SOCIAL POLICY - SOCIAL CAPITAL GRANTS INFORMATION GUIDE

This Info Guide provides information about the City of Vancouver Social Capital Grants that provide funding for **eligible Vancouver-based non-profit social serving organizations** to improve their facilities.

If your organization is seeking City's funding for **non-social serving spaces** (e.g. spaces for arts & culture, projects in supportive housing, etc.), you may want to explore the following capital grant programs:

- If your organization provides spaces for arts & culture, please visit the **Cultural Spaces Grant Program.**
- If your project is for supportive housing, please visi**t Supportive Housing Capital Grant program.**

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

For information about other community grants offered by the City, please visit :
www.vancouver.ca/people-programs/community-grants

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INTENT

The City of Vancouver Social Policy Capital Grants provides grants for **eligible Vancouver-based underline social serving spaces operated by non-profit social serving organizations**. The grants support social infrastructure upgrades that improve **health & safety, climate change adaptation & resiliency, accessibility, and capacity of existing facilities** serving Vancouver residents who are experiencing compounding vulnerability factors and marginalization.

SOCIAL CAPITAL GRANT STREAMS

The Social Policy Capital Grant program include two grant streams: Small Capital Grants and Medium Capital Grants. While both grant streams support similar types of capital projects (unless otherwise specified, see **ELIGIBLE PROJECTS** below), the grant amount and cost-sharing requirement are different.

A: Social Policy Small Capital Grants

Grants of up to $25,000 to provide capital funding for small-scale social infrastructure improvement projects. See eligible types of projects below. Cost-sharing is not required for this stream.

B: Social Policy Medium Capital Grants

Cost-sharing grants in the range of $25,000 to $50,000 for building-based social infrastructure improvement projects. See eligible types of projects below.

*__Exemptions for resilient retrofit projects__ – grants of up to $100,000 may be available for climate resilient retrofit upgrades. Cost-sharing is encouraged but not required.

Cost Sharing for Medium Capitan Grants

The Medium Capital Grants use 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 below 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

TYPES OF PROJECTS

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

- **Health and Safety Upgrades:** Renovations or upgrades to existing facilities to comply with health and safety regulations (e.g., licensing or building code requirements), or to increase the capacity or quality of an existing facility. For example, electrical or plumbing upgrades for improved functionality, kitchen renovation, stair safety, soundproofing, etc.

- **Climate Change Adaptation Retrofit Projects**: climate change related resilient retrofits for social infrastructure to address near-term needs related to extreme heat and poor air quality events. Examples of resilient retrofits:
    - Installing/replacing HVAC – stand-alone or structural system wide HVAC (e.g. portable AC, misting fans, and other moveable supports, full HVAC upgrades and infrastructure)
    - Installing heat pumps (as a preferred solution for cooling)
    - Shading (installation of awning)
        - Both manufactured and natural shading (e.g., tree planting or greening that can facilitate shade and outdoor cooling).
    - Purchase and or installation of air filters – central system or portable.
    - Replacing windows with low-solar-heat gain windows
        - Adding window treatments (outdoor shutters)
    - Purchase or installation of backup power systems (e.g., solar panels) to support electric cooling systems
    - "Cool Roofs" which represents green roofs and white roofs, i.e. painting dark roofs white to reflect away heat
    - Battery and solar PV
    - planning and design of a building resilient retrofit (climate change resilience assessment or planning project to access vulnerability and risk).
    - Other (E.G. innovative solutions such as those in this [UBC student report for DTES](#))

- **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.

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

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).

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.

- 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:
- Construction expenses.
- Consultant fees (for planning project), fees for professional services, architectural drawings/plan.
- Permit fees.
- Expenses related to moveable features tools, equipment that are integral part of the overall project.

For organizations in City-owned or leased facilities, 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.

WHAT IS NOT ELIGIBLE FOR SOCIAL CAPITAL GRANTS

We generally **DO NOT** provide Social Capital Grants for:

- Non-profit organizations that are NOT based in Vancouver and/or whose **primary purpose or program activity** is the provision of health care (e.g. medical treatment/recovery center), housing, arts & culture that are eligible under the [City of Vancouver Cultural Spaces Grant Program](#), education, employment training leading to certification, sports, recreational, or religious programs and services.

- 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.

- 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.

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:

- **Policy Alignments**:
  - Vibrant Vancouver: City Council's strategic priorities
  - Heathy City Strategy
  - Climate Change Adaptation Strategy
  - Resilient Vancouver Strategy
  - Spaces to Thrive: Vancouver Social Infrastructure Strategy
  - City of Reconciliation
  - Equity Framework
  - Accessibility Strategy.

- **Priority Projects and Spaces**: specifically, priorities will be given to the following types of projects and spaces that address the needs of disproportionately impacted population.

  - **Types of Projects**:
    - Health& safety upgrades to meet regulation requirements.
    - Accessibility upgrades.
    - Climate change adaptation retrofit upgrades to address extreme heat or poor air quality.

- o **Types of Social Serving 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

- **The size of Org**: organization with operating budgets of less than $5 million dollars.

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

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 FINAL REPORT BACK

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. The Recipient must return any unused portion of the Grant, for Projects that come in under budget.

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.

Application Tasks:	Content:
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) • 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.