

SUSTAINABLE FOOD SYSTEMS (SFS) GRANT INFORMATION GUIDE

Deadline: Friday April 22nd, 2022 at 4:30 pm

This guide provides information about the objectives, criteria and application process for the Sustainable Food Systems (SFS) Grant program. SFS Grants are one of many grant streams offered by the City of Vancouver. Information about other social grant programs can be found on the City's web page at:

www.vancouver.ca/people-programs/community-grants

INTRODUCTION TO SFS GRANTS PROGRAM

The Sustainable Food Systems (SFS) Grant is a funding stream supporting neighbourhood and community-scale efforts that facilitate community connectedness and catalyze action, knowledge and skill-building on food system issues.

SFS Grants Priorities

The Sustainable Food Systems (SFS) Grant funds work that:

- Supports the principles, goals, and actions outlined in the Vancouver Food Strategy 2013 and 2017, and aims to address issues such as food access, diversity of voices and inclusion, and resilience
- Supports organizations that build coalitions of community members and organizations, agencies or businesses with the aim of working collaboratively to achieve food systems goals
- Addresses systemic barriers to community access of healthy, affordable, and culturally diverse food for residents
- Promotes inclusion, participation, celebration, skill-building, or community capacity-building;
- Operates at the neighbourhood or community scale

SFS Grants provide funding that addresses inequity and mitigates conditions that create barriers to equity and food security for residents of Vancouver. Grants may fund the direct delivery of food-based programming and services to individual residents, or fund activities that support coordination with other non-profits to deliver food programming. Priority consideration is given to services or programs that:

- Align with the [Social Policy Grants Statement of Intent](#);
- Reinforce or support the goals of the [Healthy City Strategy](#) with a specific focus on the following goals:

- 3 – [Feeding Ourselves Well](#)
- 4 – [Healthy Human Services](#)
- 5 – [Making Ends Meet and Working Well](#)
- 6 – [Being and Feeling Safe and Included](#)
- 7 – [Cultivating Connections](#)
- 13 – [Collaborative Leadership for a Healthy City for All](#);
- Have a primary function to enhance the community’s capacity, skills, knowledge and/or provide supports to address systemic barriers to food security and access;
- Have a primary focus on residents who are experiencing social, physical, and/or economic disadvantages and/or who face discrimination;
- Use a community development approach, which empowers and involves equity-denied populations in solving social problems, bringing about positive social change, and extending participatory democracy.

Given the wide variety of project or program types that could potentially be supported by Sustainable Food Systems Grants, the grant program does not specify a set goal or benchmark for the number of individuals to be served by the program. However, applicants must demonstrate that the number or proportion of people involved is large enough that there is a noteworthy impact on the community.

Eligibility

An organization must:

- 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.
- 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 be effectively targeted;
- Have an independent, active governing body composed of volunteers. The by-laws 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; and,
- 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**

Social Policy Grants Contact Information:

Phone: 604.871.6027

Email address: socialpolicygrants@vancouver.ca

Planner to discuss how your project may or may not align with funding priorities.

Ineligible Work and Program Expenses

- Direct welfare supports, including food banks, meal programs and the provision of clothing; *
- Food recovery or food rescue operations, including sorting, driving, and distribution; *
- Those which fall wholly or primarily within the mandate of other government departments, e.g. (but not limited to):
 - Direct healthcare programs (such as health self-help groups, health information programs, medical treatment, maintenance or rehabilitation programs);
 - Employment training leading to certification;
 - Initial settlement programs.*
- Time-limited projects (planned operations of three years or less), or programs and/or organizations in the ideas or early development stage (18 months of operation or less);
- Programs which are primarily recreational (formal recreation programs such as clubs/groups or teams), or educational (formal education leading to a credential);
- Travel expenses, attendance at, or fees for, conferences, workshops or other forms of training;
- One-on-one counselling with licensed psychologists, social workers or registered clinical counsellors;
- Delivery of conferences;
- Transportation expenses, except those that allow users or potential users to access services;
- Legal fees;
- Payment of: City property taxes; capital expenses, operating or capital deficits;
- Act in the capacity of a funding body for, or make grants to any other individual, group or organization;
- Research.

*** - We understand that your organization may provide direct food supports to your community. While these efforts will not disqualify your organization from applying, SFS funds may not be used to support staffing, coordination time, or other expenses related to these efforts.**



Exceptions to the above may be approved at the discretion of the Managing Director of Social Policy & Projects.

APPLYING FOR A PROGRAM THAT WAS NOT FUNDED THROUGH A PREVIOUS APPLICATION?

