

Submission Deadlines: Round 1 – January 31, Round 2 – September 15

PLEASE NOTE: These guidelines are for the **City of North Vancouver** only.

The District of West Vancouver’s separate Community Grants Program can be found at:
<https://westvancouver.ca/be-involved/grants-awards/community-grants>.

The District of North Vancouver’s separate Community Grants Program can be found at:
<https://www.dnv.org/programs-and-services/municipal-community-grants>

Guidelines

Using these Guidelines

These guidelines are to be used to correctly and effectively complete the City of North Vancouver Community Grant Application Forms.

Read this document before completing the forms to ensure your application is completed correctly.

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City of North Vancouver Community Grants - Overview

Purpose of the City of North Vancouver Municipal Community Grants

The City of North Vancouver Community Grants are intended to support not-for-profit organizations serving City residents. The City provides these grants in order to:

- To provide local government endorsement to better attract funding from more senior levels of government, donors, and foundations;
- To assist groups with the delivery of services which work to reduce *social, economic or physical* disadvantage; and/or which *improve the quality of life* for residents;
- To serve vulnerable and hard to reach populations in areas where the municipality does not provide services;
- To effect positive social change;
- To provide seed money to enable quick responses to changing and / or unmet community needs.

Who Can Apply?

Eligible Organizations

The organization applying for a grant must be:

- a) A not-for-profit with a BC Society No. and/or Charitable Registration No.
- b) Providing services to residents of the City of North Vancouver.
- c) Seeking sources of funding other than City of North Vancouver Community Grants.
- d) Able to provide proof of financial responsibility (latest financial statement).

Eligible Expenses

- a) Special projects and events: e.g. hosting a workshop or producing resource material.
- b) Operating costs: e.g. ongoing operating costs such as rent, utilities, fixed costs.
- c) New projects: e.g. a new program to serve a particular group. A program typically has distinct resources committed to the operation of that specific program such as staff costs and other expenses related to that program.
- d) Capital costs: e.g. the purchase of office equipment.

Program Grants: Applying for More than One

You may apply for more than one program grant, but must complete a SEPARATE Program Grant Application Form for EACH additional grant.

Funding Characteristics of the City of North Vancouver Community Grants

The City is working with a set grant budget during each funding cycle and strives to be equitable in funding both new and established needs. Funding is not guaranteed: each cycle, the applications are considered and grants are allocated in response to current needs and resources.

Funding Limits

The maximum grant available from the City of North Vancouver is \$15,000.

Funding Term

The term of a City of North Vancouver Community Grant is one year.

Funding Cycles

Grants are allocated bi-annually in the City of North Vancouver. An annual Accountability Form must be completed.

Notification of Application Decisions

Allocations by City Council are made in June/July for the first round and November/December for the second round. Organizations are notified at this time by letter.

Disbursement of Funds

Cheques are typically issued by the City's Finance Department.

Acknowledgement of City of North Vancouver Community Grants

All recipients of City of North Vancouver Community Grants are required to publicly acknowledge such donations on their print and digital promotional materials, website, and social media relating to the program and/or service funded by the grant.

Applying for City of North Vancouver Community Grants

These forms are for the City of North Vancouver's community grants only.

Each municipality on the North Shore has a separate application process for community grants. Each municipality receives, processes and allocates grant applications separately.

The District of West Vancouver's separate Community Grants Program can be found at: <https://westvancouver.ca/be-involved/grants-awards/community-grants>.

The District of North Vancouver's separate Community Grants Program can be found at: <https://www.dnv.org/programs-and-services/municipal-community-grants>

You must separately submit a completed application package to each municipality to which you are applying for funding.

Application Submission

Application Deadline

The deadline for applications for the first round is 5:00 p.m. January 31 of each year, or, where January 31 lands on a weekend, the last Friday of January.

The deadline for Round 2 the deadline is 5:00 p.m. September 15 of each year, or, where September 15 lands on a weekend, the Friday before. **PLEASE NOTE:** If your organization applied for a grant in the first round of the year, you may apply to the second round but for a **different** program only.

Submitting Forms

Choose one of two options:

- Email (submit one digital copy by email): communitygrants@cnv.org
or
- Mail (submit two copies by mail):
Clerks Department, Attention: Christa Bulman
City of North Vancouver
141 West 14th Street
North Vancouver, V7M 1H9

Evaluation Criteria

In evaluating each application for funding, the following will be the basis for assessment of your application. Please address these in your application:

- a) Evidence of need for the service or project.
- b) Number of local residents served.

- c) Quality of management (established track record, proposal well thought out and clear, etc.).
- d) Evidence of clear goals and expected outcomes.
- e) Uniqueness of service (does not duplicate but may complement an existing service).
- f) Number of local volunteers.
- g) Evidence of financial need for a City of North Vancouver Municipal Community Grant.
- h) Amount of funding requested from the City should be proportional to the numbers of residents served in relation to other municipalities on the North Shore.
- i) Addressing barriers to services for people with disabilities, from varying social and economic backgrounds, and for ethno-cultural residents.
- j) Indicated involvement from other community partners whether financial or in kind.

