1Up Victoria Single Parent Resource Centre Application

1Up Victoria Single Parent Resource Centre Urban Food-Garden Tour final report

2018 Strategic Plan Grant Application_Ballet Victoria

ABIS CoV Strategic Grant Application

ArtsREACH Society - Application Form

ArtsREACH Society - Final Report

Black_Entrepreneurs_Yesterday_and_Today_Victoria_Strategic_Plan_Grant_Application (final)

Bridges for Women - Final Report 2017

Bridges for Women Application

Burnside George - 2017 Strategic Plan Final Report-Signed

Burnside Gorge Community Association Applicaiton

Cerebral palsy association 2017 Strategic Plan Final Report Final

Cerebral palsy Association of BC Application

Cine-Vic Society of Independent Filmakers Application

Community Social Planning Council of Greater Victoria Application

Community Social Planning2017 Strategic Plan Grant Final Report Final CSPC JAN 31

Crisis intervention 2017 Strategic Plan

Crisis Intervention Applicaiton

Disaster Aid Canada Application

Disaster Aid Canada City of Victoria Final Report 2017

Downtown Blanshard Advisory Committee Applicaiton

Downtown Blanshard Advisory Committee Food Skill for Youth Program - Final Report 2017-18

Downtown Victoria Business Association Application

Fairfield Community Association of Victoria Application

Fernwood Neighbourhood Resource Group Society Application

Greater Victoria Bike to Work Society Application

Greater Victoria Festival Society 2018 Strategic Plan Grant Submission Jan 31

Greater Victoria Placemaking Network Application

Greater Victoria Sport Host Application

Greater Victoria Visitors & Convention Bureau Application

Greater Victoria Volunteer application

HeadWay - Victoria Epilepsy and Parkingson Centre Grant Application

HeroWork 2018 Strategic Plan Grant Application.FINAL

James Bay New Horizons Application

KidsSport Greater Victoria Application

LifeCycles 2018 Strategic Plan Grant Application

Living Edge Community Application

Maritime Museum of BC Application

Ministry of Casual Living Application

MOVE Adapted Fitness and Rehab Applicaiton

Our Place Society Strategic Plan Grant Application 2018

Pacific Training Centre for the Blind Society Application

Pacifica Housing Application

Peers Victoria Application

Rainbow Health Coop Application

Shift Collaborative Society Application

Societe du comite d'organidation des jeux de la francophonie Strategic Plan Grant application

Society for Kids at Tennis Application

Stigma Free Society Application

Story Studio Strategic Plan Grant Application

Synergy Sustainability Institute Application

The Mustard Seed Street Church Application

The Victoria Youth Empowerment Society Application

Theatre Skam Association Application

Threshold Housing Society Applicaiton

Tides Canada Initiatives Society Application

Together Against Poverty Society Application

Vancouver Island Counselling Centre for Immigrants and Refugees Application

Vancouver Island South Film and Media Commission Application

Viatec Application

Victoria Brain Injury Society Application

Victoria Community Micro Lending Application

Victoria Compost and Conservation Education Society Application

Victoria Conservatory of Music Application

Victoria Curling Club 2018 Strategic Plan Grant Application

Victoria Immigrant and Refugee Centre Society Application

Victoria Sexual Assault Centre Application

Victoria Women's Transition House Society Application

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: 1Up Victoria Single Parent Resource Centre Society

Mailing Address: 602 Gorge Road East, Victoria, BC V8T 2W6

Contact Person: Marianne Sorensen Email: marianne@1-up.ca

Telephone: 250 385-1114 e. 224 Website: www.1-up.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: 14047

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 107982472RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

1Up has provided Greater Victoria area single parents, caregivers and their children opportunities for learning and growth for 40 years, fostering connection and strengthening foundations through the delivery of strength-based, peer supported programs and services. 1Up aims to support parents to succeed in their efforts to raise healthy children, develop family resiliency, and achieve greater family stability.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

29% (3,500) of single parent families in Victoria are living in poverty, as do the majority of our member families. Accordingly, 1Up provides services/practical supports intended to build single parents' capacity to overcome challenges and improve their families' circumstances. These include free practical supports, parenting/life skills education, free counselling & parent coaching, mentoring and volunteer training opportunities.

How many paid staff at organization? Full Time: 9 Part Time: 2

How many volunteer staff at organization? 70 Total volunteer hours: 4,900 pe

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $383,270

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
BC Community Gaming Grant	$83,317	Parenting education, Moms & Mentors, Counselling
United Way of Greater Victoria	$46,375	Moms and Mentors, Parent Coaching, Other Programs
Lobstick Foundation	$15,000	Peer Helper Volunteer Program
MCFD	$15,308	Parenting Education
CCRR - Administration Fees	$53,798	Program Funding & Administration Costs
Other Grants & Funding/Tax Exemption	$53,866	Projects & Programs
Program Fees/Honoraria/Bank Interest	$5,500	Parenting Education
Fundraising	$110,106	Program Funding & Administration Costs
Total Funding Sources	$ 383.27	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Participants have confidence to start business	Self-report on exit evaluation
Complete business plans	Presentation of business plans at final session
Increase in self-confidence and networking skills	Self-report on exit evaluation
Participants develop peer-support network	Participants continue to connect after the sessions conclude, activity in facebook group
Participants gain knowledge required for business start up	Attendance at all sessions, presentation of business plan, self-report on evaluation
Familiarity with City of Victoria offerings to business owners	Completion of this component of instruction including handout materials
Learn business-specific financial literacy skills	Attendance at sessions, self-report on evaluation
Create positive business mentor relationships	Connection of participants to mentors

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Single Parent Self Employment Training Program

Who is your target audience? Low income single parents who are interested in starting their own business

Brief description of the project or program and why the grant is needed. (1250 characters)

Single parents face many challenges in their struggle to provide for their families, including: inadequate wages, child care costs, housing costs, transportation costs, barriers to educational & employment opportunities, unfunded health services and balancing dual roles as income earners and caregivers. Self-employment can provide increased income and the flexibility needed to parent effectively. The project partnership between 1Up and Community Micro Lending will provide single parents with knowledge & practical skills needed to start their own business. Parents will gain self-esteem and confidence, and develop important skills like: financial literacy, goal-setting, time management and networking. Childcare subsidies will support inclusion & accessibility for parents. The 24 hours of instruction will cover the basics of how to successfully start and run a business including: market research, competitive analysis, bookkeeping, financials, customer service, marketing strategies and networking. Upon completion, participants will receive individual business coaching and be connected to a business mentor. These supports have proven to significantly increase participants' probabilities of success.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Many single parent families live in poverty, and self employment can build capacity and opportunities to enable single parents to lift their families out of poverty and into brighter futures. The Single Parent Self Employment Training Program offers single parents the chance to learn about and explore an opportunity they previously considered unattainable. The program will provide participants with the necessary knowledge to take the first steps to launch their business. They will then be poised to truly benefit from, and be included in, the strong Victoria economy. The Victoria economy improves with an increase in small businesses as these are the backbone of a healthy local economy. Many of our clients have business ideas related to the tourist market and our ability to ready these participants for business will create an increase in diversity of small business offerings to Victoria tourists. Our program further reaches Victoria's Strategic Priorities, including components on: social enterprise & values based businesses, an introduction to City of Victoria Business Hub and business services, benefits of opening a store front downtown, and empowerment of participants who were previously excluded from Victoria's positive economy.

How many will benefit from the project or program? 230

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 15540

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Project Coordinator salary for 17 weeks	3,620.00	Recruitment, logistical organization, liason and support to participants
Program facilitators and guest speakers	4,500.00	Preparation and instruction of 24 hours in class
Mentorship support & supplies	2,000.00	$200 x 10 participants
Individual business coaching	3,000.00	10 participants x 5 hours each x $60/hour
Session materials, food and beverage	560.00	$50 food and beverage + $20 materials per session
Registration, Promotion, logistics	1,200.00	$200 promotion (posters, flyers, printing)
Overhead and rent	1,400.00	Internet, phone, insurance, office supplies $100 + rent $250 per month
Child Care subsidy for parents	2,880.00	To support inclusion and accessibility
Session space rental	1,280.00	$50/hour x 4 hours x 8 sessions
A. Total Project or Program Expenses	$ 20,440.00	
Administration		
Administration	1,500.00	
B. Total Administrative Expenses	$ 1,500.00	
Total Expenses (A+B)	$ 21,940.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	6.84%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	15,540.00	Pending		
A. Total Government Funding	$ 15,540.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Overhead and rent	1,400.00	Confirmed	Marianne Sorensen	250 385-1114 e224
1Up Volunteer hours ($10.00 x 100 hrs)	1,000.00	CONFIRMED	Marianne Sorensen	250 385-1114 e224
Session space rental	500.00	Confirmed	Marianne Sorensen	250 385-1114 e224
D. Total In-Kind Contributions	$ 2,900.00			
Waived Fees and Charges				
Program facilitation and guest speakers	1,000.00	Confirmed	Nancy Wyeth	250-216-2605
Mentorship facilitation	1,000.00	Confirmed	Nancy Wyeth	250-216-2605
Individual busines coaching	1,500.00	Confirmed	Nancy Wyeth	250-216-2605
E. Total Waived Fees and Charges	$ 3,500.00			
Total Funding Sources (A+B+C+D+E)	$ 21,940.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

We cannot reduce the number of instruction hours as it is already at a minimum in order to reduce costs. We are also unable to reduce the daycare subsidy or the program coordinator salary. We would have to reduce the amount of business coaching and mentorship which would very negatively affect the outcomes for participants.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: August 22, 2018 To: May 26, 2019

Project or program location: 1Up Victoria Single Parent Resource Centre, Victoria, BC

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
August 22 - September 29	Recruitment, promotion, registration - 1Up to carry out
October 6 - November 24	Eight 3 hr sessions covering all basic information necessary to start/run a small business - CML
November 26 - December 19	Evaluations, assessments, report writing - 1Up & CML to carry out
Nov 26, 2018 -May 26 2019	Mentorship administration and individual business coaching - CML

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 180

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other: Community awareness events, promotional material

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director

Position

Marianne Sorensen

Name

January 29, 2018

Date

Final Report – My Great Neighbourhood Grant 2017

Urban Food-Garden Tour, 9 September 2017

Supporting Non-Profit: 1Up Victoria Single Parent Resource Centre
Applicants: Victoria Urban Food-Garden Tour committee: Elizabeth Vibert, director, and Jelena Putnik, coordinator

Aims
The Urban Food-Garden Tour is an awareness raiser and fundraiser for sustainable food security. The event aims to encourage and inspire people to grow food at home, whether in pots on a porch or in a sunny backyard. Participants purchase a ticket ($15) and get the chance to visit up to 14 home food gardens across the city – backyards, front yards, allotments, boulevards … (This year we also included four free, un-ticketed sites.) At information stations we provide advice about sustainable home gardening, raising bees, composting, and a variety of other topics important to growing food. We also provide information about sustainable farming in the Global South.

Outcome
This second tour was a great success despite rainy weather. We sold 440 tickets, mostly before the day (we would certainly have sold more had the weather cooperated). Some 400 people toured the gardens, got inspired, met neighbours and fellow gardeners, and learned about local and global food security.

The fundraising element of the tour was highly successful. After costs, we raised $9,100 for sustainable food initiatives:

- Haliburton Community Farm in Saanich
- Hleketani Community Garden in South Africa
- 1Up Single Parent Resource Centre was also a beneficiary: $2020 worth of Summer Food Boxes were delivered from Haliburton Farm to lower-income families at 1Up every Wednesday for 18 weeks (June-October); 1Up also received a donation from the Grant to cover their administrative costs ($150)

The un-ticketed part of the tour drew far fewer participants. However, the two tours offered of Indigenous food sites in Beacon Hill Park, led by Earl Claxton, were very popular and attended by at least 60 people.

Community involvement

The Urban Food-Garden Tour engages many members of the community.

- The tour committee comprised eleven active members this year (all but the coordinator on a volunteer basis).
- Fourteen home gardeners volunteered their time – a full day on Sept 9, an evening in August for the pre-tour for volunteers and donors, and a great deal of time and energy getting their gardens ready to tour.
- 55 volunteers sold tickets and greeted people at garden gates, ran the food and coffee stand, organized and ran the silent auction, and prepared information tables.
- 440 members of the community and visitors purchased tickets, mostly in advance (more would have done so on tour day, had it not been raining). Approximately 400 people turned out on the day.
- Many community organizations and businesses contributed: Vancity provided a branch grant; two real estate companies purchased food boxes (in advance) for 1Up; the cities of Saanich and Victoria provided community grants; Oak Bay Bicycles donated e-bikes for tour day; many businesses donated items for the silent auction.
- Free sites: Earl Claxton Jr of the Tsawout First Nation guided tours of Indigenous food sites in Beacon Hill Park; South Park School opened its school garden to visitors for the day; the Compost Ed Centre opened its doors for a lunch and learn; and Fernwood Community Centre offered free tours of its orchard.

