



## 2023 City of Vancouver Homelessness Services Grants Information Guide

### **Application Deadline is MONDAY, May 8, at 4:30pm**

This guide provides information about the objectives, criteria and process of the Homelessness Services (HS) Grants program offered through Homelessness Services in Arts, Culture and Community Services (ACCS) at the City of Vancouver.

If you are interested in attending an online information session about the HS Grants on April 19<sup>th</sup>, please contact Homelessness Services at 604-404-0230 or [dustin.lupick@vancouver.ca](mailto:dustin.lupick@vancouver.ca)

*First time applicants or returning applicants with a new project are advised to contact staff at least two weeks prior to the deadline to determine eligibility.*

### **Introduction**

Homelessness Services Grants are intended to support Vancouver-based non-profit societies that want to host an event or do a project in Vancouver that supports those experiencing homelessness.

### **Homelessness Services Grants Priorities**

Events or projects may occur within a year of City of Vancouver Council approval of the grant.

**Applicants may apply for grants up to \$3,000.**

**Goals of the City of Vancouver HS grants are to:**

- a) Support Vancouver residents who are experiencing homelessness;
- b) Use creative approaches to increase community awareness of homelessness and the drivers of homelessness;
- c) Build greater understanding with citizens on solutions to homelessness;
- d) Engage the voices of those with lived experience; and
- e) Decrease the stigma associated with homelessness and the exclusion experienced by Vancouverites experiencing homelessness.

All projects that will receive funding will meet the following criteria:

- Project should align with the goals of HS Grants explained above.
- Project Proposals will address the following needs for:
  - **Direct Services Projects:** Projects should demonstrate a need or opportunity in your Vancouver neighbourhood to provide direct services and/or directly benefit people who are experiencing homelessness, recently experienced homelessness, or at risk of homelessness.
  - **Destigmatization Projects:** Projects should offer unique and creative solutions that can build greater community understanding of the experience of homelessness, systemic and individual experiences that lead to homelessness, and combat the stigma and discrimination of people who have are experiencing homelessness and poverty.

### *Supportive Housing Grants*

In 2018, the City created a dedicated grant stream to support neighbourhood community building for supportive housing residents and operators. If you are a supportive housing operator, or would like to partner with one, consider applying to this stream this year. A call via City's website will be provided later this year, but if you have an immediate project in mind please email [supportivehousing@vancouver.ca](mailto:supportivehousing@vancouver.ca).

## Evaluation

Applications will be assessed on how well they meet the criteria, quality and completeness of the application responses, required additional material, financial and statistical data provided. Most of the written responses to the application questions will be assessed against specific criteria displayed directly below the question.

As in any competitive granting process with limited available funds, not all applications will be recommended for support. Grant recommendations will vary depending on the type, scope and scale of the projects proposed and how well the project aligns with the program objectives and criteria below:

- Demonstrate how this will affect people experiencing homelessness, at risk of homelessness, or with lived experience of homelessness in Vancouver
- Demonstrate strong partnerships or ability to leverage new partnerships with this project
- Clearly outline the target group(s) : e.g. youth, seniors, women, urban Indigenous
- Offer innovative solutions to homelessness
- Offer innovative dialogue and engagement opportunities with communities and groups with limited experience and awareness of homelessness
- Outline achievable deliverables and outcomes
- Outline a reasonable budget
- Demonstrate functional capacity and resources

- Demonstrate how this will reduce stigma, build neighbourhood and community capacity, and respond to Council priorities

## 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 Council priorities
- **Partnerships:** Our relationships with our community and funding partners are based on trust, respect and transparency.

### Fairness and Equity

In July 2021, Vancouver City Council 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 will shape how the City, as an employer and policy-maker, provides additional supports for equity-seeking groups and those who have been disproportionately impacted in order to advance fair conditions for all people. For more information about the City's approach, it's Equity Framework, and actions to address racism and inequality, visit [here](#).

### Previous HS Grant Recipients

Applicants that have received HS Grants in the past (previously called HAW grants) are eligible to apply. All applications will be assessed using the same criteria and considerations.

Applicants that have received previous HAW Grant(s) must have successfully completed their project deliverables, including a Final Evaluation Report. If an organization has not submitted a final evaluation report in previous years, this could affect 2023 Homelessness Services Grant funding.

