

2022 Renter Services Grants Application Package

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PRE-APPLICATION QUESTIONS

All questions are mandatory unless otherwise indicated.

Please complete the pre-application questions to confirm eligibility for the **Renter Services Grants Program**.

PRE 1.1

Please confirm that the project seeking funding is not on the list of ineligible programs/services outlined on our Information Guide.

PRE 1.2

Please confirm that Organization's Board meets all of the criteria below:

- Organization has an independent, active governing body composed of volunteers.
- No staff member can be a voting member of the Board or Executive.
- Board must have at least 3 members.

PRE 1.3

The organization must demonstrate accommodation, welcomeness and openness to people of all ages, abilities, sexual orientations, gender identities (including trans, gender-diverse and two-spirit people), ethnicities, cultural backgrounds, religions, languages, under-represented 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.

PRE 1.4

The organization should not act in the capacity of a funding body for, or make grants to any other group or organization.

PRE 1.5

City-funded projects must be delivered to Vancouver renters.

Note:

- Once you submit your application and supporting attachments, they become public documents.
- Information provided may be used for statistical reporting purposes.
- The City reserves the right to apply other evaluation criteria as it deems relevant.

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ORGANIZATION INFORMATION

All questions are mandatory unless otherwise indicated.

SECTION 1.0 | ABOUT THE ORGANIZATION

SP 1.1 Organization's Common Name

The name the organization generally operates under (not necessarily the Registered Organization Name)

SP 1.2 Are you being hosted by another organization?

Hosting is also sometimes called fiscal sponsorship, and indicates when an organization with established administrative skills helps another organization with administrative, financial and governance tasks. In some cases, the hosting organization may be the legal applicant for the grant.

- Yes
- No

SP 1.3 Has your organization updated or significantly changed its by-laws in the past year?

- Yes
- No

SECTION 2 | BOARD INFORMATION

SP 2.1 Voting Board Members

Does your organization prevent staff members from voting on the board?

- Yes
- No

SP 2.2 Board Term Limits

Do your organization's by-laws include term limits for board directors?

- Yes
- No

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SP 2.3 Community

Does your organization's board include representatives from the population you are mandated to serve?

- Yes
- No

SP 2.4 Performance Review

Does the board have a formal annual performance review process in place for the Executive Director/Senior staff person?

- Yes
- No

SP 2.5 Reserve Policy

Does your organization have a formal operating reserve policy endorsed by the Board of Directors?

- Yes
- No

SP 2.6 Strategic Plan

Does your organization have a current strategic plan?

- Yes
- No

SP 2.7 Diversity, Equity and Inclusion

Does your organization have internal Diversity, Equity and Inclusion policies or statements for your workforce and volunteers?

- Yes
- No

I consent to receiving emails from the City of Vancouver about grants and other updates. I understand that I may unsubscribe from the City's email list at any time by clicking the unsubscribe button at the bottom of each email.

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APPLICATION

All questions are mandatory unless otherwise indicated.

Please ensure to read the 2022 Renter Services Grants [Information Guide](#) before proceeding.

SECTION 1 | GENERAL INFORMATION

APP 1.1

Is your organization also applying for Core Support Grants (formerly DSS) through the Social Policy and Projects Division?

- Yes
- No

RSG APP 1.2

Did your organization receive a 2021 Renter Services Grant?

- Yes
- No

RSG APP 1.3

Main Contact for This Grant Application

- First name
- Last name
- Title
- Telephone
- Email

RSG APP 1.4

Project Name

RSG APP 1.5

BRIEF Program Description

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Please note this is the only text box in this application that has a word limit.

Max 50 words.

RSG APP 1.6

2022 Grant Request

- Total 2022 Project Budget \$

- 2022 Grant Request \$

SECTION 2 | 2022 PROJECT DESCRIPTION

RSG APP 2.1

Please describe the project for which you are seeking 2022 Renter Services funding, including the community gap/need your project addresses and the intended positive impact your project will have on the community it serves.

