolicygrants@vancouver.ca

**APPLICATION DEADLINE:
FRIDAY, OCTOBER 16, 2020 at 4:30 PM**

ALL required materials must be received digitally by the deadline.

Late applications will not be accepted.

The completeness of your application impacts the assessment of your grant.

NOTE: By signing the application form, Directors are indicating agreement that, to the best of their knowledge, the information provided in the civic grant request is accurate and complete and is endorsed by the organization which they represent.