2024 SOCIAL POLICY MEDIUM CAPITAL GRANTS INFO GUIDE

This guide provides information about the Social Policy Medium Capital Grant program. Information about other grants offered by Social Policy and Projects can be found at: www.vancouver.ca/people-programs/community-grants

If your organization is operated in the DTES, you may want to explore the Downtown Eastside (DTES) Plan Grants Program.

Contents

INTENT

Social Policy Medium Capital Grant Program is a cost-sharing grant program that provides funding in a range of $25,001 - $50,000 for medium-scaled **social infrastructure improvements that improve health & safety, accessibility, and capacity of facilities** serving Vancouver residents who are experiencing compounding vulnerability factors and marginalization.

TYPES OF PROJECTS

Social Policy Medium Capital Grants are available for the following types of projects.

- **Health and Safety Upgrades:** Renovations or upgrades to existing facilities to improve or comply with health and safety regulations (e.g., licensing or building code requirements); or to adapt to climate change to improve health and foster resilience (e.g., HVAC system).

- **Accessibility Upgrades**: Supporting accessibility upgrades to make structure/spaces are more accessible (e.g., bathroom upgrades, installing automated doors, ramp installation/repairs, handrails, wayfinding signages.)

- **Service Expansion Upgrades:** Renovations of, or upgrades to existing facilities to increase efficiency and/or expand service delivery. This may include structures or equipment that are integral to service delivery.

The proposed project is located in the building that will stay in use by the community on a long-term basis (A standard lease term is 5 years, with renewal option or assurance).

PRIORITIES

The City is committed to embedding Reconciliation and equity principles in the City's approach to grant decisions. Building a more equitable system of support for social non-profits and commitment to Reconciliation means acknowledging the disproportionate impacts of systemic discrimination, and proactively identifying ways to better support organizations with programs, services and spaces for populations facing social injustice and multiple barriers because of intersectional identities.

Priority will be given to organizations or projects that demonstrate:
- Operating budgets of less than $5 million dollars.

- Alignment with [Spaces to Thrive: Vancouver Social Infrastructure Strategy](#), the [City of Reconciliation Framework](#), the City's commitment to [equity and applied intersectionality goals](#), the [Accessibility Strategy](#), and the [Resilient Vancouver Strategy](#).

- Specifically, priorities will be given to the following types of projects and spaces that address the needs of disproportionately impacted population.

  o **Types of Projects**: health and safety upgrades or accessibility upgrades.

  o **Types of Social Spaces**:
    - Spaces for Indigenous healing, wellness and gathering
    - Black and African diaspora spaces
    - Cultural & civic community spaces
    - Spaces for women, 2SLGBTQQIA
    - Neighbourhood houses

- Food security
- Spaces for low barrier employment including spaces to vend/earn an income

ELIGIBLE ORGANIZATIONS

An organization must:

- Be applying for a facility **located within the City of Vancouver.**

- 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, be a First Nations Band;

    o Please note that if you are not registered as one of the above you may partner with a fiscal sponsor that is a registered non-profit society or registered charity in order to meet this requirement.

- The organization must 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, underrepresented 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.

- Have an independent, active governing body composed of volunteers. The bylaws must have provisions that no staff member can be a voting member of the board or executive.

- 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 or work to which the City is being asked to contribute.

- Deliver the funded program in Vancouver to Vancouver residents or to Vancouver based non-profits.

- If you have applied for a grant previously, were not successful and plan to apply again during this intake period we ask that you contact a Social Planner to discuss how your project may or may not align with funding priorities.

- Non-profit organizations are **NOT** eligible to apply for this grant if their primary purpose or activity is the provision of health care (e.g. medical treatment/recovery center) employment training leading to certification, housing, education, sports, recreational or religious programs and services.