Further, the social goals and objectives for the City will also be considered while reviewing grant applications. Please refer to the City's Social Plan <https://www.cnv.org/Community-Environment/Community-Wellbeing/Social-Plan>.

Filling in the Application Forms - Overview

Please ensure the following information is **read carefully** prior to filling in your application forms to ensure the forms are filled out adequately, accurately, and effectively.

Acceptable Applications

Applications will only be accepted if they are:

- Completed *in full* including all attachments listed on the City of North Vancouver Community Grants Application Checklist.
- Completed *legibly*.
- Submitted *on time*.

*****Please note:** unless all information is supplied or an acceptable explanation offered as to why this information cannot be supplied, incomplete applications will not be considered.

Three Application Forms

There are **three** application forms to be used as follows:

- **Organization Summary Form**: to be filled out by *all* applicants;
- **Operating Grant Application Form**: for organizations applying for financial assistance for ongoing operating costs such as rent, utilities, fixed costs;
- **Program Grant Application Form**: for individual projects/services/programs. You may apply for more than one program grant, but must complete a SEPARATE Program Grant Application Form for EACH additional grant.

Quality of Information

The application forms provide the opportunity to explain information on the history, mandate, experience, and objectives of your organization and to demonstrate to Committee members what makes your organization and its programs valuable to the City of North Vancouver and how your organization responds to community need.

Maximum Words for Answer

Always stick to the stated word count and be concise with your answer.

Filling in the Organization Summary Form

The **Organization Summary Form** is to be filled out by *all* applicants.

The questions on the Organization Summary Form should make it clear what information is required. Keep in mind the information above in Evaluation Criteria and Quality of Information. However, some specifics and examples are provided here to assist.

Section: Accessibility

Examples of topics to consider are provided below for each item in this question:

Question: How does your organization ensure your services are accessible and inclusive to:

- a) People with disabilities
 - Is your building wheelchair accessible?
 - Are you on a bus route?
 - Are there designated parking spots for persons with disabilities adjacent to the building in which your programs/services take place?
 - How do you market/communicate your programs/services to people with disabilities?
- b) Culturally diverse communities: (maximum 50 words)
 - Do you list languages other than English that are spoken by your staff/volunteers?
 - Are your program/service materials available in languages other than English? Which languages?
 - Are your website and/or social media in languages other than English? Which languages?
 - How do you market/communicate your programs/services to speakers of languages other than English?
- c) People of various social and economic backgrounds: (maximum 50 words)
 - Which organizations have you approached that serve this demographic in order to promote your programs/services?
 - How do you market/communicate your programs/services to people of various social and economic backgrounds?

Section: Trends

Question: What current trends affect your organization? E.g. is the demographic changing, is the waitlist changing, etc. (maximum 50 words)

The City values non-profit social service organizations' identification of current trends in the community. For example, whether more of their clients are feeling isolated, more families are seeking food or on the verge of homelessness. Other trends could include growing waitlists for particular programs or a decrease in volunteer hours.

As a social service organization working closely with our more vulnerable populations, the organization's ability to adapt or create new programs and services to meet these changing needs is significant.

This question asks organizations to identify and share these trends.

Section: Sustainability

Question: Please describe what steps your organization has taken to reduce Greenhouse Gas Emissions and increase energy efficiency (e.g. implementing Power Smart measures, carpooling to meetings, etc.).

The City places strong value on environmental sustainability. Explain how the organization shares this value. Please be sure to provide examples.

Filling in the Operating Grant Application Form

The **Operating Grant Application Form** is for organizations applying for financial assistance for ongoing operating costs such as rent, utilities and fixed costs.

The questions on the Operating Grant Application Form should make it clear what information is required. Keep in mind the information above in Evaluation Criteria and Quality of Information. However, some specifics are provided here to assist.

Section: Operating Budget

The Operating Budget refers to the costs and revenue associated with the general operation of the organization. Examples of expenses include ongoing operating costs such as rent, utilities, fixed costs.

Question: In-kind Sources

In-kind sources are sources of non-cash support in the form of goods and services.

Filling in the Program Grant Application Form

The Program Grant Application Form is for individual projects/services/programs. You may apply for more than one program grant, but must complete a SEPARATE Program Grant Application Form for EACH additional grant.

The questions on the Program Grant Application Form should make it clear what information is required. Keep in mind the information above in Evaluation Criteria and Quality of Information. However, some specifics and examples are provided here to assist.

Section: Program Proposal

Question 4. If you applied for and received funding for this program last year, what were the specific outcomes of that program? Please provide quantitative and qualitative information.

This question asks for “quantitative and qualitative information”. Qualitative information is anecdotal, quantitative is numbers, statistics.

Stories and anecdotal responses are interesting and valuable; however, the response should be backed with numbers to validate the statements made. Examples of numbers could be: count of volunteers, volunteer hours, clients served, meals provided, referrals made.

Question 5. Please identify the specific criteria you will use to evaluate your program's results and how you will measure success.