Feedback from the community

Like the first tour in 2015, the second tour was greeted with a very enthusiastic response from the community. Many people say it is their favourite garden tour. “Inspiring” in a practical sense is a common response.

A selection of comments received by email:

- From those taking the tour:
  “I'm in heaven. Everyone knows so much - you just listen in and learn so much.”
  “It was such fun – and impossible not to be enthusiastic!”
- From gardeners:
  “What a great time and so much exchange of ideas and tips!! ... in both directions.”
  “So gratifying!”
- From volunteers:
  “It was a rewarding and enriching experience from both an ‘attendee's’ and ‘volunteer's’ perspective. Please keep me advised of future events.”
  “I was delighted to help out. It was all so well-organized: must have taken a lot of thinking to get that all into place, so thank YOU for making it easy!”

Budget

The 'My Great Neighbourhood Grant' was sought to cover a portion of various costs associated with the second Urban Food-Garden Tour (table from application):

Revenue		
	Ticket Sales - $15 @ 300 people (approx.)	$ 4,500
	Victoria Neighbourhood Grant	$1,000
	REVENUE TOTAL	**$5,500***
In-kind	Volunteer hours – 200hrs @$20	$4000
	Graphic and website design	$1000
	[In-Kind TOTAL]	**[$5000]**
Expenses		
	Event coordination	$2000
	Printing	$1000
	Insurance	$300
	Volunteers – transport/food for youth volunteers	$200
	Admin and materials	$100
	EXPENSES TOTAL	**$3600**

Since the city's grant cheque arrived several weeks after the event, the funds were used to pay a portion of the salary of coordinator Jelena Putnik (she was paid a total of **$1039.50**, less than predicted since she was required to work fewer hours than originally anticipated).
$150 was paid to 1Up to cover their administrative costs and in grateful thanks for supporting this community event.

Please see photos of the Urban Food-Garden Tour on separate attachment.

Many thanks to the City of Victoria!
Sincerely,

Marianne Sorensen
Executive Director, 1Up Victoria Single Parent Resource Society

And on behalf of: Elizabeth Viberg, Director, Victoria Urban Food-Garden Tour Committee

January 29, 2018

Urban Food-Garden Tour – 9 September 2017

Youth Volunteers

URBAN
TOUR
SAT 9 SEPT

August pre-tour to thank volunteers and donors and introduce gardeners

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Ballet Victoria Society

Mailing Address: P.O. Box 5023, Victoria BC, V8R 6N3

Contact Person: Paul Destrooper Email: destrooper@balletvictoria.ca

Telephone: 250-380-6063 Website: www.balletvictoria.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: N/A

Mailing Address: N/A

Telephone: N/A Email: N/A

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-45480

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 86257 0751 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Ballet Victoria's mandate as outlined in our constitution act is "to promote the emerging dance talent of Vancouver Island, educate the public on the value of dance in the community, and provide seasons of professional performances." With this mandate as our guide, our mission is to create and perform classical ballet productions accessible to all cultures and ages, enhance the diversity of BC's dance milieu, and increase participation in the arts through breaking down barriers to access.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Founded in 2002, Ballet Victoria is a unique professional ballet company led by award-winning artistic director Paul Destrooper. BV entertains over 25,000 people each season with four main stage shows, provincial tours, and school performances. BV fosters community inclusion in the arts by reducing prices to main stage performances, donating tickets to charities, and delivering free, accessible performances to seniors. BV also offers affordable, professional dance education at our conservatory.

How many paid staff at organization? Full Time: 9 Part Time: 16

How many volunteer staff at organization? 50 Total volunteer hours: 1100

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? 700000

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
BC Gaming Community Grant	50000	dancer fees,studio rental, lighting design, stage magmt
Capital Regional District	50000	operational funding
Federal Touring Grant (CCA)	10000	main stage and school performances across BC
Federal Project Grant (CCA)	6000	main stage production
Provincial Arts Project Grant (BCAC)	5000	main stage production
Provincial Development (BCAC)	15000	developmental grant to reach operational funding
Federal (ESDC)	25000	seasonal summer student/work experience student
Total Funding Sources	161000	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Improve communication between BV & senior residences	Increase overall attendance & serve patrons from more residences than in previous years
Improve communication between BV and seniors in isolation	Increase in variety of attendants, measured through event registration
Increase number of performances	More than eight performances delivered
Maximize utilization of volunteers and their time	More efficient management of events through training provided by volunteer co-ordinator
Improve communication between BV and its volunteers	Expansion of volunteer base from previous year
Serve a broader range of people in need	Increased attendance of priority groups (refugees, etc.)
Improve service for people with accessibility needs	Create/maintain reservation database &audience special needs (wheelchair,staff help, etc)

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Tea for Tutu

Who is your target audience? Senior citizens with accessibility issues (physical/financial/isolation)

Brief description of the project or program and why the grant is needed. (1250 characters)

Tea for Tutu began in 2008 to address the needs of seniors living in residences or in isolation, who had no access to arts performances in theatres for physical and/or economic reasons, as established by the Victoria Foundation's Vital Signs report. Ballet Victoria delivers free, abridged versions of its main stage performances in a wheelchair-accessible space to accommodate audiences who cannot sit comfortably for a standard-length ballet.Following performances, artists and the audience engage in a friendly social event over tea and baked goods donated by local businesses.Each year demand has grown to include other groups, such as families with young children, people with physical disabilities, and new Canadians.The growing demand indicates Tea for Tutu fills a need that had not been addressed previously.Today we have more than doubled the number of yearly performances and invested in new lighting and a sound system to improve the quality of the performances.Tea for Tutu's success depends heavily on volunteers. To meet increasing interest from the community, we need a paid coordinator to organize and manage volunteers, facilitate promotion of the program, and develop further fundraising options to maintain this new position.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Tea for Tutu contributes to Victoria's strategic plan objective to Facilitate Social Inclusion and Community Wellness. Specifically, Tea for Tutu addresses a 2018 outcome identified in Victoria' Strategic Plan: "Senior centres have increased programming options" (p. 15). Tea for Tutu diversifies the programming options for 21 senior residences across the city, and as the program grows it can serve many more. Tea for Tutu combats the social isolation of senior citizens, a serious national issue. Social isolation is caused in part by lack of access to community programs, and seniors dealing with physical and economic impediments to community participation are at higher risk. Tea for Tutu directly addresses two barriers, facilitating social inclusion in the arts community by providing ballet performances, at zero cost, in an accessible space. Kirk Hall is fully wheelchair accessible and has a 200-seat capacity. To safely accommodate wheelchairs, walkers and strollers, attendance is limited to 130. In addition to the enriching experience of a high-quality performance, seniors and volunteers alike receive a wellness boost during the post-show social, which provides opportunities to connect while enjoying tea and baked goods.

How many will benefit from the project or program? 1500 people

What percentage of Greater Victoria residents benefit from this project or program? .004 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $10000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Resident Dancers	12000	
Production Manager	2900	
Special Insurance and Property Taxes	780	
Theatre and Parking Rental	5300	
Stage Manager	1200	
In Kind materials	5750	
Advertising and Marketing	4570	Ad campaign, web publishing, multimedia & print and membership fees
Music	200	
Security	1300	
A. Total Project or Program Expenses	34000	
Administration		
Temporary Contract Admin	2500	
In-kind administrative	4800	
B. Total Administrative Expenses	7300	
Total Expenses (A+B)	41300	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	17.70%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
BC Gaming Community Grant	6500	Pending	Gaming Grants	250-356-1081
Capital Regional District	8000	Confirmed	Heather Heywood	250-360-3215
Strategic Plan Grant (City of Victoria)	10000	Pending	Natalie Goulet	250-361-0554
A. Total Government Funding	24500			
Corporate Sponsorships				
Residence Sponsorships	3000	Confirmed	Vrs Senior Residences	250-380-6063
Corporate Donations	1600	Confirmed	TELUS Corporation	employee donations
Foundation grants	1800	Confirmed	% unrestricted private	250-380-6063
B. Total Corporate Sponsorships	6400			
Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
Materials and services	10400	Confirmed	BVDancers/Staff/Vlntrs	250-380-6063
D. Total In-Kind Contributions	10400			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	41300			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Tea for Tutu has succeeded since 2008, thanks to grants, public support, and donations from local businesses; thus, it can continue despite being under-funded. However, attendance has remained consistently high, even as performances have doubled, which suggests that the full scope of demand is still not being met. Tea for Tutu depends too heavily on volunteers for long-term sustainability. Without full funding, we cannot expand to reach community members who lack access to this unique service.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: June 30, 2019

Project or program location: 643 Broughton Street, Victoria BC, V8W 3J2

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2, 2018	Tea for Tutu program manager and volunteer co-ordinator is hired and begins work
July/August 2018	Tea for Tutu season planned and published (event dates set, information sent to seniors residences)
August 2018	Fundraising begins (sponsorships, donations, grant applications)
October 2018	Tea for Tutu performance and social event
December 2018	Tea for Tutu performance and social event
February 2019	Tea for Tutu performance and social event
May 2019	Tea for Tutu performance and social event
June 2019	Tea for Tutu performance and social event

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: 900

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other: Thank You letter, Acknowledgment at events

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director

Position

Paul Destrooper

Name

January 31, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Anastasia Brain Injury Society

Mailing Address: 102-404 Dundas Street, Victoria, BC, V9A3K2

Contact Person: Trevor Impey Email: trevor@anastasiabis.com

Telephone: 1-778 953 5126 Website: www.anastasiabis.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: NA

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S0068166

Are you a registered Charity? ☐ Yes ☐ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

To provide psychosocial support for Victoria area acquired brain injury survivors who also face homelessness.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

ABIS is headed by Trevor Sean Impey, a Registered Social Worker (BC 13236), educated at UVic and Victoria Brain Injury Society. Impey and Joseph Ralph, both The Salvation Army (TSA) Victoria ARC employees and Victoria residents, created the ABIS psychoeducational program which launched December 2016 at TSA. The project evolved into ABIS in October 2017. ABIS currently operates taught and peer support programs on a volunteer basis for the benefit of TSA residents who suffer from brain injuries.

How many paid staff at organization? Full Time: 0 Part Time: 0

How many volunteer staff at organization? 5 Total volunteer hours: 8hrs/wk

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 10,500.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
In-Kind	500.00	Food/Snacsks
In-Kind	6,500.00	Rent
Government (City of Victoria)	3,500.00	Program Costs
Total Funding Sources	$ 10,500.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
50 participants attending > one month of programming	A count of how many participants attend > one month of programming per year
Participants' positive experience	Questionnaire rating quality and experience for those who attend > one month
Participants' continued participation	A count of how many graduates continue to volunteer or assist in programming

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: ABIS Psychoeducational Program - Brain Injury Recovery

Who is your target audience? Acquired brain injury survivors who face homelessness in Victoria

Brief description of the project or program and why the grant is needed. (1250 characters)

We seek funding to 1. Open our psychoeducational program to the Victoria community and 2. Run sustainably into the future. TSA generously donates space, snacks, some office related expenses and some staff support. CoV funding would contribute $3000 for one year of weekly 2 hour sessions in a dedicated time slot, plus $500 for the website, accounting and legal fees. The program offers three months of interaction, and development is already complete. Facilitation is by Ralph with Impey being a backup.
The psychoeducational program is designed to provide value and accessibility to the target demographic. Participants may come for TSA community lunch that finishes at 12:30pm and then wait for the 1pm start in the adjacent room. The program is accessible on a drop in basis. Graduates have gone on to become peer supporters and program assistants. The spirit of the organization is to be inclusive and offer real opportunities for participants to contribute their inner knowledge and recovery experience to the larger community of brain injury survivors who face homelessness.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

CoV supports a large homeless population that requires varied initiatives to explore and promote wellness and recovery. There is a established link between brain injury and homelessness. A 2014 study found that a brain injury preceded homelessness in 87% of respondents in a Toronto men's shelter. Brain injury is also linked to addictions, mental health challenges, poor health outcomes, and incarceration. It is caused by concussions, assaults, drug abuse, or overdose. It has been called a "silent epidemic" because of its prevalence, cost to society, and harm to quality of life. The ensuing homelessness is stigmatized, and compounds the effects of brain injury in the social sphere. Our program delineates the psychosocial and neurobiological causes of marginalization. Topics include neuroanatomy, effects of brain injury, the cause and effect of comorbidity with other illness. Later we teach self guided cognitive behavioural therapy and introduce discourse that challenge the social construct of disability. The goal is to improve psychosocial functioning in an inclusive, non judgmental and supportive forum. This supports CoV's Objc.7(Social Inclusion and Community Wellness)

How many will benefit from the project or program? >50

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $3500

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Staff wages (1 facilitator)	3000	Includes program outreach and admin. 156 hours/year.
A. Total Project or Program Expenses	$ 3,000.00	
Administration		
Website + domain	300	
Legal	100	
Advertising / office supplies	100	
B. Total Administrative Expenses	$ 500.00	
Total Expenses (A+B)	$ 3,500.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	14.29%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	3500	Pending		
A. Total Government Funding	$ 3,500.00			
Corporate Sponsorships				
None				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
None				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Snacks / coffee	500	Confirmed	Karla Anderson	2503843396
D. Total In-Kind Contributions	$ 500.00			
Waived Fees and Charges				
Rent	6500	Confirmed	Karla Anderson	2503843396
E. Total Waived Fees and Charges	$ 6,500.00			
Total Funding Sources (A+B+C+D+E)	$ 10,500.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

The program would run for a reduced time period.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1 2018 To: June 30 2019

Project or program location: The Salvation Army ARC Chapel, 525 Johnson Street. Victoria.

