CITY OF VANCOUVER

# How to Apply for Grants, Awards and Commissions in VanApply

Welcome to VanApply, the City's Arts, Culture and Community Services online system for grants, awards, and artist commissions.

Before you can apply for grants, you must first create a profile and complete a registration and eligibility form.

Information on creating a profile and getting started with VanApply can be found here.

1. Preview available programs open for applications

Once your **Profile** is complete, you can preview available programs from your **Program** dashboard. This can be found on the top navigation menu (right-side) under **Programs**.
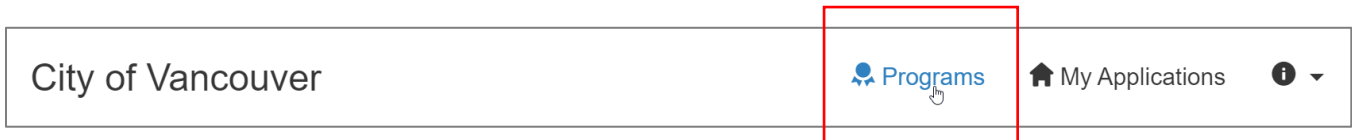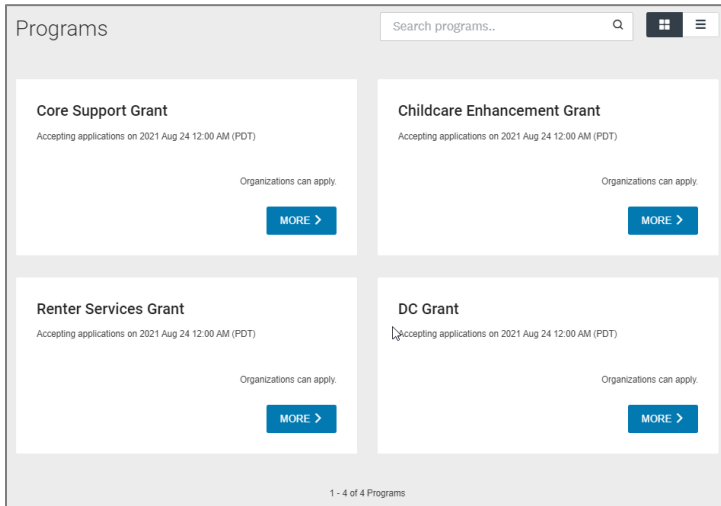

TIP FOR ORGANIZATIONS

Make sure you have selected the **Organization Profile** to view programs set to **Organizations**.
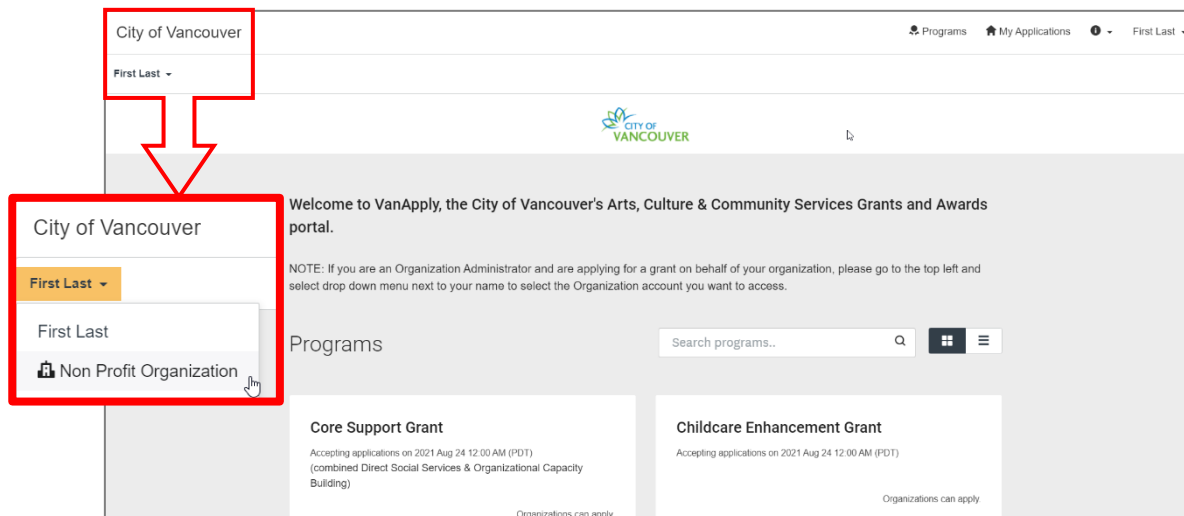
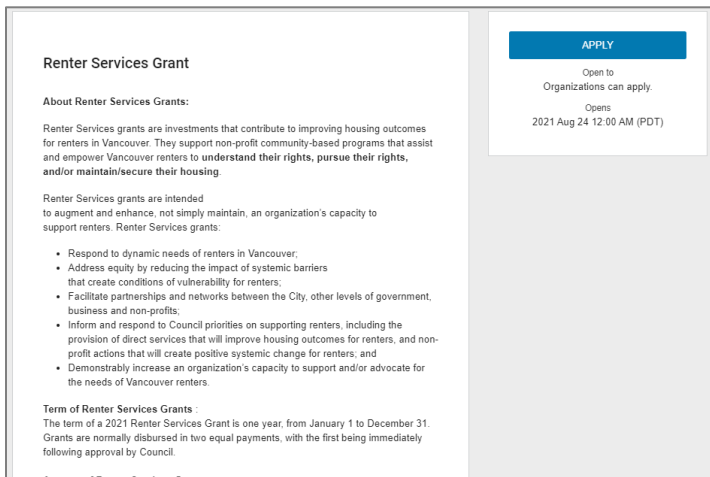All available programs that match your eligibility profile will appear and be displayed as program tiles.