RSG APP 2.2

If you would like to share a story of an individual or group that exemplifies the identified gap, please include it here. (Optional)

A story can provide staff with more information about challenges that renters face in Vancouver and the need for your project, however providing a story is not mandatory.

If you are including a story, please keep the following guidelines in mind:

- Ask for the group or individual's permission to use their story.
- Ensure that there is no information included that would identify those involved.
- If the story is about an individual, use a pseudonym and be sure that you have altered or removed any specific information that might lead others to be able to identify that person.

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- Make sure the focus of the story is clear and related to the gap your project intends to address.
- Provide context: Why is the gap or challenge the individual or group faced significant?
- Review the story with the individual or group before including it with your application.

RSG APP 2.2a

We confirm that the names used in the story above are pseudonyms and that all specific identifying information has been altered/removed.

- We confirm

RSG APP 2.3

Please describe how this project addresses the intent and priorities of the Renter Services Grants.

(see [Information Guide](#))

RSG APP 2.4

Please describe how this project will augment and enhance the work your organization does to support Vancouver renters.

(see [Information Guide](#))

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SECTION 3 | PROJECT RESPONSIVENESS

RSG APP 3.1

Upcoming Project Activities for 2022

City staff understand that all non-profits are operating under great uncertainty because of the pandemic, and that this can make planning very challenging. We appreciate that planned activities may differ from actual outputs, but ask you to identify the specific activities that potentially will be funded by this grant.

What are the key activities and outputs you plan to support with this grant in the upcoming year?

- **Proposed 2022 ACTIVITIES** (Example: Provide information on residential tenancy law to low-income renters)
- **2022 OUTPUTS** - *expressed as numbers* (Example: 5 workshops for 25 participants each)

Proposed 2022 ACTIVITIES	Proposed 2022 OUTPUTS
1.	
2.	
3.	
4.	
5.	

RSG APP 3.2

In this section, we are interested in learning about how you plan to shape your project, and how you plan to continue to receive and incorporate feedback about your programming.

Please describe the methods you intend to use to design and gain input into the effectiveness of your project.

We are interested in learning about:

1. Whom you intend to consult (e.g. project participants, elders, peers or community advisors, research, etc.);

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2. Techniques you intend to use to review your project; and,
3. How often you intend to use those techniques (e.g. yearly survey).

SECTION 4 | NUMBER AND DEMOGRAPHICS OF PARTICIPANTS

RSG APP 4.1

Please provide the number of individuals who are anticipated to access or benefit from this project:

Note: If you anticipate that a person will participate more than once in the same project activity, count that person only once.

- Anticipated number of individuals using project in the coming year
- Percentage of those individuals who are living in Vancouver %

RSG APP 4.2

The next question asks about the individuals your project intends to support and explores the intersections of race, gender, income and other factors to help us understand the population(s) that you intend to serve. This information will be used for aggregated statistical purposes only, and will not be used to report out on any one project.

