

Community Grant 2021

West Vancouver Foundation

Guidelines

Community Grant Guidelines

WHO CAN APPLY

A non-profit is eligible to apply if it serves the West Vancouver community and is a <https://www.canada.ca/en/services/taxes/charities.html> registered charity or qualified donee with the Canada Revenue Agency (CRA).

ELIGIBILITY

Community Grants aim to support connection and belonging for the West Vancouver community and will support a wide range of organizational needs. Organizations must have submitted a final report for previous WVF grants before submitting a new application.

Eligible initiatives:

- Must be charitable in nature;
- Fall within the Impact Areas as listed on the application;
- Must be for the benefit of the community of West Vancouver or the North Shore;
- Improve connection and belonging for the West Vancouver and North Shore Community.

The following initiatives are ineligible:

- Deficit reduction (e.g. debts or loans);
- Building an endowment or general fundraising;
- Sponsorships;
- Primarily benefitting individuals (such as scholarships);
- Expenses incurred before the date of grant approval;
- Initiatives without specific benefit to West Vancouver;
- Religious activities or services that focus on only one spiritual tradition;
- Political activity that is prohibited by the Canada Revenue Agency;
- Current curricula for schools.

GRANT ASSESSMENT CRITERIA

Each application will be evaluated considering how the applicant demonstrates:

- Connection and belonging incorporated into the project or plan;

- Project clarity/quality of idea;
- Potential for impact and benefit to West Vancouver or North Shore community;
- Removing barriers so that everyone can participate / addressing diversity, inclusion, and Reconciliation;
- Appropriate partnerships and collaboration;
- A plan for evaluation and ongoing learning;
- A reasonable budget and timeframe.

WHAT ARE THE REPORTING REQUIREMENTS?

The West Vancouver Foundation values innovation, experimentation and curiosity. We also place a high value on sharing what we learn openly and honestly, and we want our grantees to do the same. You will be asked to complete and submit a Checklist and Impact Form by the end of the granting year.

WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

- Staff may contact you to discuss your application or gather more information.
- The Grants Committee will review and discuss the applications and make their recommendations to the Board of Directors.
- By the end of March 2021, you will receive an email notifying you if your grant request was approved or denied.

Guideline Acceptance*

I have read the Guidelines and agree that my project meets the guidelines for this program.

Choices

Yes

No

Basic Questions

Project Name*

What is the name of your project or program?

Character Limit: 50

Connection & Belonging Explanation

The intention behind the Community Grant program is to improve Connection & Belonging for West Vancouver and the North Shore community.

***Belonging** is being part of a collective we. It's about how much we believe we fit in a group or place and how much that place or group welcomes or includes us. It's the result of*

*connecting with others in rich relationships and engaging in our **communities** to make them better.*

Please explain how your project helps improve Connection & Belonging.

Character Limit: 1000

\$ Request*

How much are you requesting from the West Vancouver Foundation in this grant application? Please note that the maximum is \$10,000.

Character Limit: 20

Over \$10,000 Requested

The maximum available to grant is \$10,000. Please lower your request or contact our office.

Organization Information

Organization Mission*

Please briefly describe your organization's mission or purpose and what your main activities are.

Character Limit: 1000

COVID-19 Impacts

Please select all that apply on how your organization and program delivery has been affected by the COVID-19 pandemic. Note, that this is not a requirement for this grant program.

Choices

- Revenue reduced
- Revenue increased
- Increased costs
- Increased demand of services
- Reduction in staff
- No major impact, after the initial response
- Other

COVID-19 Comments

If you selected Other, or have any other comments about the impact COVID-19 has had on your operations, please briefly describe it here:

Character Limit: 600

Project Questions

Project Brief Summary*

Please provide a brief summary of your project or program (1-3 sentences).

Character Limit: 600

Project Start Date*

Please state your expected start date.

If your project has already started, note that this grant can only cover expenditures made after the date that this grant is awarded.

