2023 SOCIAL POLICY CAPITAL GRANT INFORMATION GUIDE

Deadline: Rolling Applications

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

PURPOSE

Social Policy Capital Grants provide grant support for **social infrastructure improvements that increase the capacity and accessibility of facilities** serving Vancouver residents who are experiencing compounding vulnerability factors and marginalization.

TYPES OF PROJECTS

Social Policy Capital Grants fund the following types of projects.

- **Health and Safety Upgrades:** Renovations or additions to existing facilities to comply with health and safety regulations, licensing or fire requirements, etc.

- **Improving or Expanding Services:** Renovations or additions to existing facilities to better deliver programs and serve clients. This may include structures that are integral to service delivery.

- **Planning or Feasibility Studies:** Hiring a consultant to research and draft a plan for future new construction and/or renovations related to organizational growth.

- **Accessibility Upgrades**: Supporting accessible services to the public and/or upgrading common workspaces with accessibility upgrades.

CHANGES IN 2023

In 2023, the call for small capital grants will remain **open all year round**. Grants of up to $25,000 may be awarded but generally range from $2000 to $25,000.

Priority will be given to projects or organizations that demonstrate:
- Budgets of less than $5 million dollars
- Alignment with the City of Reconciliation Framework and the City's commitment to equity and applied intersectionality goals, the Accessibility Strategy, and the Spaces to Thrive Social Infrastructure Strategy.

ELIGIBILITY

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, education, sports, recreational or religious programs and services.

ALLOWABLE EXPENSES FOR SOCIAL POLICY CAPITAL GRANTS

Eligible expenses include:
- Capital project planning or feasibility studies;
- Architectural drawings, fees for professional services, permits;
- Construction expenses; and,
- Movable expenses such as furniture, equipment and other depreciable assets that support the delivery of services and transitions to hybrid work-from-home models
  - If you are applying for IT or technology needs (ie. Computers), please refer to the following resources first before applying to the Social Policy Capital grants program:
    - 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](#)
    - Capital grant requests in the Downtown Eastside: [Downtown Eastside Grants Program](#)
    - Donated and discounted tech software: [TechSoup](#)

INELIGIBLE PROJECTS OR EXPENSES

Project cannot be funded retroactively, so ensure to apply prior to your project start date. Exceptions may be made for projects recently started. Please contact a social planner for further clarification.

Organizations in City-owned or leased facilities are 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.

Social Policy Capital grants may **not** be used to fund any of the following expenses:
- Construction deficits.
- Regular maintenance.
- Work already completed.
- Repairs, maintenance or work that is the responsibility of the landlord, as stated in the lease.

- 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)

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

DECISION MAKING CONSIDERATIONS

The following factors will be taken into account in reviewing applications:
1) Type of project, with priority given to:
   - Health and safety upgrades, including physical accessibility due to regulatory requirements (ranked as the highest priority)
   - Improved or Expanded Service
   - Planning or Feasibility study related to new construction and/or renovations.
   - Accessibility upgrades or supporting making services accessible
2) Alignment of programs and services with the Healthy City Strategy, the Spaces to Thrive Strategy, the Reconciliation Framework, the Equity Framework, and the Accessibility Strategy, and the Spaces to Thrive Strategy.
3) Organizational health
4) Financial support from other sources
5) Cost of project
6) Length of lease (if facility not owned by applicant)
7) Amount of grant request in the context of available funds

COST SHARING

The City's contribution to a project may cover 100% of total **eligible** expenses. Applicants may include their own reserves and in-kind contributions but are not required.

Note: Previous restrictions to secure 50% of the remaining funding from other sources or the applicant's own reserves was removed in the spring of 2022.

PAYMENT

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

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.

Once a grant is approved, 50% of the grant payment will be released, and the remaining 50% will be released upon completion of the project and submission of all receipts and permits.

ASSESSMENT

Applications are reviewed and assessed by Social Policy staff using standard criteria. Staff present recommendations to City Council where final funding decisions are made on two key dates: **July 25, 2023** and **December 12, 2023.**

Applications that fall outside of these dates will be considered on a rolling basis according to priorities and will be brought to Council for final decision in the next available report.

Applicants are notified via email of staff recommendations in writing prior to the meeting at which

Council considers the grant recommendations.

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: Please confirm your organization does not have an existing account before registering a new 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 include, if the property is not owned by the applicant. - Two quotes from 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) - 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.

QUESTIONS?

If you have any additional questions, please reach out to a Social Planner at 604-829-9394 or at socialpolicygrants@vancouver.ca. (Monday to Friday only)