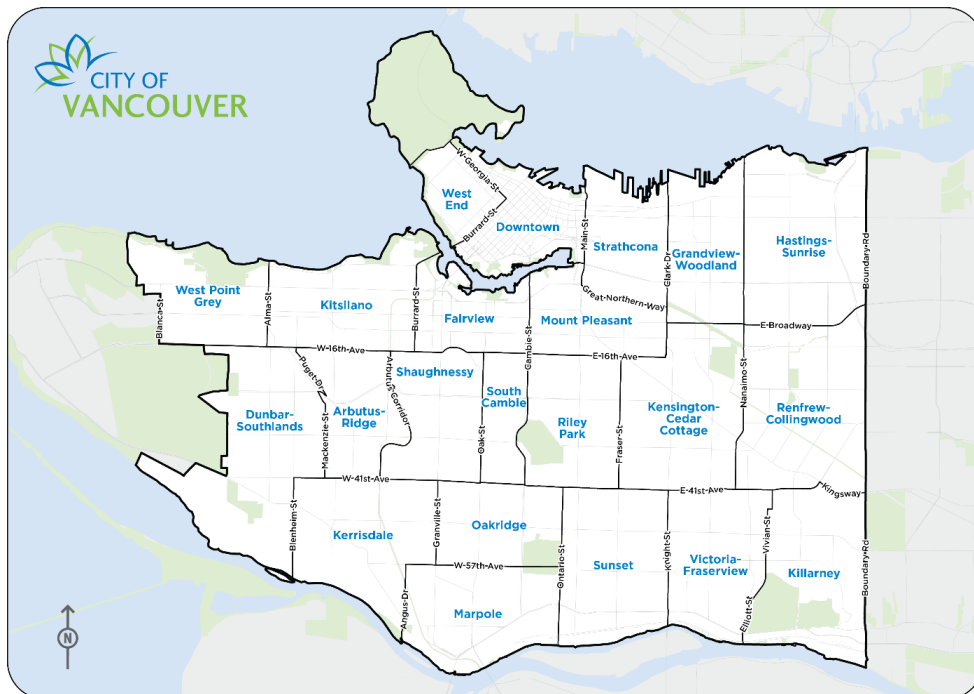
To the best of your ability, please describe the renter groups this project intends to serve and/or engage.

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For example, seniors, youth, families, people who identify as Indigenous, people who identify as Black, people whose first language is not English, etc. Please provide as much information as needed in order to show how the population(s) your project will serve are positioned based on their intersecting identities of race, gender, income and other factors.

RSG APP 4.3

Please list the geographic neighbourhood(s) of Vancouver that your project intends to serve.



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- Arbutus-Ridge
- Downtown
- Dunbar-Southlands
- Fairview
- Grandview-Woodland
- Hastings-Sunrise
- Kensington-Cedar Cottage
- Kerrisdale
- Killarney
- Kitsilano
- Marpole
- Mount Pleasant
- Oakridge
- Renfrew-Collingwood
- Riley Park
- Shaughnessy
- South Cambie
- Strathcona
- Sunset
- Victoria-Fraserview
- West End
- West Point Grey
- All neighbourhoods
- Other subareas (including DTES, Chinatown, etc.)

SECTION 5 | PARTNERSHIPS & NETWORKS WITH OTHER NON-PROFITS

RSG APP 5.1

Work with Other Organizations

Partnerships and networks amplify impact of a project. By working closely and collaboratively with other organizations, projects can leverage resources, knowledge and skills, while ensuring that projects complement each other and do not lead to duplication.

- **Name of Organization:** Please identify up to five local organizations or networks that your organization works closely with to serve your clients.
- **Nature of your Relationship:** Please describe how your project will actively work with this organization or network and how this will impact services for your participants.

Name of Organization	Nature of Relationship and It's Impact

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1.	
2.	
3.	
4.	
5.	

SECTION 6 | ALIGNMENT WITH COUNCIL DIRECTION

RSG APP 6.1

Council Direction to Support Vancouver Renters

Renter Services grants reinforce Council priorities to support and advocate for the needs of Vancouver renters.

Renter Services grants are investments that contribute to improving rental housing outcomes for renters in Vancouver. They support non-profit community-based projects and 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 and advocate for renters.

Which of the following Council priorities and outcomes for renters are you attempting to influence with this project?

Renters understand their rights:	Renters know and understand their rights and what impacts them as renters under municipal and provincial jurisdiction.
Renters pursue their rights:	Renters assert their legal rights under the Residential Tenancy Act and are assisted and empowered to dispute and fight evictions.
Renters have security of housing:	Renters who face barriers to maintaining their tenancies are supported to remain housed or to find alternative affordable rental housing.

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Please indicate which priority/priorities your project will address. If addressing more than one priority, please rank them 1, 2 and/or 3 accordingly. If addressing only one priority, please select 1.

