

## SCCHOOL FOOD GRANT INFORMATION GUIDE

### **Deadline: Friday April 22nd, 2022 at 4:30 pm**

This guide provides information about the objectives, criteria and application process for the School Food Grant program. School Food Grants are one of many grant streams offered by the City of Vancouver. Information about other social grant programs can be found on the City's web page at:

[www.vancouver.ca/people-programs/community-grants](http://www.vancouver.ca/people-programs/community-grants)

### **INTRODUCTION TO SCHOOL FOOD GRANT PROGRAM**

School Food Grants provide funding for healthy, school-day meals for children. In December 2014, Vancouver City Council unanimously adopted a motion asking City staff to identify funds in the operating budget to expand access to healthy foods for school-aged children. Since then, the City of Vancouver has allocated funds to support meal programs through the Vancouver School Board and community partners.

#### **School Food Grant Priorities**

Vancouver City Council has advocated to senior levels of government for a cost-shared universal health school food program that ensures all school children learn basic food skills and have access to healthy, nutritious meals every day to support classroom learning and to model healthy eating. Until such a program is in place, the City has allocated transitional funding in support of local non-profits and school communities to pilot and implement programs to meet this need.

The School Food Grant funds efforts that provide school-day meals to students in or adjacent to Vancouver school settings. In particular, programs must:

- Provide healthy, nutritious, culturally appropriate school-day meals for children attending Vancouver schools in a non-stigmatizing manner;
- Pilot approaches and food service models that reflect and respect the local context of the school, and build on local knowledge, skills and relationships;
- Support the principles, goals, and actions of the Vancouver Food Strategy and aim to address issues such as food access, diversity of voices and inclusion, and resilience; and
- Align with the vision and principles of the [Coalition for Healthy School Food](#), whose work was endorsed by Vancouver City Council in 2020.

Priority consideration is given to services or programs that:

- Align with the [Social Policy Grants Statement of Intent](#);
- Reinforce or support the goals of the [Healthy City Strategy](#) with a specific focus on the following goals:
  - Environments to Thrive In
  - Active Living and Getting Outside
  - Feeding Ourselves Well
  - Being and Feeling Safe and Included
  - Cultivating Connections
  - Making Ends Meet and Working Well
- Focus primarily on access to school meals in ways that foster a positive food environment;
- Focus primarily on students of Vancouver schools, with opportunities to connect resources to teachers and student families;

Given the wide variety of project or program types that could potentially be supported by School Food Grants, the grant program does not specify a set goal or benchmark for the number of individuals to be served by the program. However, applicants must demonstrate that the scale of program makes a noteworthy impact on the community and that costs associated with meal provision are in line with other school meal programs.

## Eligibility

To be eligible to receive a School Food Grant, an organization must meet the following criteria:

- Obtain the expressed permission of the Vancouver School Board (VSB) to operate in their facility OR in partnership with VSB to offer programming on an adjacent site;
- 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; OR deemed by Vancouver City Council to be an organization contributing to the health or welfare of the City;
  - 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.
- 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, 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;
- Have an independent, active governing body composed of volunteers. The by-laws 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; and,
- 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.**

## **Ineligible Work and Program Expenses**

- Time-limited projects (planned operations of three years or less), or programs and/or organizations in the ideas or early development stage (18 months of operation or less)
- Food recovery or food rescue operations, including sorting, driving, and distribution;
- Those which fall wholly or primarily within the mandate of other government departments, e.g. (but not limited to):
  - Direct healthcare programs (such as health self-help groups, health information programs, medical treatment, maintenance or rehabilitation programs);
  - Employment training leading to certification;
  - Initial settlement programs.
- Programs which are primarily recreational (formal recreation programs such as clubs/groups or teams), or educational (formal education leading to a credential);
- Travel expenses, attendance at, or fees for, conferences, workshops or other forms of training;
- One-on-one counselling with licensed psychologists, social workers or registered clinical counsellors;
- Delivery of conferences;
- Transportation expenses, except those that allow users or potential users to access services;
- Legal fees;
- Payment of: City property taxes; capital expenses, operating or capital deficits;
- Act in the capacity of a funding body for, or make grants to any other individual, group or organization;
- Programs directed to the preservation of any particular ethnic or cultural heritage, except in instances for Reconciliation initiatives;
- Research.



Exceptions to the above may be approved at the discretion of the Managing Director of Social Policy & Projects.