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
June 1 2018	Begin advertising in area shelters, online, community newsletters and bulletin boards.
July 1 2018	Begin program
January 1 2019	Compile existing data for 2019 CoV final report.
June 30 2019	Complete program and gather remaining data for CoV 2020 final report.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 1 Total volunteer hours required: 3 hrs/wk

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

T S Impey

Signature

Executive Director / President

Position

Trevor Sean Impey

Name

January 29 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: The artsREACH Society

Mailing Address: 389 Crystal View Terrace, Victoria, BC V9B 5S5

Contact Person: Gaylia Lassner Email: gaylia@artsreach.ca

Telephone: 778-678-6282 Website: www.artsreach.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-0047501

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 86388 1074 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The artsREACH Society gives all children the opportunity to develop life skills by exploring their potential through arts experiences. As education budgets get smaller, the work of artsREACH in providing our workshops free of charge becomes essential. artsREACH workshop curriculum is aligned with BC Curriculum outcomes.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

The artsREACH Society has delivered more than 1,900 workshops in theatre, dance, filmmaking, painting, collage, drawing, and printmaking to 29,000+ at-risk children, grades K-8, in 32 schools across 3 school districts since our inception in 2005.Our programs offer workshops in theatre, dance and the visual arts. A professional artist with a fine arts or arts education degree, and/or equivalent professional experience leads every workshop. Instructors are skilled in classroom management.

How many paid staff at organization? Full Time: 0 Part Time: 2

How many volunteer staff at organization? 45 Total volunteer hours: 325

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 90,200.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
City of Victoria	1,000.00	All grant monies are used for program delivery
S'Cool Life Fund - Pending	2,670.00	
BC Gaming - Pending (Historical amounts considered)	34,000.00	
PECSF - Pending	12,500.00	
Victoria Foundation	12,230.00	
Fundraising - Estimated	10,000.00	
Private Donations	4,000.00	
In-kind Room Rental and ED duties	13,800.00	Room rental for board meetings, Board members perform many ED duties
Total Funding Sources	$ 90,200.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
1) Provide children the opportunity to develop life skills	1)a) Reach a minimum of 22 of the schools in need identified by the School Districts.
by exploring arts education, regardless of financial means.	1)b) Reach a minimum of two classes in each school identified as being in need.
2) Integrate higher-level learning concepts into real-world	2)a) Annual review of curriculum themes with continued development aligned with
learning aligned with BC Curriculum outcomes.	updated BC Curriculum outcomes.
	2)b) Annual review of workshop evaluation forms completed by teachers
3) Empower teachers to continue use of artsREACH workshop	3)a) Annual development of a Teacher's Guide, providing guidance and
curriculum after workshop is delivered	resources for integration of art concepts into curriculum.

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: artsREACH School Programs

Who is your target audience? Students from Kindergarten to Grade 8 in economically disadvantaged schools.

Brief description of the project or program and why the grant is needed. (1250 characters)

Grant funds will be used to partially underwrite the expenses related to the delivery of the 2017/18 artsREACH In-School program. Expenses include fees for artist-instructors and assistants, their travel costs, art supplies, liability insurance, curriculum and teacher guide development, program coordination, and a portion of marketing and overhead.

We have been successfully delivering our popular artsREACH workshops free-of-charge to economically marginalized children via inner-city elementary schools in the Capital Regional District for more than a decade. Despite increasing the number of workshops on offer year over year, demand always exceeds supply. With the generous support of the City of Victoria, our goal is to deliver 250 In-School workshops over the 2017/18 school term – 30 in theatre, 120 in the visual arts, 100 in dance – a 36% increase over the current year's total projected delivery. Reaching approximately 22 children per workshop, artsREACH aims to benefit approximately 5500 at-risk children in 2017/18.

As mentioned above, district personnel annually provide a list of schools serving the lowest-income families; workshops are then delivered in accordance with the schools' wishes.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The City of Victoria Strategic Plan focuses on nurturing arts, culture and learning capital. It specifically calls for support of arts and culture to increase in an inclusive and strategic way.

The artsREACH Society effectively addresses the issue of inaccessibility for economically marginalized children, offering free workshops and offering them in-school so that working parents are not tasked with getting the children to the workshops. In addition, artsREACH programs enhance the knowledge of classroom teachers, who are encouraged to expand on their students' arts experiences through observing artsREACH workshops and consulting the Teachers' Guide.

How many will benefit from the project or program? over 5500 in 2018

What percentage of Greater Victoria residents benefit from this project or program? .01 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $1,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Artist-Instructor Fees	18,300.00	
Workshop Assistant Fees	12,200.00	
Travel	9,200.00	paid at $.55 a km
Materials and supplies	6,200.00	art smocks for visual arts classes, laundry and art supplies
Curriculum Develoment	1,800.00	artist fees, materials, printing
Showcase	350.00	Final class is a showcase of student work - refreshments provided
Program Coordinator	11,500.00	School liaison and bookings
Room rental	11,300.00	school classroom, library or gymnasium
Program Overhead	2,500.00	Supply room rent, liability insurance
A. Total Project or Program Expenses	$ 73,350.00	
Administration		
Part-time administrator	5,200.00	Portion of part-time salary
In kind Executive Directors duties performed by Board	2,500.00	budgeting, financial accounts, recruiting/interviewing instructors
Marketing / Promotions	1,350.00	Website updating / maintenance, outreach, e-newsletter
artREACH overhead	2,800.00	accounting fees, telephone, D&O liability insurance, bank fees
Fundraising (portion)	5,000.00	Annual fundraising event (Colour Your Palate)
B. Total Administrative Expenses	$ 16,850.00	
Total Expenses (A+B)	$ 90,200.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	18.68%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
BC Gaming	35,000.00	Pending	Gaylia Lassner	250-848-5373
A. Total Government Funding	$ 35,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Room rental - in-kind by schools	11,300.00			
Executive Director duties	2,500.00			
D. Total In-Kind Contributions	$ 13,800.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 46,300.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If full funding is not granted, fewer workshops will be offered and the number of children able to participate will be reduced.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: August 2018 To: July 2019

Project or program location: Various schools in School District 61, 62 and 63

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E [redacted]

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
August 2018	Cross-disciplinary curriculum development by artistic team.
Sept. 2017 - June 2018	Workshops delivered according to school requests and scheduling.
July 2018	Program evaluation.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 7 Total volunteer hours required: 160

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Administration

Position

Gaylia Lassner

Name

January 20, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
2. Assemble **Assessment Documentation**:

   ☑ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: The artsREACH Society

Mailing Address: 389 Crystal View Terrace

Contact Person: Gaylia Lassner Email: gaylia@artsreach.ca

Telephone: 778-678-6282 Website: www.artsreach.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: artsREACH Workshops

Is the project or program completed?

☐ Yes If yes, what is the completion date?: _____

☑ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

The grant we received from the City of Victoria was to be used through the 2017/2018 school year. We have not yet completed all of the workshops for this school year.

Did the project or program align with the Strategic Plan Objectives selected in the application? Please explain. (500 characters)

The strategic plan we align with is: Support for arts and culture is increased, inclusive and strategic. Our workshops have reached more children in need than ever before, and our new curriculum explores a variety of cultures to ensure that all children feel included and represented. We are very proud of the Teacher's Guide which supports continued art education in the classroom even when the artsREACH instructors are finished their workshops.

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

Report the success of the project or program's key objectives and the measures of success identified in application.

Objective	Measure of Success	Success – Y / N
Provide children with the opportunity	4144 children participated in 2016/2017	Yes
to develop life skills through arts education		
Align our curriculum with new BC Curriculum	Design of new Teacher's Guide	Yes
EmpowerTeachers to continue use of		
artsREACH workshop curriculum	Please see attached Teacher's Guide	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Students from Kindergarten to Grade 8 in economically disadvantages schools.

What positive impacts were felt by your target audience? Instruction and resources for including artistic endeavours in their education.

How many have benefitted from the project or program? Approximately 90 - 120 children.

What percentage of Greater Victoria Residents benefitted from this project or program? 0.13 based on CRD 2014

How many volunteers have worked on this project or program? 9 What total hours did they work? 150

CITY OF VICTORIA

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

Please prepare a detailed breakdown of the final expenses and funding sources for this project or program below.

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Please see most recent		
Financial Statements Fiscal 2016		
Fiscal 2017 Financial Statements		
are not yet complete but will be provided upon receipt		
Please see attached Program Budget		
with breakdown of workshop expenses		
A. Total Project or Program Expenses	$ 0.00	
Administration		
B. Total Administrative Expenses	$ 0.00	
Total Expenses (A+B)	$ 0.00	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding	$ 0.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E

Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 0.00			

SECTION 6. PUBLIC ACKNOWLEDGEMENT

Have you acknowledged publicly the receipt of the Strategic Plan Grant awarded by the City of Victoria?

☑ Yes – What method was used?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other _____

☐ No – How will the City of Victoria be publicly acknowledged and when?

Date: _____

- ☐ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other _____

Please provide Documentation acknowledging the City of Victoria's funding support.

SECTION 7. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.

G Lassner — Signature

Administration + Grants — Position

Gaylia Lassner — Name

Jan 15, 2018 — Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: BC Black History Awareness Society (BCBHAS)

Mailing Address: 987 Seapearl Place, Victoria BC, V8Y 2X4

Contact Person: Paul Schachter Email: paul@creativemediation.com

Telephone: 250-800-1313 Website: http://bcblackhistory.ca/

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-0050116

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

BCBHAS mission is (1) to advance education about the contributions of Black people to BC through conferences, presentations and cultural information programs (2) to benefit the community by preservation of items of historical significance; (3) to bring together diverse people who have an interest in educating and learning about BC and Canadian Black history; (4) to encourage youth and children to develop an interest in the achievements of Black people in BC; and (5) to promote racial diversity.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

The BCBHAS was formed in February 1994 to continue celebrating the achievements of Black people in BC. The Society has sponsored programs during Black History Month and throughout the year that have reached thousands of Victorians and have created appreciation of the history of Black pioneers in BC, the contributions of persons of African ancestry to BC and Canada and the historical achievements of Black people in the arts, education, government, sports, science and other fields.