- Renters understand their rights
- Renters pursue their rights
- Renters have security of housing

SECTION 7 | FAIRNESS AND EQUITY

In July 2021, City of Vancouver adopted 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 is an internal document that will shape how the City, as an employer and policymaker, provides additional supports for equity-seeking groups in order to advance fair conditions for all people. For more information about the City's approach, we invite you to read more about the many steps that the City of Vancouver is taking to address racism and inequality here: <https://vancouver.ca/people-programs/equity-diversity-inclusion.aspx>

Equity recognizes that people are positioned differently in our communities, based on their intersecting identities such as race, class, gender, gender expression and sexual orientation, ability, immigration, among others. City policies and practices disproportionately impact communities that are situated within these intersections. Therefore, equity seeks to remove barriers embedded in our policies and practices and provide appropriate resources and supports needed for each community to prosper.

With the development of these guiding equity principles, our grant programs will be increasingly aligned with them to better support groups that have traditionally been excluded.

The next question asks you to think about your own organization and its internal practices.

RSG APP 7.1

Please describe how you apply an equity lens internally to your own organization.

This could include how you identify and address any disparities, such as the racial and gender diversity of your leadership and staff, or how you apply equity principles when designing your projects or programs, or when engaging with equity seeking groups.

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SECTION 8 | FINANCIAL INFORMATION

RSG APP 8.1

Grant funding

Please provide a description and breakdown of how your organization intends to use Renter Services grant funding for this project (e.g. staff wages, administration, other project costs).

RSG APP 8.2

Will staff position(s) be funded by this grant?

- Yes
- No

RSG APP 8.2a

Please attach job descriptions for any positions to be funded by this Renter Office grant.

RSG APP 8.3

You received a grant for this project last year, are you requesting an increase in funding of greater than 2%?

- Yes
- No

RSG APP 8.3a

If yes, please provide the following:

- A rationale for the increase, including COVID-related issues; and,

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- SPECIFIC details about how the increase in funding would impact service, e.g. number of people served; type of service delivered; impact on participants; new positions and/or additional hours, and/or wage increases.

SECTION 9 | SUPPLEMENTARY INFORMATION

RSG APP 9.1

Has your organization been supporting or advocating for renter needs for at least 18 months?

- Yes
- No

RSG APP 9.2

Has your organization been operating for 18 months or longer?

- Yes
- No

RSG APP 9.3

If your organization has been impacted by the COVID-19 pandemic, please describe how. (Optional)

Something you might want to share include: how your organization has adapted its services, any increases/decreases in demand, impact on revenue and expenses, impact on staff and volunteers, or specific impacts on the population you serve.

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SECTION 10 | CONTEXT AND FEEDBACK (Optional)

RSG APP 10.1

Additional Information (Optional)

Please use this space to share any additional information about your program, organization, or operating environment. This might include successes or challenges from the past year or anticipated for the next, and/or trends in your neighbourhood.

RSG APP 10.2

Application Feedback (Optional)

- Approximately how many hours did it take you to complete this application?
- If you have feedback on any aspect of the grants process, please provide it here. We value your input and are working to improve how we deliver our granting programs.

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PROGRAM/PROJECT BUDGET

All questions are mandatory unless otherwise indicated.

RSG BUDGET 1.1

Your organization's fiscal year: (e.g., Apr/20- Mar/21)

RSG BUDGET 1.2

Anticipated Project Start Date

RSG BUDGET 1.3

Anticipated Project End Date

PROJECT REVENUE

Source of funds, including in-kind donations and contributions from partners. List each individual revenue source, e.g., specific Provincial Ministries, Federal Departments, Foundations, etc.

- 2021 Actual* - 2021 Actual or Projected (leave blank if not relevant)
- Difference* - Explain Difference Between 2021 and 2022 Budget (+ or -)

Use the arrows to expand each box and see the full text inputted.