The tools used to evaluate should provide quantitative information, be backed by numbers, whenever possible as this helps demonstrate the results. Examples of criteria you could use could be: count of volunteers, volunteer hours, clients served, meals provided, referrals made.

Question 7. If you did not receive the amount of money requested last year, what was the impact to the program?

Qualitative or anecdotal information is expected along with quantitative information, the numbers, in order to demonstrate the impact. Examples of quantitative information could be the number of clients turned away, resources that had to be cut which impacted the quality of the program.

Section: Program Budget

Question: Please indicate program start and end dates or fiscal start date as appropriate

Note that programs can have a specific start and end date or be continuous. Please indicate as appropriate.

Question: In-kind Sources

In-kind Sources are sources of non-cash support in the form of goods and services.

Final Steps to Completing the Application Package

The Checklist

Organizations must include attachments with the application forms to create their completed *application package*. Please be sure to use the Checklist provided as a cover sheet for your submission. This Checklist details the attachments and forms that must be completed to ensure your application will be considered.

Attachments

All attachments required with your application should be marked on your Checklist.

All applications will be required to include:

- Organization Summary Application Form
- Most recent Year End Financial Statement (examples include balance sheet, income/expenditure)
- Most recent Annual Report (just one regardless of number of applications submitted)
- Organization's Proposed Budget for your fiscal year

Depending on the grant applications being made, an application package *may* be required to include any of the following:

- Signed Operating Grant Application form
- Signed Program Grant Application form(s)
- Annual Accountability Form for grant funds spent in the previous year

Frequently Asked Questions

1. *What is the difference between a program grant and an operating grant?*

Generally, an operating grant refers to the general on-going operation of your organization (e.g. rent, utilities, fixed costs), whereas a program has distinct resources committed to the operation of that specific program (staff costs and other expenses related to that program).

Note: Programs can be continuous or have a specific start and end date.

2. *The service that my organization offers in the City of North Vancouver is part of a larger umbrella organization located elsewhere. Our published financial statements reflect the larger organization. Is this an issue?*

There is an expectation that the budgets and financial information that you include in your grant application reflect the City of North Vancouver service that is being offered by your organization. The financial information for the larger umbrella organization is informative, but does not provide Committee members the information they need to assess your application.

3. *When we apply for grants, our organization typically requests more than we require in anticipation that we may receive less. Is this advisable?*

It is best to request the actual amount that your organization requires. Applications where the funding request appears to be inflated can be viewed unfavourably.

4. *Can we rely on the municipal community grant funding as the sole source of funding?*

Municipal funding is considered one source of funding. Organizations should not prepare and submit budgets where the municipal request is the only source of revenue.

5. *In order to save time, our organization sometimes will 'cut and paste' from previous application forms. Is this acceptable?*

Although we do not expect agencies to re-write their applications from scratch every year, we do expect the information included in the application form to reflect current information, both qualitative/anecdotal and quantitative/statistical.

6. *When filling out the application, I sometimes reduce the font size in order to get all of my answer to fit into the box, is this acceptable?*

Always stick to the stated word count and be concise with your answer.

7. *Can I just include qualitative/anecdotal information in my application form, or do you require statistics or other quantitative analysis?*

The answer is both. Stories and anecdotal responses are interesting and valuable; however, your response should be backed with numbers and photos whenever possible as this helps Committee members clearly see the funding need for your program or organization.

Examples of numbers could be: count of volunteers, volunteer hours, clients served, meals provided, referrals made.

8. *As some of the services that we offer are done discreetly without recording names or addresses, it is challenging to provide precise numbers of individuals accessing services or what municipality they come from.*

While we respect your clients' need for anonymity, there is data that can be collected that will not infringe on confidentiality. For further information or assistance, please contact a City staff member.

9. *On the Operating Grant Application, the question asks for how many individuals were served in each municipality. Are percentages okay or do we need to go through postal codes and get exact numbers?*

The actual numbers are required. For further information or assistance, please contact City staff.

10. *To make it easier for applicants, could the City not evaluate the applications in line with the fiscal years and funding cycles of the applicant organisations?*

The application timeline is based on the timing of the City's budget and includes the time required for the Committees to evaluate the applications and make recommendations to Council. Further, the current model allows the funds to be allocated taking into consideration all applications received which is only possible with a single review per grant period.

11. *If we are making applications to each municipality on the North Shore, do we ask for the full amount we require from each municipality?*

You could split the full amount you require and ask for a portion from each municipality, **if your organization/programs serve residents in multiple municipalities.**

12. *I am not sure whether certain expenses would be considered operating costs, how do I know?*

Operating costs are your ongoing costs such as rent, utilities, fixed costs. If you are unsure, please contact municipal staff to discuss.

13. *We receive a great deal of funding in-kind, are these considered in relation to financial funding in terms of evaluating whether the municipal grant would be a sole source of funding?*

Yes, in-kind sources of funding are requested in the budget sections of the application forms to allow them to be evaluated in monetary terms along with financial sources.

Updated: December 2022