- Without limiting the ability of the Recipient or of any Recipient Personnel to hold or express positions on public policy matters, the Recipient and Recipient Personnel will not, in interactions with or in any communications with and about City officials (Mayor and Council) and City employees or contractors, make statements or engage in conduct that could be characterized as threatening, intimidating, harassing, or discriminatory. If the City becomes aware that a Recipient or Recipient Personnel has engaged in communication that, in the City's sole discretion, constitutes a breach of this obligation, the City may require the Recipient to return the Grant to the City pursuant to Section 3 of this Agreement.

If your organization has three (3) or more open capital grants for incomplete projects funded by the City, and you wish to apply for a new grant, please contact our staff before applying.

ELIGIBLE EXPENSES

Eligible expenses include:
- Architectural drawings, fees for professional services, permits.
- Construction expenses.
- Expenses related to moveable features tools or equipment that are integral part of the overall project.

Organizations in City-owned or leased facilities are also eligible to apply. Any work done to existing facilities must be in accordance with the terms and conditions stated in the lease with the City, e.g., organizations will only be permitted to make capital improvements to areas that are within the lessee's responsibility. Note that any capital project in a City-owned or leased facility will be subject to final approval by the City's Facilities department.

INELIGIBLE PROJECTS OR EXPENSES

Social Policy Capital grants may **NOT** be used to fund any of the following expenses:
- Any work that is already underway or completed prior to submission of application. Grants are required Council approval. So ensure to apply before you start your project. Please contact a social planner for further clarification.
- Construction deficits.
- Regular maintenance.
- Repairs, maintenance or work that is the responsibility of the landlord, as stated in the lease.
- Operations or administrative costs (e.g. staffing costs)
- Stand-alone, non-integral movable equipment such as furniture, computer software, audio system etc. *Note: if your project is to address critical accessibility needs, please contact our staff. Exceptions are at the discretion of the Managing Director of Social Policy & Projects*.
- Capital projects for arts or cultural organizations that may be eligible under the City of Vancouver Cultural Spaces Grant Program:
(See https://vancouver.ca/people-programs/cultural-spaces-grant-program.aspx)
- Recoverable taxes (GST in BC): the City will only support net project costs after tax credits/rebates that Non-Profit Organizations may be able to receive/recover on the related capital project costs.

APPLICATION INTAKE

Application intake: applications are open throughout the year, subject to available funds, and can be submitted through VanApply.

Council decision dates posted on our website are for expected funding confirmation. Please submit your complete application by the dates suggested on the website if you wish to have your application recommendation brought to Council for decision on those decision dates.

REVIEW PROCESS AND ASSESSMENT CRITERIA

Applications are reviewed and assessed by a committee. Committees include staff from across City departments. Staff present recommendations to City Council where final funding decisions are made.

Applicants are notified via email of staff recommendations in writing prior to the Council meeting at which Council considers the grant recommendations. Following the City Council meeting, applicants will be notified of City Council's decision. The report will be available on the City's website on the Council Meetings page.

The following factors will be taken into account in reviewing applications:

- Types of projects
- Priorities for social spaces that address the needs of disproportionately impacted population as outlined in Spaces to Thrive
- Alignment with other City's priorities as outlined above in the Information Guide
- Organizational health
- Size of organization
- Organization financial needs and support from other sources
- Cost of project
- Length of lease (if facility not owned by applicant)
- Amount of grant requested in the context of available funds

COST SHARING

The Medium Capital Grant 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 other government grant programs, the private sector, trusts, donations, cooperatives, applicant's own reserves and in-kind contributions.

In general, the City's contribution should not exceed 50% of the total eligible project cost and is in a range of $25,001 and $50,000. If you have a substantial and critical capital project that require a grant of more than $50,000, or if you have other exceptional circumstances that's challenging to secure additional funding, please contact us to discuss before application deadline. Exceptions may be made for organizations or projects that meet the following conditions:

- Organization operating budget is less than 2M
- Demonstration of financial needs (e.g., small organization, small reserve)
- Demonstration of project urgency (e.g., health & safety compliance, accessibility needs, climate change adaptations, etc.)
- Demonstration of space priority alignment with Spaces to Thrive, as outlined above under "**Priorities**" section.

