2025 Downtown Eastside (DTES) Plan Matching Grants

# Deadline: Friday

**April 4, 2025**

**APPLICATION FORM**

1. **IDENTIFICATION OF APPLICANT**

Legal Name of Society applying for grant (Please indicate the full legal name as shown on your Organization’s incorporation documentation)

Name of Project

           

Contact Person and Title Telephone E-mail

Street Address of Project

Mailing Address (if different from Project Address) E-mail Address Website

     

Project Manager (if different from Contact Person) Telephone E-mail

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| --- | --- |
|  | **By checking this box, I consent to be sent e-mails and other communications from the City of Vancouver (COV) about DTES Plan Matching grants and other updates and information about the DTES Plan. I understand that I may unsubscribe from the City’s e-mail list at any time by clicking the unsubscribe link that will appear at the bottom of each e-mail.** |

Summary of Matching Grant project (type of project, activities, beneficiaries, etc.):

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| **City of Vancouver DTES Plan Matching Grant Request: $** |

1. **ORGANIZATION INFORMATION**

Please indicate whether your Organization is incorporated under the following:

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| --- | --- |
| Society Act (British Columbia) |  |
| Co-operatives Act (British Columbia) |  |
| Other (please specify) |  |

Please provide your incorporation number (e.g. BC Society Number or equivalent)

Is your Organization in good standing under its incorporating statute (e.g. for a BC Society or Co-operative this would be the case if your annual reports to the Registrar of Companies were up-to-date)

Yes  No

Is your Organization registered with Canada Revenue Agency as registered charity? Yes  No

If a registered charity, please provide your official tax receipt number as issued by Canada Revenue Agency:

Brief history and description of your organization and the population group that it serves:

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Describe your organization’s objectives.

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How will your proposed project better enable you to meet these objectives?

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1. **PROJECT SUMMARY**

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| --- | --- | --- | --- |
| Estimated start date for project |  | Estimated end date of the project |  |

Briefly describe the proposed project and explain how it will align with the DTES Plan, in particular Chapter 10 – Local Economy and help implement a Quick Start project. Attach drawings (if applicable).

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Please describe how your project will align with the Social Impact Objectives as listed on page 11 of the DTES Plan (Provide metrics and list of projected benefits, creation of local jobs etc.)

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*Note: Applicant will ensure that all applicable City By-laws, permit requirements and guidelines are met, and where necessary, obtain at its own expense, a Commercial General Liability insurance policy.*

1. **PROPERTY INFORMATION**

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Address of subject property

Property owned by applicant Yes  No

If no, provide the name, address and phone number of the registered owner of subject property

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Name Address Phone

*Note: attach a copy of your lease and a letter from the landlord/property owner authorizing the proposed construction/upgrade/renovation.*

1. **PROJECT BUDGET DETAIL –**

### Project Expenditure from all sources – Summary

*(Note: Documentation of current estimates from at least two reputable contactors and/or suppliers as well as drawings and plans (if applicable) must be attached to this submission.)*

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| Movable expenses | $ |
| Contingency | $ |
| **TOTAL PROJECT EXPENDITURES** | $ |

### Project Revenue (including market value of any in-kind donations)

Please specify government ministries and branches and other sources of funding. Please attach letters of confirmation, if available.

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| --- | --- | --- | --- | --- |
| **Source of Funds** | **Funding Status (applied for, approved, received)** | **Cash** | **In-Kind** | **Total** |
| City of Vancouver – DTES Plan Matching Grant  (N.B. Not to exceed 50% of total project costs) | Applied for | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
| **TOTAL PROJECT REVENUE** |  | $ | $ | $ |

*Notes:*

* *For successful applicants, letters of confirmation from other funding sources will be required before funding is released.*
* *This is a matching grant. The City’s portion will not exceed 50% of project costs. See Program Summary for more details.*

## SIGNATURES

We certify that, to the best of our knowledge, the information provided in this Civic Grant request is accurate and complete and is endorsed by the organization which we represent. We also certify that our organization meets the basic eligibility criteria below.