## Eligibility

To be eligible to receive a HS grant, an organization **must**:

- Must be a registered British Columbia non-profit society, Canada Revenue Agency registered charity, or a First Nations Band based in Vancouver, in good standing.
- Must have a proven track record for delivering projects, services and/or hosting events.
- Will be considered for **one** HS Grant per year.
- Must plan a project or event that is to be held or based in the City of Vancouver, and serves populations within the City of Vancouver.

## Ineligible Activity

- Projects that take place outside of Vancouver or that are coordinated by a community group that is not based in Vancouver.
- Projects whose central focus or theme is not directly related to benefitting people who are experiencing homelessness, recently experienced or are at risk of homelessness, and/or reducing stigma around homelessness in Vancouver.
- **On-going operations (including organizational staff salaries/wages, or regular, existing programming).**
- **Project specific staff wages** (Funding can be used for honoraria for individuals with lived experience/expertise).
- New programs or regular or existing programming (Grant is **project**-based); these funds are one-time and time limited, and therefore for are best utilized for projects, rather than programs.

## Grant Terms

**Timelines:** Completed application forms must be submitted by **Monday, May 8, at 4:30pm**. City funding must be spent within one year of City Council's approval.

**Approvals and Dissemination of Funding:** Grant applications will be reviewed by a staff team from Arts, Culture, and Community Services (ACCS). Following the review process, recommendations will be made by staff to City Council as all grants will require Council approval. Applicants will be notified of the staff recommendations together with notice of the City Council meeting date, in mid-2023, at which the grants will be considered. There is no appeal process in place for this grant stream.

Upon Council approval, funds will be disbursed according to City policy and standards and upon a successful applicant entering into a grant approval letter. Applicants generally receive funds within 30 days of Council approval. Within one month of completing the project, the grantee must provide to the City of Vancouver's assigned staff a Final Evaluation Report. Failure to do so may affect future applications for funding under this grant.

## How to Apply

As part of our commitment to equity and fairness, and acknowledging the major hardships and disruption the non-profit sector is still facing because of the Covid19 pandemic, the City of Vancouver has introduced an online Grants Application System to help ease the process and reduce barriers to entry for some organizations. Moving forward, all HS grants applications will need to be submitted via the online grant application system at: <https://vanapply.vancouver.ca/>

*Please note that printed copies or emailed applications will no longer be accepted.*

Once you create an organization profile in the system and choose the Homelessness Services Grants, you will be directed to fill out the application forms and upload supporting documentations. All signatures and request for additional information and notifications will be sent via the online portal. There will no longer be a need for email submissions.

You can also view the full application on the HS Grants [webpage](#).

To navigate our online grant system, check out our How to Guides, Instructional Videos and more resources [here](#).

### SUBMISSION PROCEDURE:

- If you have questions with regards to your project (including suitability for the grant stream), please contact Homelessness Services at [dustin.lupick@vancouver.ca](mailto:dustin.lupick@vancouver.ca) or 604-404-0230. Applications must be received through the City of Vancouver's Grant Management System (GMS) at <https://vanapply.vancouver.ca/> by **4:30pm on Monday, May 8, 2023**. Late applications will not be accepted.
- The application package must be complete, with responses to each question and all relevant information attached (e.g. application form and budget). Applications that do not have a response to each question will not be considered.
- If you are having difficulty submitting through the City of Vancouver's online Grant Management System, please contact the [dustin.lupick@vancouver.ca](mailto:dustin.lupick@vancouver.ca)

For more information or if you have questions about the grants or application process, please contact Homelessness Services at the City of Vancouver at 604-404-0230 or [dustin.lupick@vancouver.ca](mailto:dustin.lupick@vancouver.ca)

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|----------------|--------------------------------|
| April 3, 2023  | Application Period Opens       |
| April 19, 2023 | Information Session            |
| May 8, 2023    | Application Period Closes      |
| May, 2023      | Review and Adjudication Period |
| June 2023      | Recommendations to Council     |
| July 2023      | Payments Release               |

### **Amount of HS Grants**

The number of projects funded — and, therefore, the size of any one grant — is not predetermined, but will be considered in context of the number and quality of applications received. The maximum that any specific grant will receive is \$3,000.

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