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. Letter of funding confirmation is required before the 1st half of City grant is released. The 2nd /final half of the grant will be released upon project completion and receipt of project final report back.

Exceptions are at the discretion of the Managing Director of Social Policy & Projects.

PAYMENT SCHEDULE

Social Policy Capital grant payments will be based on the approved project budget, subject to the acquisition of all necessary permits.

If the City approves the grant, subject to the recipient meeting any conditions imposed by the City, the City will release 50% of the grant when the recipient confirms additional funding has been secured. The City will release the remaining 50% upon completion of the project and submission of a final report that includes all receipts and any other items requested by the City.

PROJECT REPORTING

Successful applicants have **three (3) years** from the date Council approves the grant in which to raise all necessary funding and complete the approved capital project. In a situation where a grant has been approved but grant conditions have not been met within three years, the allocated amount will be returned to the Social Policy Capital grants program budget for reallocation.

Grant recipients must provide the City with **updates on the status of the project at least twice a year**, and the Recipient must respond to any of the City's questions about the project.

A final report is required upon completion of project, and is submitted via VanApply. It includes:
- A brief project summary
- Copy of all receipts/invoices related to the capital project
- Summary of expenses/receipts tally showing detailed transactions/accounting of the constructions within the project completion timeline.
- Photos of the completed project, and/or promotional materials highlighting the new space/facility/components (if available).
  - Copy of the feasibility report if the City's grant funded a planning study.
- Copy of occupancy permit (if applicable)

HOW TO APPLY

All applications will be submitted through our online system called VanApply. For more information on how to get started with VanApply, you can find resources here: https://vancouver.ca/people-programs/vanapply-online-grant-application-system.aspx.

Note: before registering a new account, please confirm your organization does not have an existing account

The application will consist of following sections:

Application Tasks:	Content:
Pre-Application Questionnaire	Determines your eligibility for the Social Policy Capital Grants.
Organization Information	Basic information about your organization.
Outline of Work	Specific questions about the project for which you are seeking funding.
Project Estimate	The proposed project budget including two quotes.
Supporting Documents Required	- A copy of the Lease Agreement and a letter of authorization from the landlord/ property owner authorizing the proposed project **MUST** be included if the property is not owned by the applicant. - Two quotes from professional contractors/ vendors. - Project budget. - Organization budget: audited financial statements for the most recently completed fiscal year. - List of Board of Directors. - Minutes of the most recent AGM. - Minutes of the most recent Board Meeting. - Organization's By-laws/Constitution (New Org Only or significant changes since last submitted). - Incorporation Document (New Org Only) - Letters of funding sources (optional) - Organization's Policy on Diversity (optional)

Application Tasks:	Content:
	• Annual Report (optional)
Agreement	At least one person who has the legal authority to sign documents on behalf of your organization must sign the application.

Please ensure you have all required documents at hand to upload, as you will be unable to submit an incomplete application.

In alignment with the City's ongoing work in reconciliation, equity, and accessibility, we are available to support you in the application process. Should you require this support, please reach out to a social planner via phone or email listed below.

ADDITIONAL RESOURCES OUTSIDE OF COV

If you are applying for IT or technology needs (ie. Computers, software), you may find the following resources useful:
- Workplace accessibility needs for individuals with disabilities: Neil Squire
- Computers for schools, low-income students, those on income assistance, or on disability assistance: BC Technology for Learning Society
- Donated and discounted tech software: TechSoup

Other capital funding sources that may interest you:
- Capital grant requests in the Downtown Eastside: Downtown Eastside Grants Program
- BC Community Gaming Grants: Capital Project Grants
- Central City Foundation
- United Way Grants

Accessibility Grants
- Accessibility Projects Grants
- BC Accessibility Hub

QUESTIONS?

If you have any additional questions, please reach out to Kim Lu at kim.lu@vancouver.ca or socialpolicygrants@vancouver.ca.