Character Limit: 10

Project End Date*

Please state your expected end date.

Character Limit: 10

Field of Interest*

Choose 1 (one) area that your project or program falls most closely into from the following fields of interest:

Choices

Arts, Culture and Heritage
Environment
Health, Wellness and Safety
Sport & Recreation
Youth and Education

Project Description*

Please describe your project or program.

Character Limit: 3000

Project Objective*

What is your project's objective(s)? Ideally 1-3 key points you hope to accomplish.

Character Limit: 900

Benefit & Impact

VitalSigns Needs

Are any of your outlined community needs, for this project, identified in our 2019 Vital Signs Report? Please select all that apply.

Choices

Belonging, Inclusion & Diversity
Culture & Arts
Economic Vitality

Environment
Getting Around
Health & Wellness
Health & Youth
Housing & Community Building
Learning
Safety & Security
Volunteerism & Civic Engagement

Benefit & Impact*

Describe your project's expected benefit & impact on the North Shore community. What need is being addressed. If it is a need identified in the VitalSigns report be sure to explain the relationship.

Character Limit: 1200

Measuring Success*

Please describe how you know your project or program will be effective in achieving the impact noted in the previous question? I.e. how will you measure success?

Character Limit: 1200

Sharing Results

Will you be sharing your learnings with any other groups or organizations? What will you do with your findings?

Character Limit: 600

Reach

Reach - West Van*

How many West Vancouver community members do you expect to engage with, through your project?

Character Limit: 5

Reach - North Shore*

How many community members across the North Shore (West Vancouver, North Vancouver, Lions Bay, Squamish Nation) do you expect to engage with through your project?

Character Limit: 5

Reach Comments

Character Limit: 300

Diversity, Inclusion & Reconciliation

Inclusion

Does your project address any of the below? Please select all that apply.

Diversity - recognizing, understanding and welcoming of individuals' differences.

Inclusion - improving participation by all, especially those who may be disadvantaged.

Reconciliation - working towards building vibrant and sustainable communities for a shared future for Indigenous peoples.

Choices

Diversity

Inclusion

Reconciliation

None/Not this time

Inclusion Description

Inclusion Description

Please describe how your project will address the areas of diversity, inclusion or reconciliation as indicated in the previous question.

Character Limit: 900

Collaboration

Collaboration*

Are you collaborating with another community organization(s) on this project?

Choices

Yes

No

Additional collaboration questions

Collaborators

Please name the collaborating organizations and their roles with the project.

Character Limit: 600

No Collaboration Question

No Collaboration

If you are not collaborating with another organization, please explain why.

Character Limit: 600

Additional Information

Additional Information

If there is any additional information or work samples such as; posters or reports, that you would like to include, please upload here.

File Size Limit: 5 MB

Financial Information

Budget*

Please download this budget template and fill out, for this project, or use this space to show the project's budget. Be sure to include all expense categories for this project, not your overall operations budget (unless your request is for general operations). Also show actual and expected income you have earmarked for this project and indicate if the funding is confirmed or not. The expenses and income should be the same (i.e. no surplus or deficit). Include the amount you are requesting from WVF under income.

- All budget items must be project-related and must be incurred during the grant period (April 1, 2021 - December 31, 2021).
- Note that funds received through this program can not be used to generate a profit or an income in excess of project expenses for the recipient organization.

Character Limit: 1500 | File Size Limit: 5 MB

Authorization

Sharing*

I agree that the information provided in this application can be shared between the West Vancouver Foundation and local organizations and individuals for purposes related to the work of the West Vancouver Foundation.

Choices

Yes

No

Authorization*

We certify that the information provided on this grant application is accurate and is endorsed by the organization which we represent. Please type in your name and title to authorize.

Character Limit: 60

Administrator Questions

Recommend to a donor advisor

Choices

Yes

No

If yes, who?

Character Limit: 250