How many paid staff at organization? Full Time: 0 Part Time: 0

How many volunteer staff at organization? 1 FTE Total volunteer hours: 1750

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 11,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Donations	6,000.00	Costs for society's programs during year
Heritage Canada - Community Art & Heritage	2,000.00	Costs for society's programs during year
Total Funding Sources	$ 8,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Provide and show support in Victoria for Black businesspersons	Number of Black business registrations for conference (target = 50)
Network Black entrepreneurs with Victoria business & government	Participation of area business and govt in conference and related networking activities
Increase capacity and viability of Black businesses in Victoria	Self-reporting of Black entrepreneurs
Increase visibility of Black businesses in Victoria	Survey of business community and public
Increase awareness of history and role of Black entrepreneurs in BC	Number of visitors to conference; survey

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Black Entrepreneurs Conference - Pioneers of Yesterday and Today

Who is your target audience? (1) Current and potential businessmen and women of African heritage; (2) General public

Brief description of the project or program and why the grant is needed. (1250 characters)

The Black Entrepreneurs Conference teaches skills, provides networking and increases public awareness to promote a culture of diversity and opportunity in business, employment, professions and economic development. Since the 1850's Black businesses in Victoria have been an historical route for incorporation into community activities. They continue today to be a key method of increasing multicultural diversity of our area. Effective business performance requires maintaining a high level of community contacts (networking), continuous skills development and capacity for self-evaluation. Linking with the achievements of the past Black leaders, the Conference shows how today's existing and potential Black businesspeople can harness their special talents to create positive results for themselves and the local community. Topics include business fundamentals, Black women in business, networking with community and government, social investment, and technology/social media skills. The grant is needed to increase the capacity of BCCHAS to organize and manage the conference and to contribute to conference costs, speakers' fees, outreach, and public engagement.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Victoria has a history of great entrepreneurs and civic leaders with Black heritage, including Sir James Douglas, Mifflin W. Gibbs, Grafton Tyler Brown, Charles Alexander and Fielding Spotts from its earliest days to Doug Hudlin in more recent times. Multicultural businesses run by people with Black heritage make Victoria vibrant and relevant for both residents and visitors. Existing and potential Black businesses require special consideration to overcome past discrimination and persistent detrimental and ahistorical attitudes. Maintaining Black diversity as part of the City's economic development provides important substance to Strategic Objective 5, by creating an environment where Victoria businesses and Victoria's main street reflect its diverse history. The project accomplishes this objective by (1) raising awareness on Victoria's Black history (2) educating Black businesses to acquire needed capacities, (3) networking Black businesses with Victoria's existing business community and (4) promoting awareness of Black businesses among the City's general population. Supporting Black businesspeople's efforts to be a central part of Victoria's economy also promotes prosperity and breaks down barriers to social inclusiveness.

How many will benefit from the project or program? 500

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ $12,500.00

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Project Manager	12,600.00	July 1 to September 30
Room and hall fees	1,285.00	
Posters and flyers	725.00	
Media Advertising	1,500.00	
Food and beverage	1,200.00	
Speakers Fees	750.00	
Conference Material for Registrants	800.00	
Insurance	250.00	
A. Total Project or Program Expenses	$ 19,110.00	
Administration		
Accounting and Legal	1,000.00	
Evaluation, surveys and reporting	625.00	
B. Total Administrative Expenses	$ 1,625.00	
Total Expenses (A+B)	$ 20,735.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	7.84%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Victoria Strategic Plan Grant (this grant)	12,500.00	Pending		
A. Total Government Funding	$ 12,500.00			
Corporate Sponsorships				
Various	1,000.00	Pending	TBA	
Registrants	4,000.00	Pending	TBA	
B. Total Corporate Sponsorships	$ 5,000.00			
Matching Funds				
BC Black History Awareness Society	2,635.00	Confirmed	Paul Schachter	250-800-1313
C. Total Matching Funds	$ 2,635.00			
In-Kind Contributions				
Food and beverage	600.00			
D. Total In-Kind Contributions	$ 600.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 20,735.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

The project will be scaled down in terms of presenters and venue.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: Sept 30, 2018

Project or program location: City of Victoria (downtown or alternative location to be determined)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 1, 2018	Publicize conference to businesses; secure corporate participation
July 8, 2018	Finalize presenters, keynote, networking participants
July 15, 2018	Post announcements for business community; Open registration
August 1, 2018	Post announcements for public
August 8, 2018	Begin social media campaign; Deadline for conference handouts and video
August 15, 2018	Finalize registration
September 28, 2018	Black Entrepreneurs Conference - Pioneers of Yesterday and Today
September 30, 2018	Prepare report to participants with resource material

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6 Total volunteer hours required: 325

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	Board Director
Signature	Position
Paul Schachter	2018-01-30
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
2. Assemble **Assessment Documentation**:

   ☑ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Bridges for Women Society

Mailing Address: 1809 Douglas Street

Contact Person: Julie Cormier Email: julie@bridgesforwomen.ca

Telephone: 250-385-7410 Website: www.bridgesforwomen.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Crisis Intervention & Adv

Is the project or program completed?

☑ Yes If yes, what is the completion date?: March 31, 2018

☐ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

The completion date is March 31st, 2018, however we have already served 120 women with 12 more as we need to continue to offer these services.

Did the project or program align with the Strategic Plan Objectives selected in the application? Please explain. (500 characters)

The program met the Strategic Plan Objective of facilitating social inclusion and community wellness by enhancing the quality of life, with immediate assistance, understanding and emergency care for women, by providing accessible health services to Victoria's most marginalized people, with trauma-informed, safe, non-judgemental health services, and by contributing to ending chronic homelessness, with advocacy to affordable housing, mental health services and detoxification programs.

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

Report the success of the project or program's key objectives and the measures of success identified in application.

Objective	Measure of Success	Success – Y / N
Increase accessible health services for the most marginalized	Assisted 15 clients in acute crisis due to violence	Yes
Contribute to ending chronic homelessness	Helped 25 clients access detoxification services and applying to treatement	Yes
Contribute to ending chronic homelessness	Assisted 30 clients to obtain safe and affordable housing	Yes
Enhance quality of life	Supported and guided 20 clients in issues related to MCFD involvement	Yes
Contribute to ending chronic homelessness	Supported 22 clients access mental health and psychiatric services	Yes
Increase accessible health services for the most marginalized	Delivered 20 crisis trauma counseling sessions to ensure stability	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Women survivors of trauma, abuse and violence seeking help with employment and training at Bridges

What positive impacts were felt by your target audience? Ending cycles of violence, isolation and poverty and reclaiming sense of worth

How many have benefitted from the project or program? 132

What percentage of Greater Victoria Residents benefitted from this project or program? 3.5%

How many volunteers have worked on this project or program? 0 What total hours did they work? 0

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

Please prepare a detailed breakdown of the final expenses and funding sources for this project or program below.

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Wages & Benefits	53,157.00	
Office	3,174.00	
Rent & Property Taxes	5,046.00	
Program Supports	3,750.00	
Miscellaneous	1,239.00	
Advertising	316.00	
Legal	251.00	
Insurance	143.00	
Heat & Light	197.00	
A. Total Project or Program Expenses	$ 67,273.00	
Administration		
Bank Charges	72.00	
Telephone	703.00	
B. Total Administrative Expenses	$ 775.00	
Total Expenses (A+B)	$ 68,048.00	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Community Gaming BC	33,000.00	Confirmed		
City of Victoria	15,000.00	Confirmed		
A. Total Government Funding	$ 48,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
Fees	20,048.00	Confirmed		
E. Total Waived Fees and Charges	$ 20,048.00			
Total Funding Sources (A+B+C+D+E)	$ 68,048.00			

SECTION 6. PUBLIC ACKNOWLEDGEMENT

Have you acknowledged publicly the receipt of the Strategic Plan Grant awarded by the City of Victoria?

☑ Yes – What method was used?

- ☑ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other _____

☑ No – How will the City of Victoria be publicly acknowledged and when?

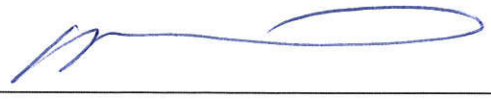
Date: March 31, 2018

- ☐ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other _____

Please provide Documentation acknowledging the City of Victoria's funding support.

SECTION 7. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.



Signature

Executive Director

Position

Victoria Pruden

Name

January 31, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Bridges for Women Society

Mailing Address: 1809 Douglas Street, Victoria BC V8T 4K5

Contact Person: Julie Cormier Email: julie@bridgesforwomen.ca

Telephone: 250-385-7410 ext:109 Website: www.bridgesforwomen.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-31183

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 136019148 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Bridges is a gutsy, innovative agency who inspires women impacted by violence, abuse and trauma to reclaim their life and build economic security. Bridges draws on its extensive knowledge on the impacts of abuse on employability, to provide education, training and consulting to community agencies, employers, and government.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

For 30 years, Bridges has delivered the award-winning Bridging Employment Program to thousands of women survivors of violence, establishing three locations, one remote classroom on W'SANEC Nation reserves and online platforms to reach rural and remote women. Our role is to provide a safe, trauma-informed location for women impacted by violence, abuse and trauma to break the cycles of violence, poverty and isolation. Through healing and employment, women gain self-worth and economic security.

How many paid staff at organization? Full Time: 16 Part Time: 6

How many volunteer staff at organization? 42 Total volunteer hours: 720

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 1,896,990.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Ministry of Social Development & Poverty Reduction	1,413,915.00	Employment Program of BC
Gaming Commission of BC	33,000.00	Crisis Intervention & Advocacy
Ministry of Jobs, Trade & Technology	90,000.00	Mentorship Program
United Way & Provincial/Federal Grants	180,000.00	Indigenous Bridging Employment Proram
Fundraising, Fees & Book Sales	155,075.00	Client advocacy, Programs & Administration/overhead
City of Victoria	25,000.00	Crisis Intervention & Advocacy
Total Funding Sources	$ 1,896,990.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Increase stability for women survivors of abuse	Number of women supported to accessing mental health services and affordable housing
Increase safety for women survivors of abuse	Number of women assisted in acute crisis due to violence
Increase supports for women survivors of abuse	Number of women helped to access detoxification services and guided through MCFD involvement

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Crisis Intervention & Advocacy

Who is your target audience? Women survivors of violence and abuse seeking counseling and employment services

Brief description of the project or program and why the grant is needed. (1250 characters)

The Crisis Intervention and Advocacy program aims to create a bridge to the supportive employment program by increasing stability, safety and supports for women survivors of abuse. Bridges is a trusted women's agency where women are respected, believed and supported in their time of crisis and transition. Women come to Bridges for employment supports, however in some cases (20%) there are critical stability issues in need of immediate intervention and advocacy before they can begin the employment program. Due to limited capacity to functioning independently, a common effect from experiences of violence and trauma, these women require additional supports and assistance to access other services, including legal services, MCFD involvement, mental health and psychiatric care, safe housing, crisis counseling and detoxification treatment. This service lacks financial support from current funders and provincial contracts. Working with high barrier, vulnerable women, Bridges has identified a need for crisis intervention and advocacy amidst regular education and employment programming. This program increases the accessibility of the employment program, rather than letting the most marginalized fall through the cracks of funding contracts.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The Crisis Intervention and Advocacy program meets the City's Strategic Plan objective to facilitate social inclusion and community wellness. This is done by enhancing quality of life, by providing accessible health services to Victoria's most marginalized people, and by contributing to ending chronic homelessness. The program enhances the quality of life of women survivors of violence and abuse by assisting women in acute crisis due to violence, assisting in MCFD involvement and legal issues relating to child custody and removal. The program contributes to the number of accessible health services available to the most marginalized by delivering trauma counseling to high barrier, vulnerable women with complex needs through an inclusive, women-centered, non-judgmental approach, and, most importantly, serving with ethical, professional and cultural sensitivity, especially while we increasingly serve First Nation, Métis and immigrant women. The program also contributes to ending chronic homelessness by providing help in accessing and applying for detoxification treatment, obtaining safe, affordable housing, and supporting women in accessing mental health services, including psychiatric care.