## APPLYING FOR A PROGRAM THAT WAS NOT FUNDED THROUGH A PREVIOUS APPLICATION?

**Talk to a planner!** All new applicants are asked to contact a grants planner to discuss applications prior to submission. Applicants that were not successful in the previous year are also asked to contact a grants planner if you are considering applying again. This short phone call will ensure applicants are eligible and will be an opportunity to walk through the process, provide tips and answer questions.

**Social Policy Grants Contact Information:**  
Phone: 604.871.6027  
Email address: [socialpolicygrants@vancouver.ca](mailto:socialpolicygrants@vancouver.ca)

### Changes in 2022:

A number of changes have been made for 2022 to ease the administrative burden of the application process, and to allow grantees more flexibility in the use of grant funds.

- 1. Unrestricted budget.** Grant funding will be unrestricted except for the restrictions noted above (see **Ineligible Programs and Program Expenses**). Applicants are still required to submit a program-specific budget(s). This change allows applicant organization that as a whole might be considered ineligible (e.g. meal programs), but they are operating a program that may be eligible (e.g. community kitchens and food growing workshops).
- 2. The choice to apply for more than one program within one application.** If applicants are planning to apply for more than one program, they can now make one application for the combined total amount, rather than making separate applications for each program (applicants can still choose to make separate applications for separate programs if they prefer).
- 3. Organization budget forms (using a city template) will no longer be required.** Instead, organizations will be asked to submit their own financial statements (audited or reports to the board).
- 4. Applications will now be accepted twice per year:** spring and fall intakes. See website for details: [www.vancouver.ca/people-programs/community-grants](http://www.vancouver.ca/people-programs/community-grants)
- 5. Word limits have been removed from all fields, except one.**
- 6. Applications will be submitted online:** printed copies or emailed applications will no longer be accepted.

### Fairness and Equity

Social Policy Grants Contact Information:  
Phone: 604.871.6027  
Email address: [socialpolicygrants@vancouver.ca](mailto:socialpolicygrants@vancouver.ca)



School Food Grants provide funding that addresses inequity and mitigates conditions that create barriers to equity for residents of Vancouver. Throughout the application applicants are encouraged to link their work directly to achieving this goal.

The City of Vancouver has 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 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:

[www.vancouver.ca/people-programs/equity-diversity-inclusion](http://www.vancouver.ca/people-programs/equity-diversity-inclusion)

## HOW TO APPLY

All applications are now being accepted online via *VanApply*. Rather than forms, required information will appear as tasks which include:

- Organization Information
- Nature of Work: Outlining the type and impact of the work to be supported by the application
- Program-specific budget: Applicants are asked to complete a simple table with high-level expenses and revenue line items. Alternatively, they may upload a document with requested budgeting information.
- Organization budget: Organizations will no longer be required to submit an Organization Budget using a city template. Instead, we will accept financial statements for the most recently-completed fiscal year (i.e., audited, review engagement, notice to reader).
- Additional supporting materials are required are as follows:
  - Annual General Meeting minutes
  - Annual Report (if available)
  - Board of Directors List
  - Incorporation Documentation
  - Minutes of the Most Recent Board Meeting
  - Organization By-law/Constitution
  - Organization's Policy on Diversity (if available)

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

If you have questions or need assistance completing your application, please do not hesitate to contact us. Contact details are below.

## Timeline and Review Process

Social Policy Grants Contact Information:  
Phone: 604.871.6027  
Email address: [socialpolicygrants@vancouver.ca](mailto:socialpolicygrants@vancouver.ca)



<b>Deadline</b>	April 22 <sup>nd</sup> , 2022 at 4:30 PM
<b>Staff Review</b>	May - June
<b>Recommendations to Council</b>	July 2022
<b>First Payments Released</b>	End of July/Early August 2022

Applications are reviewed and assessed by Social Policy staff using established criteria. If a reviewing planner has questions, they may contact an organization for clarification. Staff present recommendations to City Council, which must approve staff's funding recommendations. Applicants are notified of staff recommendations via email one week prior to the meeting at which Council considers the grant recommendations. As the review and recommendation approval process leading up to the final decision by Council is extensive, there is no appeal process for grant decisions.

### **Term of School Food Grants**

The term of a School Food Grant is three calendar years, starting from date of approval. Successful applicants will be provided their first instalment of 50% of annual funding allotment immediately following approval by Council (end of July/early August 2022), 100% for 2023, 100% for 2024, and 50% for the first half of 2025, for a total of three years.

Annual funding allocations will be dependent on submission of annual progress reports through VanApply AND subject to approval by Council for that year.

### **SOCIAL POLICY CONTACT INFORMATION**

**Phone: 604.871.6027**

**Email address: [socialpolicygrants@vancouver.ca](mailto:socialpolicygrants@vancouver.ca)**