### Eligibility:

Registered non-profit societies and community service co-operatives which are based in the Downtown Eastside and provide social services (including childcare) to DTES residents are eligible to apply for DTES Plan Grants.

Societies must be in good standing with the Registrar of Societies/Companies, be financially stable with sound administration, and have a proven track record of public service.

The organization shall have an independent, active governing body composed of volunteers. Its main responsibilities shall be program and policy development and fund raising. 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 receiving funds from the City of Vancouver may not be remunerated for services to the society, but they may be reimbursed for expenses.

The organization must extend its services to the general public in the DTES, and may not exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income; except in instances where it can be proven that exclusion of some group is required for effective targeting of another group to occur.

If our organization receives a Civic Grant, we agree to the conditions set out below and to any other conditions approved by City Council. We understand that this application and supporting materials are public documents and that any member of the public may have access to all or part of them.

Signature of one signing authority of the organization (staff)

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| Signature | Title | Date |
|  |  |  |
|  |  |  |
| Name (printed) |  |  |

Signature of two signing officers of the Board of Directors (NOT STAFF)

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| --- | --- | --- |
|  |  |  |
| Signature | Title | Date |
|  |  |  |
|  |  |  |
| Name (printed) |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature | Title | Date |
|  |  |  |
|  |  |  |
| Name (printed) |  |  |

**APPLICATION DEADLINE IS**

**Friday, April 4, 2025 at 4:00pm**

## CONDITIONS

1. That in the event that the funds are not used for the projected programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable forthwith to the City.
2. That if there are any changes in the funding of the project as presented in this application, the City’s Planning, Urban Design and Sustainability - Reconciliation and Culture Change team will be notified of such changes within 2 weeks before changes are implemented.
3. That if the project proposed in this application is not commenced or is not completed and City funds remain on hand, or if the project is completed without requiring the full use of the City funds, such City funds will be returned to the City through the Planning, Urban Design and Sustainability-Reconciliation and Culture Change team.
4. That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application and will notify Planning, Urban Design and Sustainability - Reconciliation and Culture Change team Grant staff in writing (including a copy of the agreement) as soon as new funding is secured.
5. That the Organization will make available for inspection by the City or its auditors all records and books of accounts of the Organization upon request of the City.
6. That the project not be represented as a City project and that the Organization not have the authority to hold itself out as agency of the City in any way, the only relationship being that the City has approved and granted financial assistance to the Organization.
7. That grant recipients be required to submit a final report to Planning, Urban Design and Sustainability - Reconciliation and Culture Change team Grant staff; and
8. In situations where Grants have been approved, but where conditions have not been met or missed completion deadline, grant recipients be required to report back to the Planning representative, on any outstanding work including a timeline for completion or the allocated amount be returned.

## IMPORTANT CHECKLIST

### Please ensure that your application includes the following: (Provide a check mark in the appropriate boxes).

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| --- | --- |
| 1. Completed and signed application form. |  |
| 2. At least two current detailed cost estimates. |  |
| 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. |  |
| 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. |  |

**Please note: Once you submit your application and supporting attachments, they become public documents. Information provided may be used for statistical reporting purpose. Incomplete applications will not be considered. The City reserves the right to apply other evaluation criteria as it deems relevant.**

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| **Please submit the completed application form by either:**  a) Email: Scan the signed form and save it as a PDF document.  Email the PDF document with the subject “2025 DTES Plan Matching Grant “to: [dtes.grants@vancouver.ca](mailto:dtes.grants@vancouver.ca) .  **or**  b) In person to: Planning, Urban Design, and Sustainability (PDS) 510 West Broadway, Third floor – from 9 am – 5 pm Monday to Friday, attention: Reconciliation and Culture Change Team |