How many will benefit from the project or program? 140

What percentage of Greater Victoria residents benefit from this project or program? 3.5 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $25,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Wages & Benefits	53,157.00	Professional trauma counselors Bridges staff
Program Supports	2,212.00	Includes childcare and nutrition
Miscellaneous	1,239.00	Supplies, application fees, etc...
Legal	251.00	
Advertising	316.00	
A. Total Project or Program Expenses	$ 57,175.00	
Administration		
Bank Charges	72.00	
Telephone	703.00	
Rent & Property Tax	5,046.00	
Office	3,174.00	
Insurance	143.00	
Heat & Light	197.00	
B. Total Administrative Expenses	$ 9,335.00	
Total Expenses (A+B)	$ 66,510.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	14.04%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Community Gaming BC	33,000.00	Pending		250-356-1081
City of Victoria	25,000.00	Pending		250.385.5711
A. Total Government Funding	$ 58,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Bridges for Women Society	8,510.00	Confirmed	Chantal Barchard	250-385-7410
C. Total Matching Funds	$ 8,510.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 66,510.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Without full funding, Bridges will still offer this service. It will impact the agency in terms of increasing fundraising efforts to cover the program costs. If we don't offer this service, the most marginalized groups of women will fall through the cracks, and at Bridges, we do not turn away a woman in need, especially mothers in need. We are a trusted source of safety in the community therefore crisis intervention and advocacy must continue. This work cannot be supplemented by volunteers.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: June 30, 2019

Project or program location: Downtown Victoria Bridges location, 1809 Douglas Street

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
June 30, 2019	Assist 15 women in acute crisis due to violence
June 30, 2019	Help 25 women access detoxification services and applying for treatment
June 30, 2019	Assist 35 women to obtain safe and affordable housing
June 30, 2019	Support and guide 20 women in issues related to MCFD involvement or legal matters
June 30, 2019	Support 22 women access mental health services including psychiatric services
June 30, 2019	Deliver 23 counseling sessions to ensure stability of the woman through these processes listed above

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 0 Total volunteer hours required: 0

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☑ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Victoria Pruden
Name

January 31, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
2. Assemble **Assessment Documentation**:

   ☑ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Burnside Gorge Community

Mailing Address: 471 Cecelia Rd

Contact Person: Suzanne Cole Email: suzanne@burnsidegorge.ca

Telephone: 250-388-5251 Website: www.burnsidegorge.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Youth Self Sufficiency

Is the project or program completed?

☑ Yes If yes, what is the completion date?: December 31, 2017

☐ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

Did the project or program align with the Strategic Plan Objectives selected in the application? Please explain. (500 characters)

YSS aligned most closely with Facilitating Social Inclusion and Community Wellness. YSS helps youth to stabilize and then begin to build on their foundations, returning to school, securing employment, and connecting to the community around them. Youth are supported by their advisors as they begin to access and build a network of support. This connectedness to community helps to establish relational permanency and they begin to develop individual capacity for self-reliance.

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

Report the success of the project or program's key objectives and the measures of success identified in application.

Objective	Measure of Success	Success – Y / N
Youth find and maintain safe and stable housing	100 of youth have safe housing; 98% maintained housing for 6+months	Yes
Youth have increased budgeting and financial skills	100% of youth increased their budgeting and financial skills	Yes
Youth show increased knowledge of tenancy rights and responsibleness	92% of youth maintained safe housing for 1+ year; 100% increased knowledge	Yes
Youth have the skills to meet basic needs (cook, clean, shop)	100% of youth are able to meet basic needs; 90% increased nutrition skills	Yes
Youth increase their employment and/or eduction	87% are working or in school; 79% show increased employment readiness skill	Yes
Youth have increased community connections	50% increased participation in community activities; 80% made new connectio	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? At-risk youth aged 17-21

What positive impacts were felt by your target audience? Housing stability,improved health & wellness; increased life skills/ basic needs

How many have benefitted from the project or program? 30

What percentage of Greater Victoria Residents benefitted from this project or program? 100%

How many volunteers have worked on this project or program? 0 What total hours did they work? 0

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

Please prepare a detailed breakdown of the final expenses and funding sources for this project or program below.

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
1.5 FTE Youth Advisors wages and benefits	79,705.00	includes employer costs
Program and Clinical Supervision	11,613.00	includes employer costs and benefits
Youth Advisor cell phones	1,212.00	
One on one and group program supplies	310.00	
Food	152.00	
Flexible Goal Related Dollars	2,400.00	items purchased to assist youth in meeting their goals
Rental Supplements	950.00	short term assistance with rent to stabilize youth
Staff Travel costs (outreach and home visits)	2,280.00	
Meeting and group room space (in kind)	3,500.00	
Program advertising and promotion (in kind)	720.00	
A. Total Project or Program Expenses	$ 102,842.00	
Administration		
16% - insurance, bookkeeping, janitorial, IT, etc	20,080.00	
B. Total Administrative Expenses	$ 20,080.00	
Total Expenses (A+B)	$ 122,922.00	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	22,500.00			
United Way of Greater Victoria	31,250.00	Confirmed		
Victoria Foundation	40,000.00	Confirmed		
A. Total Government Funding	$ 93,750.00			
Corporate Sponsorships				
Rental Supplement (Bosa Foundation)	950.00	Confirmed		
Coast Capital Savings	24,000.00			
B. Total Corporate Sponsorships	$ 24,950.00			

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Burnside Gorge Community Centre	3,500.00	Confirmed		
Burnside Gorge Community Centre	720.00	Confirmed		
D. Total In-Kind Contributions	$ 4,220.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 122,920.00			

SECTION 6. PUBLIC ACKNOWLEDGEMENT

Have you acknowledged publicly the receipt of the Strategic Plan Grant awarded by the City of Victoria?

☑ Yes – What method was used?

- ☑ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other Program brochures

☑ No – How will the City of Victoria be publicly acknowledged and when?

Date: February 2018

- ☐ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other

Please provide Documentation acknowledging the City of Victoria's funding support.

SECTION 7. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.

Signature

Executive Director

Position

Suzanne Cole

Name

Jan 23, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Burnside Gorge Community Association

Mailing Address: 471 Cecelia Road, Victoria, BC V8T 4T4

Contact Person: Suzanne Cole Email: suzanne@burnsidegorge.ca

Telephone: 250-388-5251 Website: www.burnsidegorge.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0027918

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 135261972RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The purpose of the BGCA is to encourage healthy, inclusive, and socially just living. This includes: engaging and consulting with our communities; providing programs and supports for children, youth and families; operating facilities that provide public benefit; cultivating connections and community pride; advocating for our community; fostering work place practices that support employees; supporting the provision of housing for low and moderate income households.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Founded in 1991 in response to community need, BGCA began providing child care, family support, & recreation services to residents of Burnside Gorge. Since 2002 BGCA has run a full range of supports to children, youth and families throughout Greater Victoria. This includes: childcare for ages 3.5 to 11; youth & family services; housing & financial literacy services for youth and families; community recreation and special events for all ages; and a variety of community development initiatives.

How many paid staff at organization? Full Time: 27 Part Time: 25

How many volunteer staff at organization? 200 Total volunteer hours: 3000+

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 2,100,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Government of Canada	27,895.00	Early Childhood, Family and Camp Programs
Province of BC - BC Housing, MCFD, Gaming	992,100.00	Family Services, Family Self Sufficiency, Childcare, Youth Services, Community Dev't, Seniors
Rental Income	33,885.00	Facility administration and supplies
Registration Fees	461,579.00	Instructor fees and recreation program costs
Fundraising & Donations	75,692.00	Children, Youth, Family and Senior Programs
Membership fees	1,405.00	Community Development
Foundations & Grants	240,366.00	Child, Youth, Family and Senior Programs
Interest & other	25,906.00	Administrative costs
Total Funding Sources	$ 1,858,828.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Increased employability	80% of participants increase employability (including employment related skills)
Increased Financial Stability (increased income, savings or reduced debt)	90% have increased financial stability through increased income, savings, and/or debt reduction
Increased financial literacy skills (budgeting, planning)	90% have increased financial literacy skills
Increased health and well-being of families	80% report increasing overall health of family members
Increased connectedness within the community	90% make community connections to assist with program goals

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Family Self Sufficiency (FSS)

Who is your target audience? Low-income families living in subsidized housing

Brief description of the project or program and why the grant is needed. (1250 characters)

FSS is an innovative three-year financial literacy program for low-income families receiving housing subsidy. FSS aims to: increase employability; increase financial capacity; offer savings opportunities; build financial literacy skills; decrease dependence on government support; facilitate links to community resources; and improve family health outcomes. Participants learn valuable financial literacy skills such as building savings, reducing debt, and managing credit usage.

Participants work with Advisors to reinforce learned skills and identify goals such as: moving into market or cooperative home ownership, establishing an emergency fund, training for employment and education, small business start-up, and educational goals for their children. Action plans are developed to meet their goals.

While economic hardship is a reality faced by many families current research shows that single-parent families, particularly those led by single mothers, are among the most vulnerable. 90% of FSS participants are single-parent families. In 2015, the child poverty rate for children in lone-parent families (47.7%) was more than four times the rate (11.2%) for their counterparts in couple families (2017 BC Child Poverty Report Card).

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Families participating in the FSS program are offered the tools and supports needed to create a healthy and financially stable future for their families. We believe that strengthening personal and financial self-sufficiency enables individuals to become more capable of moving away from government income or housing assistance. FSS builds on participants' existing strengths and addresses barriers that have historically held them back. As participants move out of a place of responding to crises they are better able to manage their finances and begin planning and saving for their futures. As participants model positive financial behaviours and attitudes this learning is passed on to their children, impacting generational cycles of poverty. There is also evidence that shows a correlation between financial stability and improved health outcomes.
Another valuable component of FSS is the delivery of financial literacy training to other agencies and populations outside the core program. Workshops can vary from one session to a series of four workshops depending on the needs of the group and desired goal of the partner agency. Community based financial literacy training allows for broader knowledge sharing with the larger community.

How many will benefit from the project or program? 100

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $25,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
FSS Coordinator and 2 FTE Advisors	134,800.00	inclusive of employer costs and benefits
Materials and supplies	3,800.00	Workshop supplies; 1-on-1 support; cell phones; food; bus tickete
Childcare	1,000.00	childcare costs to ensure participants can attend workshops
Promotion	720.00	Program advertising materials and costs - in kind
Facilities	3,500.00	In kind Room rentals for workshops, interviews, meetings, etc
A. Total Project or Program Expenses	$ 143,820.00	
Administration		
Insurance, communications, finance, IT support, janitorial	26,400.00	16% of cash revenue
B. Total Administrative Expenses	$ 26,400.00	
Total Expenses (A+B)	$ 170,220.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	15.51%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Plan Grant	25,000.00	Pending		
BC Housing	60,000.00	Confirmed	Heidi Hartman	250-475-7550
Vancity	16,000.00	Pending	Andrea Di Lucca Bustard	250-995-7647
A. Total Government Funding	$ 101,000.00			
Corporate Sponsorships				
United Way of Greater Victoria	65,000.00	Pending	Danella Parks	250-385-6708
B. Total Corporate Sponsorships	$ 65,000.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Burnside Gorge Community Association	4,220.00	Confirmed	Suzanne Cole	250-388-5251
D. Total In-Kind Contributions	$ 4,220.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 170,220.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If the full amount of required funding is not received then fewer families will be able to receive support from FSS staff; fewer community financial education workshops will be delivered and funds for program supplies and child care will be reduced. BGCA is committed to seeking a diverse range of funds.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: June 30, 2019

Project or program location: Burnside Gorge Community Centre with outreach to broader community

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July '18 - June '19	(ongoing) Recruitment of families into FSS
July '18 - June '19	(ongoing) One on one work with Advisors to look at goals and execute action plans
Nov-Dec '18 & Feb-Mar '19	Financial literacy training
July '18 - June '19	Monthly review of income and expenses
Sep-Oct '18 & Apr-Jun '19	Skill building workshops and one on one practice (food skills, employment training, etc)
July '18 - June '19	(ongoing) Assist families in building community connections to meet needs and access resources
June 2019	Program evaluation

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 0 Total volunteer hours required: 0

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: program brochures & flyers

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Suzanne Cole
Name

January 24, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
2. Assemble **Assessment Documentation**:

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Cerebral Palsy Association of British Columbia

Mailing Address: 330 409 Granville Street,

Contact Person: Feri Dehdar Email: feri@bccerebralpalsy.com

Telephone: 604-408-9484 Website: www.bccerebralpalsy.com

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Adaptive Recreation

Is the project or program completed?

☐ Yes If yes, what is the completion date?: March 31, 2018

☑ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

As stated in initial application, proposed two program sessions: the first ran from September to December 2017 and, the second from January through March 2018. The second session is currently running and will be completed in accordance with the stated time line.

Did the project or program align with the Strategic Plan Objectives selected in the application? Please explain. (500 characters)

Adaptive Recreation is designed to facilitate Social Inclusion and Community Wellness. During the fall session, 165 children and youth with Cerebral Palsy and other disabilities participated in dance or yoga, adapted to suit their individual abilities and needs. Participants report that these activities have increased their confidence, strength, stamina, and flexibility.

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

Report the success of the project or program's key objectives and the measures of success identified in application.

