



2024 SOCIAL POLICY SMALL CAPITAL GRANTS INFO GUIDE

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

If your organization is operated in the DTES, you may want to explore the [Downtown Eastside \(DTES\) Plan Grants Program](#).

Contents

- INTENT.....2
- TYPES OF PROJECTS.....2
- PRIORITIES2
- ELIGIBLE ORGANIZATIONS2
- ELIGIBLE EXPENSES3
- INELIGIBLE PROJECTS OR EXPENSES3
- APPLICATION INTAKE & COUNCIL DECISION DATES3
- ASSESSMENT AND DECISION MAKING CONSIDERATIONS4
- PAYMENT SCHEDULE.....4
- PROJECT REPORTING.....4
- HOW TO APPLY5
- ADDITIONAL RESOURCES5
- QUESTIONS?6

INTENT

Social Policy Small Capital Grants provide funding up to \$25,000 for small-scaled **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 Small 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.
- **Accessibility Upgrades:** Supporting physical accessibility upgrades to make structure/spaces accessible/or upgrading common workspaces with accessibility upgrades.
- **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.

PRIORITIES

Priority will be given to organizations or projects 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](#).

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;
 - 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.
- 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.

ELIGIBLE EXPENSES

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.

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.

INELIGIBLE PROJECTS OR EXPENSES

Social Policy Capital grants may **NOT** be used to fund any of the following expenses:

- 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.
- 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>)
- 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.

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

APPLICATION INTAKE & COUNCIL DECISION DATES

Application intake: applications are open throughout the year 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.

ASSESSMENT AND DECISION-MAKING CONSIDERATIONS

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 Council meeting at which Council considers the grant recommendations.

The following factors will be taken into account in reviewing applications:

- 1) Type of project, with priority given to:
 - Health and safety upgrades especially due to regulatory requirements, and physical accessibility upgrades to make structure/spaces accessible (ranked as the highest priority).
 - Improved or Expanded Service
 - Planning or Feasibility study related to new construction and/or renovations.
- 2) Priorities outlined above in this Information Guide
- 3) Organizational health
- 4) Organization financial needs and support from other sources
- 5) Cost of project
- 6) Length of lease (if facility not owned by applicant)
- 7) 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 to the Recipient. 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 REPORTING

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.

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 will be required upon completion of project. It includes:

- All receipts/invoices related to the 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. Project budget form can be downloaded HERE .
Supporting Documents Required	<ul style="list-style-type: none"> • 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.

ADDITIONAL RESOURCES

If you are applying for IT or technology needs (ie. Computers), 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](#)
- Capital grant requests in the Downtown Eastside: [Downtown Eastside Grants Program](#)
- Donated and discounted tech software: [TechSoup](#)

Other capital funding sources that may interest you:

- [BC Community Gaming Grants](#): Capital Project Grants
- [Central City Foundation](#)

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)