Programs	Search programs..
Core Support Grant Accepting applications on 2021 Aug 24 12:00 AM (PDT) Organizations can apply. MORE >	**Childcare Enhancement Grant** Accepting applications on 2021 Aug 24 12:00 AM (PDT) Organizations can apply. MORE >
Renter Services Grant Accepting applications on 2021 Aug 24 12:00 AM (PDT) Organizations can apply. MORE >	**DC Grant** Accepting applications on 2021 Aug 24 12:00 AM (PDT) Organizations can apply. MORE >

1 - 4 of 4 Programs

Individual – will be able to preview commissions and awards open to Individual applicants.

Organization – will be able to preview all open grant programs available to Organizations.

Click **More** on the program tile to see a detailed description, deadlines, links, and resources associated with the program. To start an application, select **Apply**.

> **!** Some programs are by invitation only. If you are interested in applying, please contact the planner for that program.

Renter Services Grant

About Renter Services Grants:

Renter Services grants are investments that contribute to improving housing outcomes for renters in Vancouver. They support non-profit community-based programs that assist and empower Vancouver renters to **understand their rights, pursue their rights, and/or maintain/secure their housing**.

Renter Services grants are intended to augment and enhance, not simply maintain, an organization's capacity to support renters. Renter Services grants:

- Respond to dynamic needs of renters in Vancouver;
- Address equity by reducing the impact of systemic barriers that create conditions of vulnerability for renters;
- Facilitate partnerships and networks between the City, other levels of government, business and non-profits;
- Inform and respond to Council priorities on supporting renters, including the provision of direct services that will improve housing outcomes for renters, and non-profit actions that will create positive systemic change for renters; and
- Demonstrably increase an organization's capacity to support and/or advocate for the needs of Vancouver renters.

Term of Renter Services Grants :
The term of a 2021 Renter Services Grant is one year, from January 1 to December 31. Grants are normally disbursed in two equal payments, with the first being immediately following approval by Council.

Amount of Renter Services Grants:

APPLY

Open to
Organizations can apply.

Opens
2021 Aug 24 12:00 AM (PDT)

? If you do not see the grant or program you are looking for please refer to City of Vancouver Grants and Awards for the complete list of grants, or contact us at vanapply@vancouver.ca

# 2. Filling out your application

Stages

All applications are organized in a series of **Stages**. A **Stage** is made up of one or more **Tasks**. Most applications will have several stages.

All grant programs include a **Pre-Application Stage** to establish eligibility for the program.