Objective	Measure of Success	Success – Y / N
Accessible health services are available for most marginalized people	Number of attendees 165 (fall) Participants report satisfaction.	Yes
Enhanced Quality of Life	Indicators of physical and social benefits	Yes
Opportunities for accessible sports and fitness by children and adults	free 2 accessible classes per wk X 20 wks were offered to children&adults	Yes
Public recreation and cultural facilities are first rate	Feedback from participant: This has been the best yoga class!	Yes
Engage and Empower the Community (Empower neighbourhood residents)	Recruit volunteers from local community: 21 Volunteers worked 63 hours.	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Our target audience is children and youth with CP and other disabilities, their families& caregivers

What positive impacts were felt by your target audience? Families have reported a growing mutual support network& formation of friendship

How many have benefitted from the project or program? 165 participants and their parents and families

What percentage of Greater Victoria Residents benefitted from this project or program? 13%

How many volunteers have worked on this project or program? 21 to date What total hours did they work? 63 to date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

Please prepare a detailed breakdown of the final expenses and funding sources for this project or program below.

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Dance instructor fees	1,600.00	
Dance, planning, organizing, outreach	1,920.00	Planning, outreach, coordinate with parents and recruit volunteers
Dance Venue rental	50.00	Move Society
Yoga Venue rental	1,200.00	Oakland Community Centre
Yoga instructor fees	1,800.00	
Yoga, planning, organizing, outreach	1,920.00	Planning, outreach, coordinate with youth and recruit volunteers
Equipment, music player, blocks, straps, bolsters, blankets	300.00	
Volunteers appreciation	250.00	On-site volunteers, to help with running the programs
Printing and IT, design, publicity, advertisement	1,000.00	
A. Total Project or Program Expenses	$ 10,040.00	
Administration		
Evaluation and bookkeeping	1,000.00	
Printing and photocopying	100.00	
B. Total Administrative Expenses	$ 1,100.00	
Total Expenses (A+B)	$ 11,140.00	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	2,500.00	Confirmed		
A. Total Government Funding	$ 2,500.00			
Corporate Sponsorships				
Telus Community Board	5,000.00	Confirmed	Mel Cooper	604 697 8176
B. Total Corporate Sponsorships	$ 5,000.00			

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

Matching Funds				
Cerebral Palsy Association of BC	3,640.00	Confirmed		
C. Total Matching Funds	$ 3,640.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 11,140.00			

SECTION 6. PUBLIC ACKNOWLEDGEMENT

Have you acknowledged publicly the receipt of the Strategic Plan Grant awarded by the City of Victoria?

☑ Yes – What method was used?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other _____

☐ No – How will the City of Victoria be publicly acknowledged and when?

Date: _____

- ☐ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other _____

Please provide Documentation acknowledging the City of Victoria's funding support.

SECTION 7. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.

F. Dehdar — Executive Director

Signature — Position

Feri Dehdar — Jan. 29, 2018

Name — Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Cerebral Palsy Association of British Columbia

Mailing Address: 330-409 Granville Street, Vancouver BC V6C 1T2

Contact Person: Feri Dehdar, Executive Director Email: feri@bccerebralpalsy.com

Telephone: 604-408-9484 Website: http://bccerebralpalsy.com/

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: 4427

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 10690 4204 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Our Mission is: To raise awareness of cerebral palsy in the community; To assist those living with cerebral palsy to reach their maximum potential; and To work to see those living with cerebral palsy realize their place as equals in a diverse society. We accomplish this mission through: advocacy; encouraging networking; educating members of the public about cerebral palsy; governing relations activities; and implementing programs for individuals with cerebral palsy and other disabilities

Brief history and role in benefitting residents of Greater Victoria (500 characters)

We have been delivering Adapted Yoga for Youth and Dance Without Limits in Victoria since 2013 and 2016 respectively. With the guidance of professional instructors, participants are supported in gentle yoga poses, stretching and exploring dance. In addition, CPABC provides an education bursary, campership program and assisted devices fund that are available to people living with cerebral palsy throughout BC, including in Victoria.

How many paid staff at organization? Full Time: 3 Part Time: 5

How many volunteer staff at organization? 40 Total volunteer hours: 2490

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 480,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Grants and foundations	170,000.00	Programs
Gaming	70,000.00	Programs and operations
Corporate	40,000.00	Programs and operations
Individual donations	42,000.00	Programs and operations
Service Clubs	5,000.00	Programs and operations
Clothing recycling	40,000.00	Programs and operations
Special events	108,000.00	Programs and operations
Other (investment, United Way, etc.)	5,000.00	Programs
Total Funding Sources	$ 480,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
To deliver two sessions each of adapted dance and yoga	Two sessions each of dance and yoga are delivered
To engage up to 10 participants per class	Number of participants, attendance and return attendance
To involve parents, caregivers, families where possible	Feedback from instructors, parents and caregivers; 90% report satisfaction with involvement
To improve participants' strength, posture and mobility	Feedback from participants; 90% report increased physical well-being
To improve participants' mood, self-confidence, general well-being	Feedback from participants; 90% report increased personal development and emotional well-being
To increase participants' opportunities for new social outlets with peers	Feedback from participants; 90% report increased social networks and decreased social isolation
To challenge negative stereotypes and understandings of disabilities	Program promotional materials and impact stories developed and shared
To increase families and caregivers networks and supports	Feedback from parents and caregivers; 90% report increased networking

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Dance Without Limits and Adapted Yoga for Youth in Victoria

Who is your target audience? Children and youth with cerebral palsy and other disabilities, and their families and caregivers

Brief description of the project or program and why the grant is needed. (1250 characters)

We are seeking funding for the 2018/2019 fall and winter seasons of Adapted Yoga for Youth and Dance Without Limits for children and youth with disabilities in Victoria. With the guidance of a professional yoga instructor, participants are supported through gentle yoga poses and stretching exercises.
Dance Without Limits is an adapted dance class for children with cerebral palsy and other disabilities. It offers a fun, safe, and active environment for people with disabilities to learn about and explore dance. Siblings and all ages are invited to participate.
Our adapted recreation programs are offered free of charge and are inclusive of age and disabilities. Not only do they offer physical benefits - improvements to muscle strength, stamina, breathing and flexibility - they also offer social and personal development benefits, through self-confidence, social inclusion, relationship building and overall wellness. Parents and caregivers have opportunities to network during the class.
Funding is required to deliver these programs free of charge in Victoria, and to cover costs such as instructor fees, fully accessible venue and insurance, equipment, outreach and advertising, program materials, snacks and bus tickets for volunteers.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- [x] Engage and Empower the Community (3.22)
- [ ] Create Prosperity through Economic Development (3.00)
- [x] Facilitate Social Inclusion and Community Wellness (3.67)
- [ ] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- [ ] Engage and Empower the Community (3.22)
- [ ] Create Prosperity through Economic Development (3.00)
- [x] Facilitate Social Inclusion and Community Wellness (3.67)
- [ ] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Our proposed program meets the following Objective: Facilitate Social Inclusion and Community Wellness. Our programs are delivered to individuals with cerebral palsy and other disabilities. In BC, approximately 16% of the population self identifies as having a disability.
Our members indicate that there are few opportunities for children with disabilities to get physical exercise in a supportive group environment. For most therapeutic recreation programs, such as swimming, adapted fitness and therapeutic horseback riding, there are user fees. Our programs are free, and all equipment is supplied.
Adapted recreation enables participants to challenge themselves in their mobility and movement. Rehabilitation professionals recognize the importance of sports and recreation in the successful rehabilitation of individuals with disabilities. Adapted sports offer the opportunity to achieve success in a short time period, and to use this success to build self-confidence and focus on possibilities. In addition to physical benefits, social and emotional benefits provided by adaptive recreation include: opportunity to find and build relationships, prevention of social isolation, enhanced confidence and self esteem, improved quality of life.

How many will benefit from the project or program? 160

What percentage of Greater Victoria residents benefit from this project or program? 13 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 5,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Dance and yoga instructor fees	2,160.00	36 hours @ 60/hr
Volunteer expenses/rides	500.00	Bus tickets for volunteers
Venue rentals, insurance, snacks	3,840.00	$160 per session x 24
Equipment, supplies, postage	600.00	Music player, bolsters, straps, blankets
Coordinate program logistics and recruit volunteers and instructors	4,800.00	5 hours/wk x 48 weeks @ $20/hr including MERCs
A. Total Project or Program Expenses	$ 11,900.00	
Administration		
Evaluation and bookkeeping	980.00	Bookkeeping @ $40/hr x 1 hr/month; 10 hours of evaluation @ $50/hr
Printing, copying	200.00	
Publicity, promotion, advertising, IT	950.00	Poster design and printing, local advertising, website updates
B. Total Administrative Expenses	$ 2,130.00	
Total Expenses (A+B)	$ 14,030.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	15.18%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria - Strategic Plan Grant	5,000.00	Pending	Natalie Goulet	(250) 361-0554
Gaming	5,000.00	Pending	Community Gaming Officer	(250) 356-1081
A. Total Government Funding	$ 10,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Lohn Foundation	2,000.00	Confirmed	Mel Cooper, President	(604) 697-8176
CPABC	2,030.00	Confirmed	Fer Dehdar	(604) 408-9484
C. Total Matching Funds	$ 4,030.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 14,030.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

We have applied to several organizations for funding for this program. We will continue to seek funds on an ongoing basis and if necessary monies can be allocated from other program streams. We also raise funds through our annual Life Without Limits Gala which can be dedicated to this program.
We may seek in-kind contributions for meeting space/venues. If funding is exhausted, we will reduce programming hours, recruit more volunteer, consider delivering one season instead of 2, or charging fees.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 3, 2018 To: June 28, 2019

Project or program location: Oaklands Community Centre, 2827 Belmont Ave; MOVE Adapted Fitness and Rehabilitation Society, 531 Yates St.

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July - August 2018	Recruitment of instructors and volunteers, outreach, logistics, planning & promotion
September - November 2018	Deliver series of 10 weekly adapted yoga and dance classes
December 2018	Program evaluation and feedback; analyze recommendations; mid-program reporting
January - February 2019	Confirmation of instructors and volunteers, outreach, logistics, planning & promotion
March - May 2019	Deliver series of 10 weekly adapted yoga & dance classes, with break for March break
June 2019	Program evaluation and feedback; analyze recommendations; final reporting

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 8 Total volunteer hours required: 60

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Feri Dehdar
Name

January 24, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Cine-Vic Society of Independent Filmmakers

Mailing Address: 764 Yates Street, Unit #102

Contact Person: David Geiss Email: director@cinevic.ca

Telephone: 250-389-1590 Website: www.cinevic.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ◉ Yes ○ No Society Registration Number: S-27286

Are you a registered Charity? ○ Yes ◉ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

CineVic is an artist-run Society which provides independent Filmmakers and Media Artists with affordable and accessible equipment, programming, and development opportunities.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since 1991, CineVic has been providing resources to independent filmmakers and media artists in the form of equipment access, workshops, production, screenings, networking, collaboration, and professional development opportunities. Over 25 years CineVic has facilitated the production of hundreds of film and video artworks on both analogue and digital technologies, and continues to present annual programs including Short Circuit film festival and a Summer Film Camp.

