



# Delegation Request To Appear Before Township Council

I/we would like to appear as a delegation at the Council meeting on

**September 30, 2019**

(Council meeting date requested)

at the ►

☐ 4:00pm Regular Afternoon Meeting

☒ 7:00pm Regular Evening Meeting

Name of delegate or organization wishing to appear

**LifeApp**

## 1 Topic

The topic of discussion is (be specific, provide details, and attach additional information, if required)

**Request to delegate to council to appeal for a clearly determined protocol for organizations that provide a community benefit but do not fit into a pre-determined category to apply for funding and support from the Township of Langley.**

## 2 Additional Information

Purpose of presentation

☐ Information only ☐ Request letter of support ☐ Request funds ☒ Other

Desired resolution

**Determine a pathway for funding for organizations outside of pre-determined categories.**

Activities to date relative to the matter

## 3 Meeting Location

Fraser River Presentation Theatre, 4<sup>th</sup> Floor  
Township of Langley Civic Facility  
20338 - 65 Avenue, Langley, BC V2Y 3J1

### Office use only

☐ Approved ☐ Declined ☐ Other

Applicant informed





## SOCIAL POLICY AND PROJECTS

### ORGANIZATIONAL CAPACITY BUILDING GRANTS INFORMATION GUIDE

**APPLICATION DEADLINE: 4:30 PM FRIDAY, OCTOBER 11, 2019**

This guide provides information about the objectives, criteria and process for the Organizational Capacity Building (OCB) grants program. OCB grants are one of many grant streams offered through the Social Policy and Projects Grants Program. Other grant programs are detailed on the City's web page at:

[www.vancouver.ca/people-programs/community-grants](http://www.vancouver.ca/people-programs/community-grants)

### INTRODUCTION – SOCIAL POLICY GRANTS PROGRAM

#### Healthy City Strategy

The Social Policy Grants Program encompasses a range of grant streams, all of which reinforce or support the goals of the Healthy City Strategy, with a specific focus on goals 1, 4, 5, 6, 7 and 9 highlighted below.

In October 2014, Vancouver City Council approved **A Healthy City for All: Healthy City Strategy 2014-2025**. This long-term, integrated plan for healthier people, healthier places, and a healthier planet has 13 goals:

**1. A Good Start**

2. A Home for Everyone

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**

8. Active Living and Getting Outside

**9. Lifelong Learning**

10. Expressing Ourselves

11. Getting Around

12. Environments to Thrive In

13. Collaborative Leadership for A  
*Healthy City for All*

For more information on the Healthy City Strategy, please visit:

[www.vancouver.ca/people-programs/healthy-city-strategy](http://www.vancouver.ca/people-programs/healthy-city-strategy)

#### Social Policy Grants: Our Statement of Intent

Social Policy grants are investments that contribute to a healthy city for all. They support non-profit community-based programs that facilitate the physical, spiritual, mental and emotional well-being of people and:

- Are co-developed and governed collaboratively with and by the communities and individuals they serve;

- Respond to dynamic community needs;
- Reduce the impact of systemic factors that create conditions of vulnerability;
- Facilitate partnerships and networks between the city, other levels of government, business and non-profits; and
- Inform and respond to Council priorities. For more information on some of the current social priorities for Council please see Appendix A.

## Social Policy Principles for Grant Making

- **Accountability:** We embrace ongoing feedback loops with partners to understand City investments and how they influence change.
- **Equity and Inclusion:** We strive to build equity in our communities by making grant processes accessible, especially for groups that experience exclusion.
- **Fairness:** We are open, transparent, and consistent with our grant making processes.
- **Informed Decision-Making:** We inform our grant making using evidence-based research, and consider data sources, both formal and informal.
- **Balanced Investment Approach:** We balance short, medium and long-term investments so that, while addressing immediate concerns, we never lose sight of our goal of effecting lasting systems change.
- **Diversity and Reconciliation:** Our grants recognize the unique strengths of our many diverse communities by fostering relationships, helping heal the past, and moving forward with shared understanding and respect – working within the context of Vancouver as the unceded homeland of the Musqueam, Squamish and Tsleil-Waututh Nations.
- **Strategic Alignment:** Our grants demonstrate alignment with Healthy City Strategy goals and related initiatives.
- **Partnerships:** Our relationships with our community and funding partners are based on trust, respect and transparency.

## ORGANIZATIONAL CAPACITY BUILDING (OCB) GRANTS

### Organizational Capacity Building Grants Priorities

Organizational Capacity Building grants are for non-profit organizations whose purpose and mandate is to **support other non-profit agencies to improve their ability to deliver social services, address social issues and navigate change**. Priority consideration is given to services or programs that meet the following:

- Align with the Social Policy Grants Statement of Intent;
- Reinforce or support the goals of the Healthy City Strategy with a specific focus on goals 1, 4, 5, 6, 7 and 9 highlighted above.

