



# APPLICANT GUIDE

## 2024 Supportive Housing Capital Grants

This guide provides information about the objectives, criteria and process of the Supportive Housing Capital Grant program offered through Housing and Homelessness Services in Arts, Culture and Community Services (ACCS) at the City of Vancouver.

### THE PURPOSE

The purpose of the 2024 Supportive Housing Capital Grant program is to provide non-profits with funding for capital improvements to their supportive housing building(s) or site(s). It is anticipated that these grants will result in funding for small capital grants to beautify, improve, complement, or enhance existing building(s) and/or their service capacity/value and amenities.

Grants will be for amounts up to \$25,000 to successful projects.

### ELIGIBILITY

All registered non-profits directly involved in the property management and/or operations of supportive housing in the city of Vancouver are eligible to apply to this grant.

There is no requirement for the applicant to provide matching funding, but the applicant must demonstrate that all project costs are accounted for. The grants cannot be used for any staffing costs, honoraria, or similar disbursements.

### EVALUATION

For the purposes of this grant, capital improvements are defined as 'improvements that extend the life or increase the service capacity/value of a supportive housing asset (building)'.

Evaluation criteria for applications will include:

1. **Demonstrated Need** – Is the project clearly described? Is it a capital improvement? Why is it needed? What is the magnitude of need? Who would benefit, directly or indirectly? What are the anticipated benefits?
2. **Project Budget** – Are there at least two quotes to support this budget? Is it reasonable given the scope? Is it adequately funded to fully deliver? Is the budget complete?
3. **Project Timeline** – Is it reasonable (within 12 months) given the nature and scope?
4. **Impact Assessment** – What are the anticipated positive impacts on the asset? Residents? Staff? Community?  
**Grant History** – Does the organization have a history of receiving City grants? If so, did it meet its deliverables?

### THE PROCESS

The 2024 Supportive Housing Capital Grant program application period will run from January 22, 2024 to February 2, 2024. Applicants will be notified by early March on grant decisions. We anticipate taking our recommendations to Council on April 24, 2024, with the grants issued in the weeks thereafter.

*Info Session:                   Thurs, November 30, 2023 10:00 -11:00 am*



Staff will hold an information session to present the grant program and answer any questions about potential projects, eligibility, and other matters.

For the 2023/24 grant application process, the City has adopted an iterative and phased application process. The two phases are described below.

### ***1. Phase 1: Statement of Intent- December 4-15 , 2023***

The Statement of Intent is a brief (one page maximum) statement explaining the capital improvement, why it is important, and how much it will cost. Please reference Appendix A for examples of eligible items.

Applicants must email the Statement of Intent to [supportivehousing@vancouver.ca](mailto:supportivehousing@vancouver.ca). Please add the title: “2024 SHCG – Statement of Intent” in the subject line. The City of Vancouver will receive the Statements of Intent from December 4 to December 15, 2023. We cannot guarantee that the staff will assess Statements of Intent received after this period. Although the Statement of Intent is optional, we encourage all organizations to submit one. The purpose of this phase is not to provide a fully-formed application, but to give you the chance to discuss your proposal with a City staff member.

Requirements:

- **Project Description**
- **Statement of the Capital Need:** Why does your organization need this capital improvement?
- **Anticipated Capital Purchases:** What needs to be purchased in order to make this happen?
- **Estimated Budget:** A preliminary estimate of the capital cost and any labour involved in the construction or installation of the improvement.
- **Timeline:** What is your anticipated timeline for the project to begin and complete? Projects should be completed within 12 months from disbursement.

### ***Staff Feedback Period - January 8-19, 2024***

After receiving the *Statement of Intent*, City staff will schedule time with applicants to discuss their proposals one-on-one to ensure that projects are viable and within the scope of the grant. The objective is to give every applicant the best shot at a successful application.

### ***2. Phase 2: Grant Application - January 22 – February 2, 2024***

The *Full Application* will consist of a more refined and comprehensive version of the *Statement of Intent* and be entered into the City’s Grant Management System: *Van Apply*. Based on staff feedback, we expect to see greater detail in the application regarding project delivery and costing, timelines, and administration

## APPENDIX A Eligible Projects

For the purposes of this grant, a capital improvement is “an improvement that extends the life or increases the service capacity/value of a supportive housing asset (building).”

The following is a non-exhaustive list of possible projects which could qualify for the 2024 Supportive Housing Capital Grant program. Applicants who opt to participate in *Phase 1: Statement of Intent* will have the chance to discuss potential projects with a City staff member.

### *Landscaping*

- Urban agriculture i.e. planter boxes, trees and other plantings, food security
- Fences
- Shade enhancements
- Outdoor Furniture
- Outdoor Amenity Equipment i.e. basketball hoop, BBQ
- Outdoor Amenity Spaces i.e. gazebo, shed for carving or painting
- External storage space
- Building painting
- Sculptures or art installations

### *Building Amenities*

- Awnings
- Window coverings internal/external i.e. Curtains, Blinds or Shutters
- Fans or portable air conditioners
- Indoor Amenity Equipment, such as
  - Recreational equipment: pool table, workout equipment, etc.
  - Furniture or amenities for common spaces
- Enhancements to kitchen i.e. new appliances

### *Security Improvements*

- Garbage security/enclosure
- Lighting
- Enhancements for safe consumption space i.e. air scrubbers, cameras, barn doors

### *Planning*

- Planning or feasibility study