



2017 DTES Capital Grant Program

Deadline: 4:00 pm - Friday March 31, 2017

PROGRAM SUMMARY & APPLICATION GUIDELINES

1. INTRODUCTION

The Planning Department is accepting applications to its 2017 Downtown Eastside (DTES) Capital Grant Program. We are looking for a small number of projects that will achieve the Social Impact Objectives (DTES Plan - page 11) and support the implementation of DTES Plan through Quick Start, and other actions as set out in Chapter 18 of the Plan.

The key priority areas of the DTES Capital Grants are also to be linked to the DTES Plan by:

- Supporting community-based initiatives (for example; micro enterprise establishment, youth outreach, child care and co-op projects etc.),
- Fostering community economic development (CED) (for example; retail space improvements, façade upgrades, storefront activation, social enterprise equipment and fittings etc.)
- Protecting community assets (for example; upgrades to space occupied by social or cultural service providers, social enterprise premises and support to the SRO upgrading program etc.),
- Improving the walkability and safety of the neighbourhood (for example; street improvements, furniture, lighting, signage and information boards etc.).

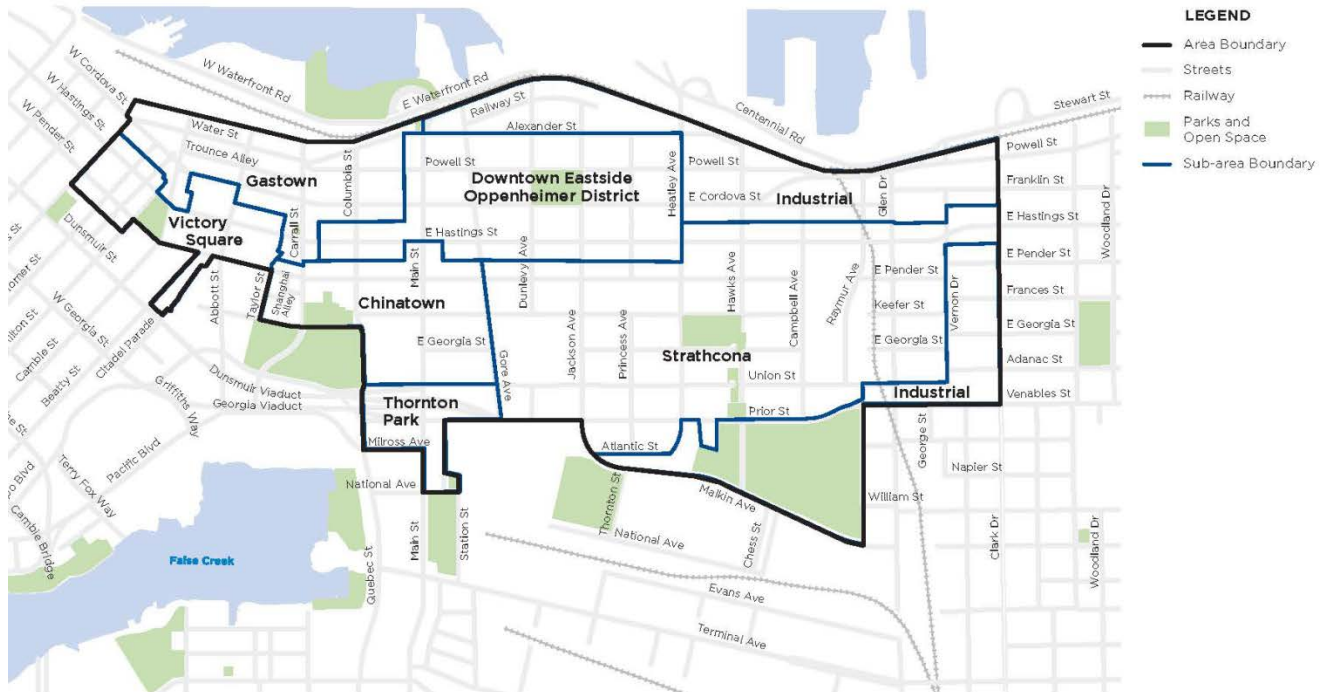
2. PROGRAM SUMMARY

- Matching grants are available in the range of \$5,000 to \$50,000.
- Grants are for capital projects in the DTES (see map).
- Projects are to be completed by December 2017.
- Applicants need to be Vancouver-based non-profit organizations or social enterprises.
- Applicants should share 50% of the project cost.

3. ELIGIBLE ORGANIZATIONS

We welcome applications from Vancouver-based organizations that are:

- Registered non-profit societies.
- Business improvement associations.
- Community service co-ops.
- Charities registered with Canada Revenue Agency (CRA).
- Social enterprises wholly owned by a non-profit society.
- Faith-based organizations.



In addition, organizations must:

- Be in good standing with the Registrar of Societies, be financially stable with sound administration and have a proven track record of public service.
- Have an independent, active governing body composed of volunteers whose main responsibilities shall be program and policy development and fundraising. The Board is held responsible for the effectiveness of services provided and the financial accountability for funds received from all sources. Voting members of the Board of Directors of a Society may not be remunerated for services to the society, but they may be reimbursed for expenses.
- If in City-owned or leased facilities when applying, assure work to be done is in accordance to the terms and conditions in the lease.