Given the wide variety of projects, issues and programs potentially supported by OCB grants, there is no set goal or benchmark for the actual number of organizations to be served. However, applicants must demonstrate that the number or proportion of the potential target group and the client base that will be reached is large enough that there is a noticeable impact on the community.

## Core Funding

Organizational Capacity Building grants are primarily to fund core staff who support the effective and efficient delivery of programs. A minimum of **85%** of an OCB grant must be used for staff salary and benefit expenses – the remaining **15%** may be applied to program, administrative or other eligible expenses.

Core staff includes the person(s) responsible for the on-going administration, delivery, management and supervision of the program for which funding is being sought. This may include senior managers and administrative staff in the organization, e.g., the Executive Director or Financial Administrator.

## 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;
- Have an independent, active governing body composed of volunteers. The by-laws must have provisions that no Board director can be remunerated for serving as a director and that no staff member can be a voting member of the board or executive;
- 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 the demonstrated functional capacity and sufficient resources to deliver the programs to which the City is being asked to contribute;
- Be developing organizational capacity in other city of Vancouver serving social service organizations by providing one or more of the following:
  - Increasing the amount of resources available (e.g. access to centralized information and referral, volunteer recruitment and coordination); OR
  - Improving the utilization of resources (e.g. assistance to become computerized and internet competent); OR
  - Improving the management and allocation of resources (e.g. skills enhancement training and experiences, the development of support models for staff, Board and society members); OR
  - Providing linkages and coordination among a number of non-profit social service agencies operating a hub model service centre.
- Have a primary purpose and mandate to support other non-profit agencies to improve their ability to deliver social services, address social issues and navigate change.
- Show costs that are reasonable and on par with other similar programs;
- Use a minimum of 85% of the grant funds for staff salary and benefit expenses;
- Deliver the funded program in Vancouver to Vancouver social service organizations.

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

## Ineligible Programs

- 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;
  - Initial settlement programs.
- Direct welfare supports, including food banks, meal programs and provision of clothing;
- Housing;
- One-on-one counselling with licensed psychologists, social workers or registered clinical counsellors;
- Programs which are primarily recreational (formal recreation programs such as clubs or teams), or educational (formal education leading to a credential);
- Travel expenses, attendance at, or fees for, conferences, workshops or other forms of training;
- 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 group or organization;
- Programs directed to the preservation of any particular ethnic or cultural heritage, except in instances for Reconciliation initiatives;
- Time-limited projects (three years or less), or programs in the developmental or formative stage (18 months of operation or less).

Organizations receiving an Organizational Capacity Building grant may provide one or more of the programs noted above, but the City's grant cannot be used to support those activities. Exceptions to the above may be approved at the discretion of the Managing Director of Social Policy & Projects.

## HOW TO APPLY

The application for OCB grants consists of four forms:

- **Form 1 – Organization Information** (Word) – Completed once per organization regardless of how many applications are being submitted
- **Form 2 – Organizational Capacity Building Program Information** (Word) – Submitted for each program/grant for which an organization is applying
- **Form 3 – Program Budget** (Excel) - Submitted for each program/grant for which an organization is applying
- **Form 4 – Organization Budget** (Excel) – Completed once per organization regardless of how many applications are being submitted

**Additional supporting materials are listed in the application form checklist.** Please review the checklist carefully as the completeness of your application is considered during the adjudication process.

The application forms and checklist, can be found on the City's website at [www.vancouver.ca/people-programs/organizational-capacity-building-grants](http://www.vancouver.ca/people-programs/organizational-capacity-building-grants)

**Note:** All new applicants (i.e., those not funded in the previous year) must contact a grants planner in Social Policy to discuss their application prior to submission.

## Timeline and Review Process

Applications are reviewed and assessed by Social Policy staff using standard criteria. Staff present funding recommendations to City Council where final funding decisions are made. Applicants are notified of staff recommendations via email 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 Organizational Capacity Building Grants

The term of an Organizational Capacity Building Grant is one year, from January 1 to December 31; however, grants are usually disbursed in two equal payments, with the first being in March. Thus, organizations need to ensure they have adequate cash flow to cover the first quarter of the year.

## SOCIAL POLICY CONTACT INFORMATION

**Phone:** 604.829.2007

**Email address:** [socialpolicygrants@vancouver.ca](mailto:socialpolicygrants@vancouver.ca)

### By mail or courier, or in person:

Social Policy and Projects  
City of Vancouver  
501 – 111 West Hastings Street  
Vancouver, BC V6B 1H4

## APPLICATION DEADLINE: 4:30 PM FRIDAY, OCTOBER 11, 2019

**ALL required materials (hard copies and digital)  
must be received by the City no later than the deadline.**

**Late applications will be deemed ineligible.**

**The completeness of your application impacts the assessment of your grant.**

**NOTE:** By signing the application form, Directors are indicating agreement that, to the best of their knowledge, the information provided in the civic grant request is accurate and complete and is endorsed by the organization which they represent.