Do Not use commas in numbers

Source of Funds	2021 Actual*	2022 Proposed	In Kind?	Status	Explain Difference*
1.					
2.					
3.					
4.					

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5.					
6.					
Total					

City of Vancouver Renter Services Grants

Source of Funds	2021 Actual*	2022 Proposed	In Kind?	Status	Explain Difference*
1.					

PROJECT EXPENDITURES

Description, including salaries + benefits, project expenses, admin expenses, other

- 2021 Actual* - 2021 Actual or Projected (leave blank if not relevant)

Use the arrows to expand each box and see the full text inputted.

Do Not use commas in numbers

Description of Expense	2021 Actual*	2022 Proposed	Notes
1.			
2.			
3.			
4.			
5.			
6.			
Total			

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PROGRAM SURPLUS/DEFICIT

A surplus is the revenue remaining within an organization’s budget that is in excess of the organization’s expenditures in any one fiscal year. If an operating surplus is carried to the next year, it falls into the category of accumulated surplus.

A deficit is an excess of liabilities over assets or expenditures over revenue.

2021 Actual or Projected	2022 Proposed
Auto calculated by the system	Auto calculated by the system

RSG BUDGET 1.4

Please list below any staff positions which are to be filled in whole or in part by the City's Renter Services Grants. (Optional)

2021 City of Vancouver Renter Services Grant as % of 2020 total proposed project revenue: *Auto Calculated by the system*

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MID-YEAR REPORT BACK

The Mid-year Report Back is an opportunity for applicants to update the Renter Office staff about the status of their 2021 Renter Services Grants funded project. You will need access to your 2021 application (Form 2). If you need help accessing your 2021 application, please contact us at renteroffice@vancouver.ca

We understand that projects may be at varying stages of implementation as a result of the pandemic. You need to answer only those questions that are relevant to your project's stage of implementation.

1. CONTACT INFORMATION

RSG REP BACK 1.1

Name of the project funded by 2021 Renter Services Grant

RSG REP BACK 1.2

Main Staff Contact for the Project:

- First name
- Last name
- Title
- Telephone
- Extension (OPTIONAL)
- Email

2. IMPACTS OF COVID-19 (Optional)

RSG REP BACK 2.1

If your project which was funded by 2021 Renter Services Grants been impacted by the COVID-19 pandemic, please describe how. (Optional)

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3. UPDATE ON PROPOSED ACTIVITIES AND OUTPUTS

City staff understand that all non-profits are operating under great uncertainty because of the pandemic, and that your organization may have been able to implement all, some or none of your proposed activities outlined in your 2021 Renter Services Grants Application Form 2, or may have had to alter your activities to respond to the pandemic. We appreciate that planned activities may differ from actual outputs, and ask you to provide a summary of project activities and status update of actual outputs to date.

RSG REP BACK 3.1

Status Update of Actual Outputs

Since project began on

RSG REP BACK 3.2

Report Back Table

The first two columns should be copied directly from the Activities table in Section 3 of last year's application. In the final shaded column please indicate the outputs that your program actually achieved since your project began.

- Previous Year's Activities (copy directly from Section 3 in last year's application)
- Proposed Outputs (copy directly from Section 3 in last year's application)
- Status Update of Actual Outputs (Since project began on above date inputted)

Previous Year's Activities	Proposed Outputs	Status Update of Actual Outputs
1.		
2.		
3.		

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4.		
5.		

RSG REP BACK 3.3

Would you like to add in a narrative as well as the above table?

- Yes
- No

RSG REP BACK 3.3a

If yes, please provide a summary of project activities and outputs since your project began.