We do **NOT** fund organizations that:

- Focus mainly on health care or education (excluding childcare or out-of-school care)
- Exclude certain people or groups because of their religion, ethnicity, gender, age, sexual orientation, language, disability, or income.

4. ELIGIBLE PROJECTS

Your organization may apply if your project is located in the Downtown Eastside and is for:

- Improvements to building assets, upgrades to premises and/or facades that lead to community economic development and enhancing social connections etc.
- Feasibility studies, investigations, skills development, project management etc. and can be funded to build capacity leading to capital related improvements or CED.
- Movable assets such as machinery, tools, equipment, appliances, furniture.
- Flexibility could be made for time-sensitive, strategic projects that will produce significant outcomes that meet the DTES Plan, subject to City Council's final approval.

Your project must align with the DTES Plan in regards to the Social Impact Objectives (Page 11), or help implement a Quick Start project in the DTES Plan (Chapter 18).

You can read the DTES Plan at <http://vancouver.ca/files/cov/downtown-eastside-plan.pdf>

Funding will **NOT** pay for projects already completed.

5. APPLICATIONS REVIEW

Your application will be reviewed by staff and we may invite your organization for an interview. We will review your application based on these considerations:

- a. How the project supports the Social Impact Objectives of the DTES Plan (Page 11); applicants should describe how all or some of the objectives would be met.
- b. For CED projects, how would they:
 - Maintain diversity of existing businesses and commercial uses and supporting affordable commercial spaces for social enterprises, micro enterprises and small businesses providing low-cost goods and services for residents.
 - Encourage the use of local goods and services in the construction, operation and maintenance of the proposed development or business.
 - Encourage local and inclusive hiring in the construction, operation and maintenance phases of the improvement.
 - Establish new CED initiatives or strengthening of social and micro enterprises.
- c. The ability, effectiveness and type of service offered by your organization and project partners.
- d. Data and targets that measure project outcomes (for example: number of local jobs created, number of people trained, or amount of local-serving retail space).
- e. The amount of financial support secured from other sources as matching funds.
- f. The cost of the project and past grant applications.

5. COST SHARING

The DTES Capital Grants Program uses a cost-sharing arrangement with your organization in order to build capacity and leverage funding from other sources. Other funding sources could include government programs, the private sector, trusts, donations, cooperatives, applicant's own reserves and in-kind contributions.

In general, the City's contribution will not exceed 50% of the total project cost, from \$5,000 up to a maximum of \$50,000. If you have a substantial capital project that requires a grant more than \$50,000, please contact us to discuss before submitting your application.

Your organization does not need to secure all funding at the time of application. When the application is approved, you have up to one year to raise the funds and complete the project.

6. GRANT PAYMENT

After City Council has approved your project, payment terms will be determined and described in the Terms of Reference (TOR) and Letter of Understanding (LOU) agreement that is signed by The City and your organization.

A grant can only be paid after your organization has confirmed that all matching project financing and contribution is in place.

If your organization is not able to meet conditions of the grant, start or complete the project based on an agreed timeline, the project may be terminated and any funds paid to the project will need to be returned to the City.

7. CITY COUNCIL DECISION ON CAPITAL GRANTS

City Council makes the final decision on your application. City staff will review all applications and make recommendations to City Council.

8. HOW TO APPLY

Please see next page.

**APPLICATION DEADLINE IS:
4:00PM - Friday March 31, 2017**

To apply, please follow these steps:

1. Complete and sign the application form.
2. Submit application either by:
 - a) **Email:** Scan the signed form, save it as a PDF document and email it with the subject "2017 DTES Capital Grants" to: dtes.grants@vancouver.ca .
 - or
 - b) **In person to:** City Hall - West Annex, Main floor - 515 West 10th Avenue,
Attention: Wesley Joe - Planning

In person deliveries are accepted Monday to Friday, 8:30-4:00 pm

You may find the application form online at

<http://vancouver.ca/home-property-development/dtes-local-area-plan.aspx>

9. SUPPORTING DOCUMENTATIONS

The following documents are required as attachments to support your request:

1. A least two current detailed cost estimates.
2. Drawings and plans of the proposed project, if applicable.
3. Letter from Worker's Compensation Board confirming the applicant is registered in good standing and the registration number.
4. Letters of confirmation from other funding sources, if available.
5. A copy of your BC Registry Certificate of Good Standing, if not previously submitted in other grant applications.
6. If the property is not owned by the applicant, a copy of the lease and a letter from the landlord/property owner authorizing the proposed project. If the property is located in a City-owned facility, a letter from the City authorizing the project is not required, as staff will consult with the Facilities Department directly. However it is very strongly advised that you contact your City representative in the Facilities Department in advance of making an application to us to make them aware of your project.

If you have questions about your application, please contact Wesley Joe or Helen Ma from the Downtown Eastside Planning Group.

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