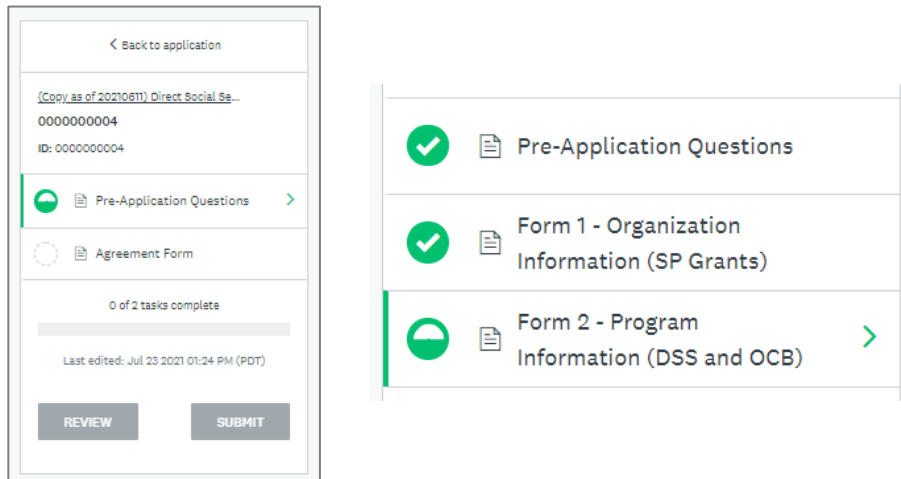| Your tasks		
✅	📄 **Pre-Application Questions** Completed on: 2021 Sep 7 04:53 PM (PDT)	>
◯	📄 Organization Information	>
◯	📄 Application	>
◯	📄 Program/Project Budget	>
◯	📄 Mid-year Report Back	>
◯	⬆ Annual General Meeting Minutes	>
◯	⬆ Annual Report	>
◯	⬆ Board of Directors List	>
◯	⬆ Financial Statements	>
◯	⬆ Incorporation Documentation	>
◯	⬆ Minutes of the most recent AGM	>
◯	⬆ Org. By-laws/Constitution	>
◯	⬆ Organization's Policy on Diversity	>
◯	📄 Agreement	>
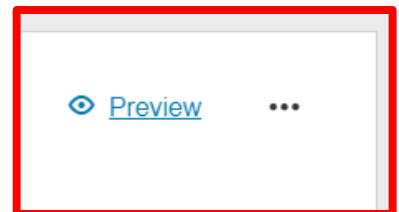
👁 Preview ...

TIP

You can preview each stage of the application process. Select **Preview** at the top right to download a copy of the program application process.

Tasks

A **Task** can be a series of questions, forms or uploads. It is recommended to complete the current task in order to move to the next task, as some questions rely on information inputted in a previous task.

 When a Task is marked **Complete**, the next Task will be made visible on the left side menu. Click on the next Task to start.

 Tasks that have started but not marked complete will display as **In Progress**.

The system will keep track of the status of your tasks and will display if it is **In Progress** or **Complete**.