Talk to a planner! All new applicants are asked to contact a grants planner to discuss applications prior to submission. Applicants that were not successful in the previous year are also asked to contact a grants planner if you are considering applying again. This short phone call will ensure applicants are eligible and will be an opportunity to walk through the process, provide tips and answer questions.

Social Policy Grants Contact Information:

Phone: 604.871.6027

Email address: socialpolicygrants@vancouver.ca

Changes in 2022:

A number of changes have been made for 2022 to ease the administrative burden of the application process, and to allow grantees more flexibility in the use of grant funds.

- 1. Unrestricted budget.** Grant funding will be unrestricted except for the restrictions noted above (see **Ineligible Programs and Program Expenses**). Applicants are still required to submit a program-specific budget(s). This change allows applicant organization that as a whole might be considered ineligible (e.g. meal programs), but they are operating a program that may be eligible (e.g. community kitchens and food growing workshops).
- 2. The choice to apply for more than one program within one application.** If applicants are planning to apply for more than one program, they can now make one application for the combined total amount, rather than making separate applications for each program. (applicants can still choose to make separate applications for separate programs if they prefer)
- 3. Organization budget forms (using a city template) will no longer be required.** Instead, organizations will be asked to submit their own financial

Social Policy Grants Contact Information:

Phone: 604.871.6027

Email address: socialpolicygrants@vancouver.ca



statements (audited or reports to the board).

4. **Applications will now be accepted twice per year:** spring and fall intakes. See website for details: www.vancouver.ca/people-programs/community-grants
5. **Word limits have been removed from all fields, except one.**
6. **Applications will be submitted online:** printed copies or emailed applications will no longer be accepted.

Fairness and Equity

Sustainable Food Systems (SFS) Grants provide funding that addresses inequity and mitigates conditions that create barriers to equity for residents of Vancouver. Throughout the application applicants are encouraged to link their work directly to achieving this goal.

The City of Vancouver has developed an Equity Framework to address systemic racism and to reduce barriers for those who have historically experienced the most exclusion, violence and harm.

This framework is an internal document that will shape how the City, as an employer and policymaker, provides additional supports for equity-seeking groups in order to advance fair conditions for all people.

For more information about the City's approach, we invite you to read more about the many steps that the City of Vancouver is taking to address racism and inequality:

www.vancouver.ca/people-programs/equity-diversity-inclusion

HOW TO APPLY

All applications are now being accepted online via *VanApply*. Rather than forms, required information will appear as tasks which include:

- Organization Information
- Nature of Work: Outlining the type and impact of the work to be supported by the application
- Program-specific budget: Applicants are asked to complete a simple table with high-level expenses and revenue line items. Alternatively, they may upload a document with requested budgeting information.
- Organization budget: Organizations will no longer be required to submit an Organization Budget using a city template. Instead, we will accept financial statements for the most recently-completed fiscal year (i.e., audited, review engagement, notice to reader).
- Additional supporting materials are required are as follows:
 - Annual General Meeting minutes

Social Policy Grants Contact Information:
Phone: 604.871.6027
Email address: socialpolicygrants@vancouver.ca



- Annual Report (if available)
- Board of Directors List
- Incorporation Documentation
- Minutes of the Most Recent Board Meeting
- Organization By-law/Constitution
- Organization's Policy on Diversity (if available)

Please ensure you have all required documents at hand to upload, as you will be unable to submit an incomplete application.

If you have questions or need assistance completing your application, please do not hesitate to contact us. Contact details are below.

Timeline and Review Process

Deadline	April 22 nd , 2022 at 4:30 PM
Staff Review	May - June
Recommendations to Council	July 2022
First Payments Released	End of July/Early August 2022

Applications are reviewed and assessed by Social Policy staff using established criteria. If a reviewing planner has questions, they may contact an organization for clarification. Staff present recommendations to City Council, which must approve staff's funding recommendations. Applicants are notified of staff recommendations via email one week prior to the meeting at which Council considers the grant recommendations. As the review and recommendation approval process leading up to the final decision by Council is extensive, there is no appeal process for grant decisions.

Term of SFS Grants

The term of a SFS Grant is three calendar years, starting from date of approval. Successful applicants will be provided their first instalment of 50% of annual funding allotment immediately following approval by Council (end of July/early August, 2022), 100% for 2023, 100% for 2024, and 50% for the first half of 2025, for a total of three years.

Annual funding allocations will be dependent on submission of annual progress reports through VanApply AND subject to approval by Council for that year.

SOCIAL POLICY CONTACT INFORMATION

Phone: 604.871.6027

Email address: socialpolicygrants@vancouver.ca

Social Policy Grants Contact Information:
Phone: 604.871.6027
Email address: socialpolicygrants@vancouver.ca