## APPENDIX A

### ORGANIZATIONAL CAPACITY BUILDING GRANTS – CITY PRIORITIES

City Priority	Description
<b>Homelessness Prevention</b>	<p>Enhance support for populations experiencing marginalization to maintain existing housing and avoid homelessness.</p> <p>For more information on how the City is involved with issues of homelessness please visit:  <a href="http://www.vancouver.ca/people-programs/housing-and-homelessness">www.vancouver.ca/people-programs/housing-and-homelessness</a></p>
<b>Support for Urban Indigenous Peoples</b>	<p><b>Build resources and/or capacity in the urban Indigenous community including:</b></p> <ul style="list-style-type: none"> <li>• Providing more equitable access to programs and services,</li> <li>• Supporting the transition for people moving from reserves to urban centres,</li> <li>• Initiatives that help to expand the integration of Indigenous practices and knowledge.</li> </ul> <p>For more information on how the City is involved with support for Urban Indigenous Peoples please visit:  <a href="http://www.vancouver.ca/people-programs/indigenous-communities">www.vancouver.ca/people-programs/indigenous-communities</a></p>
<b>Community Safety</b>	<p><b>Increase community safety including:</b></p> <ul style="list-style-type: none"> <li>• Outreach, supports and referrals to services for women experiencing violence or marginalization,</li> <li>• Programs preventing youth sexual exploitation and increased access to sex worker safety programs, exiting supports and the destigmatization of sex work,</li> <li>• Initiatives that create a safe city in which residents feel secure.</li> </ul> <p>For more information on how the City is involved in one area of community safety, the health, safety and destigmatization for sex workers and communities impacted by sex work, and the prevention of sexual exploitation, please visit:  <a href="http://www.vancouver.ca/people-programs/Health-and-safety-for-sex-workers">www.vancouver.ca/people-programs/Health-and-safety-for-sex-workers</a></p>
<b>Improving Service Access</b>	<p><b>For individuals living with mental health challenges or with lived/living experience of substance use:</b></p> <ul style="list-style-type: none"> <li>• Enhance support to help populations experiencing marginalization to maintain existing housing and employment to avoid homelessness, and</li> <li>• Improving access to social, health, housing and employment services.</li> </ul> <p>For more information on how the City is involved with support for individuals living with mental health challenges or with lived/living experience of substance use please visit:  <a href="http://www.vancouver.ca/people-programs/mental-health-and-addiction">www.vancouver.ca/people-programs/mental-health-and-addiction</a></p>

	<p><b>For Children, Families and Youth Experiencing Vulnerability</b></p> <ul style="list-style-type: none"> <li>• Increase access to quality, affordable services for children, youth and families experiencing vulnerability.</li> <li>• Early intervention and prevention for those youth most at risk of marginalization.</li> </ul> <p>For more information on how the City is involved with children and families please visit:  <a href="http://www.vancouver.ca/people-programs/children-and-childcare">www.vancouver.ca/people-programs/children-and-childcare</a></p> <p>For more information on how the City is involved with youth issues please visit:  <a href="http://www.vancouver.ca/people-programs/youth">www.vancouver.ca/people-programs/youth</a></p>
	<p><b>For Newcomers</b></p> <ul style="list-style-type: none"> <li>• Increase newcomers' access to services and support and build stronger connections between more isolated newcomers and long-time residents.</li> </ul> <p>For more information on how the City is involved with newcomers please visit:  <a href="http://www.vancouver.ca/people-programs/diversity-and-multiculturalism">www.vancouver.ca/people-programs/diversity-and-multiculturalism</a></p>
	<p><b>For Seniors</b></p> <ul style="list-style-type: none"> <li>• Strengthen programming for seniors that enhances social and cultural inclusion, provides peer support and ensures access to basic services.</li> </ul> <p>For more information on how the City is involved with seniors issues please visit:  <a href="http://www.vancouver.ca/people-programs/seniors">www.vancouver.ca/people-programs/seniors</a></p>
	<p><b>For Trans*, Gender-Variant and Two-Spirit (TGV2S)</b></p> <ul style="list-style-type: none"> <li>• Create and strengthen programming that enhances inclusion and access to services for trans*, gender-variant and two spirit people in Vancouver.</li> </ul> <p>For more information on how the City is involved with TGV2S issues please visit:  <a href="http://council.vancouver.ca/20160713/documents/cfsc6.pdf">http://council.vancouver.ca/20160713/documents/cfsc6.pdf</a></p>
<p><b>Promoting Inclusion, Belonging and Connectedness</b></p>	<ul style="list-style-type: none"> <li>• Increase opportunities for residents experiencing marginalization to feel included in their communities, connected to their social networks, and engaged in civic and community life.</li> </ul> <p>For more information on how inclusion, belonging and connectedness is part of the City's Healthy City Strategy please visit:  <a href="http://www.vancouver.ca/people-programs/healthy-city-strategy">www.vancouver.ca/people-programs/healthy-city-strategy</a></p>