TIP
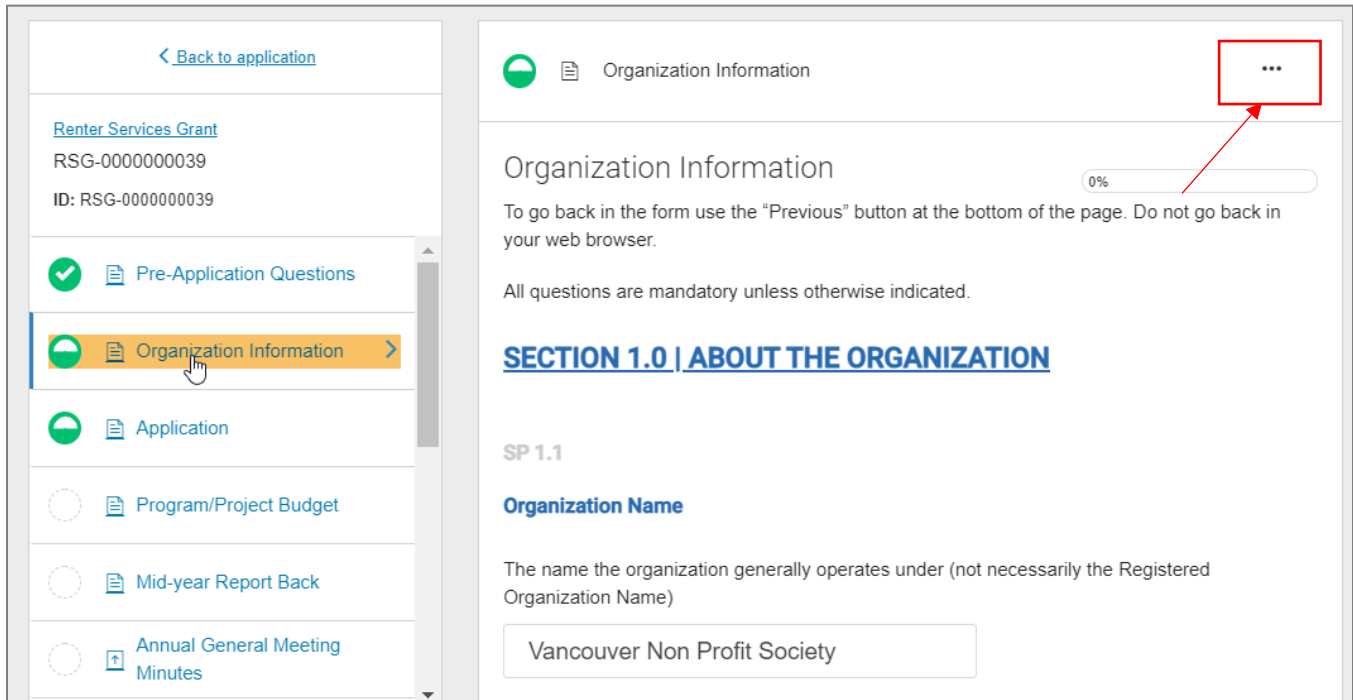
It is recommended to always click **Save & Continue Editing** at the bottom of each page to ensure you save your work and entries for each task.

Similar to tasks, you must complete the current page in order to move to the next.
However, once complete, you can move back to view or edit previous pages within the Task.

> **TIP**
>
> To edit a previous Task, select the Task on the left side menu. On the right of the screen, go to the ellipses "**…**" on the right and select Edit.
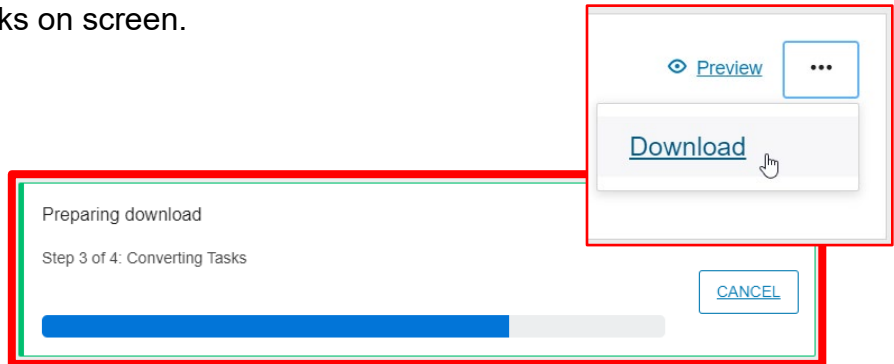
3. Completing your application

Before you submit your application, you can preview your entire application by selecting **Review** at the bottom of the left menu.

You can **Download a PDF** copy of the completed application, or review your completed Tasks on screen.

> ⊙ Preview   ···
>
> Download 🖑

IMPORTANT

! Please download a copy of your application for your records.

Preparing download
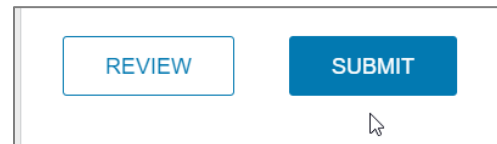
Step 3 of 4: Converting Tasks

CANCEL

4. Submitting your application

You can submit your application right away, or come back and submit at a later time. To access, go to **My Applications** on the top navigation menu.

🏅 Programs   🏠 My Applications

The system will save your application until you have completed your review and are ready to submit. After you've clicked on **Submit**, you will receive an email acknowledging submission of your application.

REVIEW   SUBMIT

TIP FOR ORGANIZATIONS

If you have added members to teams, make sure to coordinate your review and edits before submitting your application.

For more information: **Completing an Application FAQ**

Need help?

If you have any questions about VanApply, Arts, Culture and Community programs or if you need support, we are here:

- Monday to Friday, 9am to 5pm
- Email: vanapply@vancouver.ca