4. FAIRNESS AND EQUITY

In July 2021, City of Vancouver adopted 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 is an internal document that will shape how the City, as an employer and policymaker, provides additional supports for equity-seeking groups in order to advance fair conditions for all people. For more information about the City’s approach, we invite you to read more about the many steps that the City of Vancouver is taking to address racism and inequality here: <https://vancouver.ca/people-programs/equity-diversity-inclusion.aspx>

Equity recognizes that people are positioned differently in our communities, based on their intersecting identities such as race, class, gender, gender expression and sexual orientation, ability, immigration, among others. City policies and practices disproportionately impact communities that are situated within these intersections. Therefore, equity seeks to remove barriers embedded in our policies and practices and provide appropriate resources and supports needed for each community to prosper.

With the development of these guiding equity principles, our grant programs will be increasingly aligned with these them to better support groups that have traditionally been excluded.

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The next question asks about the individuals your project has supported since it began, and explores the intersections of race, gender, income and other factors to help us understand the population that you serve. This information will be used for aggregated statistical purposes only, and will not be used to report out on any one program.

RSG REP BACK 4.1

To the best of your ability, please describe the renter groups this project has served to date.

For example, seniors, youth, families, people who identify as Indigenous, people who identify as Black, people whose first language is not English, etc. Please provide as much information as needed in order to show how the population(s) your project serves are positioned based on their intersecting identities of race, gender, income and other factors.

5. NUMBER AND DEMOGRAPHIC OF PARTICIPANTS

We recognize that the number of individuals served by the project for which you received a 2021 Renter Services grant may be difficult to report because of impacts related to the pandemic.

RSG REP BACK 5.1

How many individual renters in Vancouver have participated in the project since it began?

Note: If a person participates more than once in the same program activity, count that person only once.

How many individual renters in Vancouver have participated in the project since it began?

What percentage of those individuals live in Vancouver?