How many paid staff at organization? Full Time: _____ Part Time: 3

How many volunteer staff at organization? _____ Total volunteer hours: _____

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ○ Yes ◉ No

What is the organization's annual budget? $122,767

Did your organization receive a grant from the City of Victoria in the prior year? ○ Yes ◉ No

If yes, has the Final Report been completed? ○ Yes ○ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Canada Council for the Arts	$27,057	operations; programming
BC Community Gaming Grants	$13,000	$10,500 operations; $2,500 Summer Film Camp
CRD	$23,000	operations; programming
BC Arts Council	$17,850	operations; programming
Self-generated revenue (equipment rental, fundraising, memberships)	$41,860	operations; equipment purchase & repair
Total Funding Sources	$122,767	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Encourage independent film production in Victoria	Host a "One Take Super 8 Event" in Victoria in 2019
Enhance artistic skills of Victoria residents	Host a Super 8 filmmaking workshop as part of program
Engage and empower the film/arts community in Victoria	Provide free access to film cameras and free admission to the screening event
Provide exhibition opportunities for artists in Victoria	Maximize audience attendance; pay standard artist screening fees
Facilitate collaborations in the community	Collaborate with organizations to host event; track collaborations between participants
Encourage critical discourse about film/arts	Host a Q&A session with community filmmakers after the screening

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: One Take Super 8 Event

Who is your target audience? Amateur artists and analogue film enthusiasts in Victoria, age teen-65+

Brief description of the project or program and why the grant is needed. (1250 characters)

In May 2019, CineVic will bring the "One Take Super 8 Event" to Victoria for a participatory analogue filmmaking program and screening. 25 participants of all ages and skill levels will each sign up to receive one cartridge of Kodak Super 8 film on which they will create their own 3-minute film. The catch: they must shoot all the scenes in order (ie. no editing), and they must wait to see their creations for the first time along with the audience at a free community screening. A renewed interest in celluloid film will be harnessed as participants explore small-gauge filmmaking tactile user interfaces such as viewfinders, lenses, and sprocket holes. With only one chance of getting it right, the feeling of suspense while waiting for film to be developed is passed on to a new generation of movie-makers. This roaming event began in 2000 and has been held over 50 times in cities such as Ottawa, Winnipeg, Regina, Saskatoon, Syracuse, and Fort Lauderdale. Grant funds will be used to cover a workshop, venue rental, marketing, film/processing, and travel/accommodations for the event's founder and presenter Alex Rogalski.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- [x] Engage and Empower the Community (3.22)
- [ ] Create Prosperity through Economic Development (3.00)
- [x] Facilitate Social Inclusion and Community Wellness (3.67)
- [x] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- [ ] Engage and Empower the Community (3.22)
- [ ] Create Prosperity through Economic Development (3.00)
- [ ] Facilitate Social Inclusion and Community Wellness (3.67)
- [x] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Introducing the One Take Super 8 Event as a new initiative with a tried and true format will serve as a low-risk way to facilitate artistic creation, experimentation, and collaboration in Victoria. The format is as inclusive as possible to all skill levels and the screening itself is free and open to the public Amateur artists will create a range of works alongside seasoned filmmakers and storytellers. A hands-on workshop for participants will get the creative juices flowing and develop cinematography skills at the same time. This project will serve as an effective equalizer and ice-breaker in the arts community, and will provide a natural collaboration opportunity between interdisciplinary artists and organizations. We have enough cameras between CineVic and MediaNet to accommodate demand, and we hope to acquire the new digital Super 8 camera currently in development by Kodak as soon as it becomes available. Access to this new camera will be a hot ticket for the selfie generation wanting to apply their digital skill set, while our analogue cameras will be a familiar feel for the home movie generation. There is nothing quite like your very own film premiere.

How many will benefit from the project or program? 1000

What percentage of Greater Victoria residents benefit from this project or program? 1.1 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $10,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Theatre Rental	1,100	The Vic Theatre
Super 8 film purchase + processing	2,000	$80 x 25 film cartridges
Shipping costs for film	250	1x purchase shipping, 2x process shipping
Marketing	1,000	Posters, online ads, programs
Travel & Accommodation	2,000	Alex Rogalski- film editor, host, projectionist
Honorarium	2,500	Alex Rogalski- film editor, host, projectionist
Artist screening fees	2,200	$88 x 25 films
In-Kind: MediaNet equipment usage	500	Super 8 cameras
In-Kind: CineVic equipment usage	1,000	Super 8 cameras, projector, video edit suite
A. Total Project or Program Expenses	$12,550	
Administration		
CineVic staff wages		Event coordination, marketing, tech support
Office + film supplies	200	Office overhead, film editing/projection supplies
B. Total Administrative Expenses	$2,700	
Total Expenses (A+B)	$15,250	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	18%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Grant	10,000	Pending		
BC Community Gaming Grant	3,250	Pending		
A. Total Government Funding	$13,250			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
Filmmaker registration fees	500	Pending		
C. Total Matching Funds	$500			
In-Kind Contributions				
MediaNet equipment usage	500	Confirmed		
CineVic equipment usage	1,000	Confirmed		
D. Total In-Kind Contributions	$1,500			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	$15,250			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If this project does not receive full funding, the impact will be reduced as we would be forced to lower the number of artists involved. We would also need to host an austere event, increase registration fees, and charge a screening admission fee to recoup costs, creating financial barriers for the local participants/audiences and reducing accessibility of the One Take Super 8 Event.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: Jan 1, 2019 To: May 3, 2019

Project or program location: CineVic and The Vic Theatre, Victoria BC

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Jan 1, 2019	One Take Super 8 Event coordination and marketing begins
Feb15 - Mar31, 2019	Filmmaker registration and Super 8 filming period
Apr 1, 2019	Super 8 films DUE from community filmmakers
Apr 8 - 30, 2019	Films shipped for processing; splicing and prep with Alex Rogalski in Victoria
May 3, 2019	One Take Super 8 Event - Film Screening

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 35 Total volunteer hours required: 350

Can the project or program occur without volunteer support? ○ Yes ⊗ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Posters

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director

Position

David Geiss

Name

January 30, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Community Social Planning Council

Mailing Address: 216 - 852 Fort Street

Contact Person: Marika Albert Email: marika@communitycouncil.ca

Telephone: 250-383-6166 ext 107 Website: www.communitycouncil.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-7300

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 106961683RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The Community Social Planning Council is an independent, non-partisan, and knowledgeable voice on social issues in BC's capital region. The Council contributes to strengthening local research and evaluation capacity, and to building community-based research infrastructure. By supporting evidence-based policy and program development, practicing inclusive community engagement processes, and promoting social planning practices, the Council supports the creation of sustainable communities.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since 1936, the Council has evolved to respond to community needs, trends, and priorities. It provides leading-edge community-based research, educational opportunities, and evaluation services for its members, strategic partners, and clients. The Council provides leadership in convening and facilitating multi-sector collaborations and community engagement initiatives. A key function is to connect the region to quality, reliable information and insightful analysis on social planning issues.

How many paid staff at organization? Full Time: 3 Part Time: 2

How many volunteer staff at organization? 40 Total volunteer hours: 500

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? 600,790 (2018-19 projected budget)

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Municipal	25,900	Program & Operating
Foundations & Grants	163,080	Program
Research Contracts	174,025	Program & Operating
Memberships & Donations	7,450	Operating
Program Revenues	278,774	Programs & Operating
Other	7,810	Operating
Total Funding Sources	657,039	(2017-18 Forecasted FYE)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Document accessibility best practices in front line delivery of municipal services	Best practices documented
Analyze public service policies guidelines vis-a-vis access without fear	Policies and guidelines identified, compared and analyzed
Disseminate best practices among other regional public service agencies	Public regional service staff aware of best practices and policies documented by this project

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Victoria 'Access Without Fear' Assessment Project

Who is your target audience? community-based service org's, municipal staff, immigrant & refugee grps, more

Brief description of the project or program and why the grant is needed. (1250 characters)

One of the recommendations from the 2016 sanctuary city community consultation is: the City of Victoria takes a leadership role in lobbying & education campaigns with other local government bodies, for adopting a process towards the adoption of an "access without fear" protocol. Towards this end, we will collect & analyze information about welcoming and inclusive policies, procedures and practices at different municipal services in the City of Victoria, to enhance a culture of access without fear in the Greater Victoria Region.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Obj 1.This project will support this objective, by identifying & promoting public service policies & practices that contribute to the empowerment of community members, especially some of the most vulnerable:the undocumented. Obj 2.By taking a leading role in responding to community initiatives such as the Sanctuary City Working Group, the City of Victoria is engaging in a meaningful public initiative that addresses the principles of an open & transparent government, such as promoting policy & practice that are inclusive & respectful of the dignity of all people. Obj 7.To secure facilities that are first rate, in addition to infrastructural & programming components, staff need to establish a culture that is welcoming & respectful to all residents. Physical accessibility allows persons with mobility limitations enjoy recreation & cultural facilities that are first rate. Access to services without fear, as part of a welcoming & respectful culture, also improves accessibility for everyone. Access to such increased programming options without fear, is also an important aspect of facilitating inclusion & community wellness.

How many will benefit from the project or program? ~ 50,000 people

What percentage of Greater Victoria residents benefit from this project or program? 20 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $16,520

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Researcher	12,000	approximately 300 hours @ $40/hr
Transportation	100	mileage and parking - meetings
Printing	600	for working group meetings & final
Meetings	1,300	supplies, food & drink, equipment, venue
Volunteers in-kind	3,600	12 volunteers x 6x2hour meetings @ $25
Project Assistant, support	2,600	in-house Research & Facilitation Assistant
A. Total Project or Program Expenses	20,200	
Administration		
Administration	3,636	CSPC admin support, office and equipment use
B. Total Administrative Expenses	3,636	
Total Expenses (A+B)	23,836	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	18%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding	0			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
CSPC - Staffing	2,600	Confirmed	Marika Albert	250-383-6166
CSPC Volunteers	3,600	Confirmed	Marika Albert	250-383-6166
D. Total In-Kind Contributions	6,200			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	6,200			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

The scope of the project would be scaled back if there was partial funding. It will be a challenge to fully complete the objectives outlined in the application. That said, a discussion with project stakeholders would be required to identify how to scale back the project but still meet project objectives.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 2018 To: February 2019

Project or program location: Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2018	Interview questionnaire and research plan completed
October 2018	Interviews and Data collection completed
December 2019	Data analysis and preliminary report completed
January 2019	Recommendations validated by working group and other stakeholders
February 2019	Final report completed, recommendations disseminated in the region

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 12 Total volunteer hours required: 12x 6-2hr meeting

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Community and neighbourhood n

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	Executive Director
Signature	Position
Marika Albert	Jan 29, 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
2. Assemble **Assessment Documentation**:

☑ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Community Social Planning Council of Greater Victoria

Mailing Address: 216 - 852 Fort Street

Contact Person: Marika Albert Email: marika@communitycouncil.c

Telephone: 250-383-6166 Website: www.communitycouncil.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Social Enterprise Lab

Is the project or program completed?

☐ Yes If yes, what is the completion date?: _____

☑ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

In consultation with our project partner Scale Collaborative, we had to scale back our program outcomes, program scope and extend our timelines due to a smaller overall budget. The longer timeline has allowed project partners the time to be creative with the available resources and seek support and resources from other sources. Therefore, most of 2017, was spent planning the "Social Venture Bootcamp" (the original grant application was for a Social Enterprise Lab), which will take place February 15-18, 2018. The funding that was received form the City of Victoria went towards the planning phase of the project.

Did the project or program align with the Strategic Plan Objectives selected in the application? Please explain. (500 characters)

The 2017 Social Enterprise Lab, now called the Social Venture Bootcamp, shifted from a 5 day program, to 3.5 days. As the main activity occurs following this report timeline, we will see key results deferred to late spring 2018.

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

Report the success of the project or program's key objectives and the measures of success identified in application.

Objective	Measure of Success	Success – Y / N
Engage and Empower the Community	The number of organizations and individuals taking part in the SVB	
Create Prosperity through Economic Development	The number of social ventures projects launched at the end of the progra	
Facilitate Social Inclusion and Community Wellness	The number of social ventures that support marginalized individuals	
	All above measures are deferred to 2018 post Social Venture Bootcamp	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Those seeking to use social enterprise for employment of marginalized people and their social impact

What positive impacts were felt by your target audience? Deferred - difficult to determine until after the SVB is completed

How many have benefitted from the project or program? Deferred - difficult to determine until after the SVB is completed

What percentage of Greater Victoria Residents benefitted from this project or program? Deferred

How many volunteers have worked on this project or program? deferred What total hours did they work? _____

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

Please prepare a detailed breakdown of the final expenses and funding sources for this project or program below.

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Project Management & Facilitation	4,237.00	CSPC Staff - Marika Albert, Program Mgr, project liase
Professional Fees	4,237.00	Estimated Match - pending project completion
A. Total Project or Program Expenses	$ 8,474.00	
Administration		
Admin Support	1,526.00	Admin, Office Equipment, Supplies
B. Total Administrative Expenses	$ 1,526.00	
Total Expenses (A+B)	$ 10,000.00	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding	$ 0.00			
Corporate Sponsorships				
TBD	2,000.00	Pending		
B. Total Corporate Sponsorships	$ 2,000.00			

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

Matching Funds				
CSPC	1,835.00	Confirmed		
Participant Fees	7,500.00	Pending		
C. Total Matching Funds	$ 9,335.00			
In-Kind Contributions				
Venue Sponsor	2,750.00	Pending		
D. Total In-Kind Contributions	$ 2,750.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 14,085.00			

SECTION 6. PUBLIC ACKNOWLEDGEMENT

Have you acknowledged publicly the receipt of the Strategic Plan Grant awarded by the City of Victoria?

☑ Yes – What method was used?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other Workshop Materials

☐ No – How will the City of Victoria be publicly acknowledged and when?

Date: _____

- ☐ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other _____

Please provide Documentation acknowledging the City of Victoria's funding support.

SECTION 7. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.

