

2021 SOCIAL POLICY CAPITAL GRANT INFORMATION GUIDE

Deadline: Friday, October 8, 2021 at 4:30 pm

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 matching grant support for social infrastructure improvements that increase the capacity of facilities serving Vancouver residents who are experiencing compounding vulnerability factors and the increasing impacts of marginalization.

Eligible projects include:

- **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 play structures in childcare centres, or other 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.

CHANGES IN 2021

In 2021 there will be two calls for Capital Grants. The first call was in April and the second call is now open. These calls are for **small capital grants of less than \$25,000 each**. The budget available for the second call is \$50,000.

Priority will be given to projects that demonstrate alignment with the [City of Reconciliation Framework](#) and the City's commitment to [equity and applied intersectionality goals](#).

ELIGIBILITY

Primary

An organization must:

- Be a registered non-profit society, community service co-op or social enterprise wholly governed by a non-profit and in good standing with the Registrar of Companies; OR a registered charity, in good standing with the Canadian Revenue Agency; OR a First Nations Band;
- Have an independent, active governing body composed of volunteers. No staff member can be a voting member of the Board or Executive.
- Have by-laws with provisions that no Board member can be remunerated for serving as a director.
- 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 access safe programs and services.
- Be in compliance with the [Canadian Charter of Rights and Freedoms](#) and the [British Columbia Human Rights Code](#);
- Not act in the capacity of a funding body for, or make grants to, other groups or organizations. Have the demonstrated functional capacity and sufficient financial resources to complete the project for which funding is sought.
- 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. The regular maintenance of City-owned or leased facilities will **not** be an eligible expense. *Note that any capital project in a City-owned or leased facility will be subject to final approval by the City's Facilities department.*
- Non-profit organizations are **not** eligible to apply for this grant if their primary purpose or activity is the provision of health care, education (excluding childcare or out of school care), sports, recreational or religious programs and services.

Project Eligibility

- The facility **must** be located in the City of Vancouver.

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 computers, furniture, equipment and other depreciable assets that support the delivery of services, if linked to a broader renovation and if the cost does not exceed 15% of the total grant being requested from the City.

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 to the above may be approved 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.
- 2) Alignment of programs and services with the [Healthy City 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 **will not exceed 50%** of total **eligible** expenses. Payment of Social Policy Capital grants will be contingent on the organization securing the remaining 50% of the funding from other sources, which could include the applicant's own reserves and in-kind contributions.

PAYMENT

Social Policy Capital grant payments will be based on the approved project budget, subject to confirmation of matching funding and 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 upon confirmation of funding from other sources; 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. Applicants are notified via email of staff recommendations in writing prior to the meeting at which Council considers the grant recommendations.

HOW TO APPLY

Application forms are available at <http://vancouver.ca/people-programs/capital-grants-program.aspx>.

The application package consists of four forms:

- **Form 1 – Organization Information** (Word)
- **Form 2 – Social Policy Capital Grant Project Information** (Word)
- **Form 3 – Social Policy Capital Project Budget** (Excel)
- **Form 4 – Organization Budget** (Excel)

Note that if your organization has submitted grant applications earlier this year, new versions of Forms 1 and 4 are not required.

Additional supporting materials are listed in the checklist found at the end of Form 2. Please review the checklist carefully as incomplete applications will not be considered. At least one person who has the legal authority to sign documents on behalf of your organization must sign the application.

Email your application to socialpolicygrants@vancouver.ca by **Friday, October 8th at 4:30 pm**.

QUESTIONS?

Please contact: Carmel Boerner, Social Planner at (604) 257-8763 or carmel.boerner@vancouver.ca (Monday to Thursday only)