%

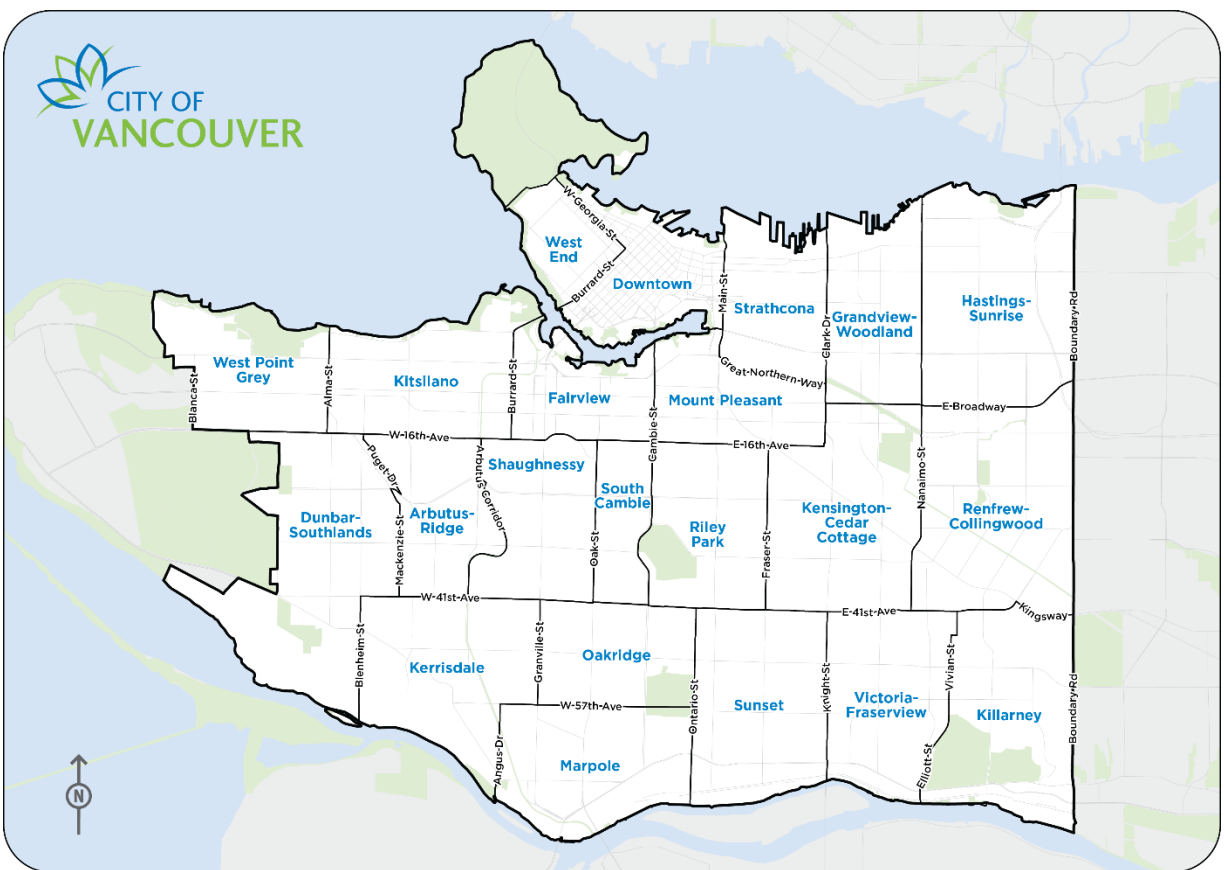
RSG REP BACK 5.2

If not described previously, please comment on the changes in numbers of individuals served by this program because of the pandemic. (Optional)

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RSG REP BACK 5.3

What geographic neighbourhoods in Vancouver has your project served to date?



- Arbutus-Ridge
- Downtown
- Dunbar-Southlands
- Fairview
- Grandview-Woodland
- Hastings-Sunrise
- Kensington-Cedar Cottage
- Kerrisdale

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- Killarney
- Kitsilano
- Marpole
- Mount Pleasant
- Oakridge
- Renfrew-Collingwood
- Riley Park
- Shaughnessy
- South Cambie
- Strathcona
- Sunset
- Victoria-Fraserview
- West End
- West Point Grey
- All neighbourhoods
- Other subareas (including DTES, Chinatown, etc.)

RSG REP BACK 6.1

6. STORIES OF CHANGE

Please provide one story of a change that has occurred for an individual or group since your project began as a result of the project for which you received 2021 Renter Services Grant funding. These stories offer an opportunity to provide more in-depth information about the changes that occur for the people that you serve as a result of your work.

When you are writing the story, please keep the following guidelines in mind:

- Ask for the group or individual's permission to use their story.
- Ensure that there is no information included that would identify those involved.
- If the story is about an individual, use a pseudonym and be sure that you have altered or removed any specific information that might lead others to be able to identify that person.
- Make sure the focus of the story is clear and related to the funded project.
- Describe the actions taken by the funded project that influenced change/generated impact.
- Tell us what impact/change the participant(s) experienced as a result of the project.
- Provide context: Why is the change that occurred meaningful?
- Review the story with the individual or group before including it with your application.

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RSG REP BACK 6.1a

We confirm that the names used in the story above are pseudonyms and that all specific identifying information has been altered/removed.

- We confirm

RSG REP BACK 7.1

7. WORKING WITH OTHER ORGANIZATIONS

To date, what partnerships and networks have you worked with on this project, and how have these partnerships impacted services to your participants?

RSG REP BACK 8.1

8. INNOVATION AND SERVICE ENHANCEMENT

One of the goals of Renter Services Grants is to inspire non-profits to develop innovative ways to augment and enhance the work they do to support Vancouver renters. Please explain how the project funded by your 2021 RS grant has been innovative and enhanced your services to renters since it began.

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DOCUMENT UPLOADS

- Board of Directors List
- Financial Statements
- Most Recent Annual General Meeting Minutes
- Most Recent Board Meeting Minutes
- Annual Report (if available)
- Incorporation Documentation (*Only for new organizations*)
- Org By-Laws/Constitution (*Only for new organizations*)
- Organization's Policy and Diversity (if available)