	Executive Director
Signature	Position
Marika Albert	January 30, 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
2. Assemble **Assessment Documentation**:

☑ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Crisis Intervention &Public Information Society of Greater Victoria dba Need2 Suicide Prevention Edu

Mailing Address: #300-818 Douglas Street, Victoria. BC V8W 2B6

Contact Person: Justine Thomson Email: jthomson@need2.ca

Telephone: 250.386.6328 Website: need2.ca/funders (re Section 6)

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Youth Suicide Prevention

Is the project or program completed?

☐ Yes If yes, what is the completion date?: _____

☑ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

The program itself is ongoing. Major milestones for the 2017 year were met and we will be able to update both the program stats and additional milestones for 2017-18 year in July of 2018 if required.

Did the project or program align with the Strategic Plan Objectives selected in the application? Please explain. (500 characters)

Yes. The program trained an additional 55 volunteers, spoke to 3,300+ students across the CRD-specifically to 213 students at Victoria High School and Central Middle school; and responded to 4897 chat requests. These programs engaged youth volunteers in service delivery, provided low barrier access to support and assistance for youth and youth adults and provided additional coping tools/strategies for students and other young people (contributing to community wellness and health services).

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

Report the success of the project or program's key objectives and the measures of success identified in application.

Objective	Measure of Success	Success – Y / N
Providing emotional support & help through crises	responded to a total of 4,897 chat requests, 10% of which were crisis	Yes
Increase awareness/knowledge re addressing difficult feelings/seeking help	presented in 32 schools in all 4 GV school districts, to 3270 students	Yes
Deliver mindfulness to Grade 6 six students	delivered Mindfulness for Middle School program to 245 adddtional students	Yes
Train & mentor 2 additional volunteer training groups	trained 50+ new volunteers	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? youth and young adults under 30

What positive impacts were felt by your target audience? increase in skills and knowledge to prevent suicide increase coping strategies

How many have benefitted from the project or program? youth directly benefiting--5,500+

What percentage of Greater Victoria Residents benefitted from this project or program? 4.3% of the 10-29 age cohort

How many volunteers have worked on this project or program? 115 What total hours did they work? 5670

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

Please prepare a detailed breakdown of the final expenses and funding sources for this project or program below.

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Staffing Costs	243,827.00	all figures are estimates to March 31, 2018
Office Costs	11,114.00	
Communication	2,819.00	
Accomodation	22,119.00	
Program Specific	20,660.00	program insurance, program IT, texting, training materials, volunteer training and supplies
A. Total Project or Program Expenses	$ 300,539.00	These figures are for current year projected to fiscal year end March 31, 2018
Administration		
Admin, bookkeeping and clerical support	27,550.00	
Organzational and governance costs	4,000.00	
ITsupport	750.00	
Communication	2,250.00	
Accomodation	7,575.00	
Office Costs	3,800.00	
B. Total Administrative Expenses	$ 45,925.00	in agency budget, not considered part of project costs--revenue reported adjusted to reflect these
Total Expenses (A+B)	$ 346,464.00	admin costs as well

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
MCFD	20,574.00	Confirmed		
BC Gaming	55,000.00	Confirmed		
Municipal	45,143.00	Confirmed		
A. Total Government Funding	$ 120,717.00			
Corporate Sponsorships				
Coast Capital Community Fund	25,000.00	Confirmed		
First West	4,000.00	Confirmed		
B. Total Corporate Sponsorships	$ 29,000.00			

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

Matching Funds				
United Way	40,000.00	Confirmed		
Children's Health Foundation	50,000.00	Confirmed		
Other foundations and grants	45,300.00	Confirmed	and tentative	
C. Total Matching Funds	$ 135,300.00			
In-Kind Contributions				
key in-kind: volunteer hours (imputed value in excess of $85,000)				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
Donations and Fundraising	45,767.00			
Community Workshops and Training Fees	15,200.00			
E. Total Waived Fees and Charges	$ 60,967.00			
Total Funding Sources (A+B+C+D+E)	$ 345,984.00			

SECTION 6. PUBLIC ACKNOWLEDGEMENT

Have you acknowledged publicly the receipt of the Strategic Plan Grant awarded by the City of Victoria?

☑ Yes – What method was used?

- ☑ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other brochure

☐ No – How will the City of Victoria be publicly acknowledged and when?

Date: _____

- ☐ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other _____

Please provide Documentation acknowledging the City of Victoria's funding support.

SECTION 7. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.

Justine Thomson

Signature

Executive Director

Position

Justine Thomson

Name

January25, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Crisis Intervention &Public Information Society of Greater Victoria dba NEED2Suicide Prevention Education and Support

Mailing Address: #300-818 Douglas Str., Victoria. BC. V8W 2B6

Contact Person: Justine Thomson, Executive Director Email: jthomson@need2.ca

Telephone: 250 386 6328 Website: www.need2.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S6169

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 118879790RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

VISION STATEMENT:
Caring communities without suicide

MISSION STATEMENT:
Through our community programs and our on-line presence we work every day to prevent deaths by suicide. We provide accessible, emotional, and crisis support by engaging the community and advancing the dialogue. Create awareness. Break the silence. End the stigma.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

NEED operated the local crisis line from its inception in 1971 until 2010. Since 1996, NEED delivered in- school suicide prevention education and since 2007, a web based support service for youth. Currently our focus is on youth,and as NEED2 Suicide Prevention, Education & Support we will continue to address suicide prevention and mental wellness. NEED2 reaches many Victoria youth through Youthspace.ca, providing emotional support and crisis intervention via one-to-one online chats delivered by professionally trained and supported volunteers. NEED2 also works with every high and middle school in SD61 (and SD63) offering suicide and mental health awareness education to students, teachers other school workers, strengthening school communities, giving them greater capacity to respond.

How many paid staff at organization? Full Time: 4 Part Time: 9

How many volunteer staff at organization? 110+ Total volunteer hours: 5500+

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 383,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
MCFD	20,550.00	High school based prevention program
Children's Health Foundation	50,000.00	Youth suicide prevention programs
BC Gaming	60,000.00	Suicide Loss Support grp, mindfulness and youthspace.ca
Municipalities- twelve in GV	45,000.00	Youth Suicide Prevention Programs
United Way.	30,000.00	Youth Suicide Prevention and Mindfulness
Donations and fundraising	30,000.00	as directed or required
Fee for Service Workshops	10,000.00	as required
Other grants and foundations (non gov't)	137,000.00	programs THIS IS 2017-18 INFO
Total Funding Sources	$ 382,550.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Ensure all young people receive Suicide Awareness Education	number of students receiving presentations, % of grade cohort classrooms, student learning
Address stigma and provide tools for improved coping to younger youth	number of classrooms participating in mindfulness program, impact of program
Youth are supported when struggling	# of emotional support&crisis chats through youthspace, # of youth connected to school based support
Promote youth community engagement through volunteering	Provide training, mentoring and support for 110+ volunteers and train an additional 70 volunteers

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Youth Suicide Prevention

Who is your target audience? Youth and young adults under 30

Brief description of the project or program and why the grant is needed. (1250 characters)

Currently oure key programs provided by target youth. As a cohort, youth are identified as being vulnerable and at high risk group for harmful behaviours and activities. Affected by a complex array of social and emotional issues to which some respond with high degrees of anxiety and despair and a sense of helplessness, for some suicide is seen as the only way out. We would like to ensure that someone responds or reaches out to the majority of youth and young adults who are considering suicide, and in so doing prevent premature deaths. We also work to provide support and coping tools to young people who are struggling.
NEED2 currently provides SEA presentations to every class in a single Grade cohort in every middle and high school in Victoria, along with presentations to in-school adults who may come into contact with youth who are struggling and may be at risk of suicide. In the 2016-17 school year, the education and awareness program spoke to 3,200+ students. This year NEED2 also delivered a mindfulness program for the lower Middle School Grades to 350 students.
NEED2 reaches many youth through Youthspace.ca which provides emotional support and crisis intervention through one-to-one online chats delivered by professionally trained and supported volunteers. The support provided mitigates risk by reducing harmful coping behaviours, isolation, and the severity and negative impact of situational crises for youth, and by providing positive information. Youth can reach the chat service via www.youthspace.ca or by text. The chat service is open every night from 6-12pm PST. Currently over 100 trained and supported volunteers actively engage with chatters on a regular basis. Over 95% of those volunteers are under thirty. In 2017 volunteers responded to 4892 chats. Youth between the ages of 13-24 are the major users of the chat service.
The City of Victoria grant supports NEED2's ongoing efforts to prevent suicide and promote positive mental health among Victoria's youth.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The programs that NEED2 provides contribute significantly to community wellness and saves young lives. Every child/youth who attends school receives a presentation (SEA) focusing on suicide prevention, how to recognize warning signs and how to connect to support resources for both the youth in crisis and the helper-friend. Additionally we offer mindfulness based tools to assist with anxiety and stress. In the 2016-17 school year over 3250 students/youth were reached through SEA. These presentations, and the information and presentations we provide for school personnel also increase the comfort level of school personnel to hear and respond to and get help for at risk students.
Responding to requests to address suicide in the lower middle school grades, NEED2 now delivers mindfulness presentations that address mental wellness, and provide concrete tools to increase coping skills and resiliency.
The services provided through Youthspace.ca increase protective factors by providing a sense of affiliation, increasing help seeking and connection to a network of appropriate local supports, supporting youth who are struggling with health (mental and physical) concerns and addictions, increasing early intervention and connection to appropriate supports/ services, and enhancing overall resilience. It provides a safe and accepting space, supporting the development of healthier coping strategies in the lives of individual users. It is accessible to any young person with access to a computer or a smart phone. It supports them and helps them navigate to other mental health services in the community. Local service providers can (and do) offer youthspace.ca for the support it provides and for its accessibility after normal business hours.
These services are components of the continuum of community mental health supports for our young people. They provide crisis support, early intervention and prevention services; save young lives and contribute to community wellness.

How many will benefit from the project or program? 7000+

What percentage of Greater Victoria residents benefit from this project or program? 5 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 21,800

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Staffing Costs	310,160.00	-increase due to additional staffing to meet service demand and add followup service
Office	14,700.00	
Accomodation	2,409.00	-reductions due to subsidized colocation
Communication	2,800.00	
Program Specific	48,520.00	-additional expenses to support formal external evaluation
A. Total Project or Program Expenses	$ 378,589.00	
Administration		
Admin, bookkeeping and clerical support	20,000.00	
Organization and governance costs	2,700.00	D&O insurance, Board development, AGM costs etc
IT support	6,000.00	contracting out IT support with larger network
Communications	2,250.00	
Accommodations	2,500.00	
Office Costs	3,800.00	
THIS INFORMATION IS FOR 2018-19		
B. Total Administrative Expenses	$ 37,250.00	
Total Expenses (A+B)	$ 415,839.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	8.96%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
MCFD	20,600.00	Confirmed	Ranj Atwal	250-391-2276
BC Gaming	57,500.00	Confirmed		250-387-5311
Municipalities	42,000.00	Pending	VARIED	
A. Total Government Funding	$ 120,100.00			
Corporate Sponsorships				
Coast Capital Community Fund	15,000.00	Pending	Maureen Young	250-483-8779
Bell Canada Community Fund	15,000.00	Pending		
B. Total Corporate Sponsorships	$ 30,000.00			
~~**Matching Funds**~~				
Childrens' Health Foundation	50,000.00	Confirmed	Bronwyn Dunbar	tel:250.519.6921
PECSF	20,000.00	Confirmed	Gillian Henuset	250-356-1736
Other Foundations and private Granters	108,000.00	Pending		
C. Total Matching Funds	$ 178,000.00			
~~**In-Kind Contributions**~~				
Health related funding (IH, Foundry)	40,000.00	Pending		
volunteer hours		Pending		
D. Total In-Kind Contributions	$ 40,000.00			
~~**Waived Fees and Charges**~~				
Fundraising and Donations	33,700.00	Pending		
Workshops and Training	14,380.00	Pending		
E. Total Waived Fees and Charges	$ 48,080.00			
Total Funding Sources (A+B+C+D+E)	$ 416,180.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

NEED2 continues its youth focused suicide prevention work by pulling funding from a range of sources. The funding we received historically from all area municipalities stands as strong demonstration of the commitment and community investment in young people. NEED2 leverages that funding when seeking other funding. We will continue our programs with partial funding, although it would diminish our direct service capacity. We continue to advocate for more sustainable funding from MCFD & IH.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: April 1, 2018 To: March 31, 2019

Project or program location: On-line at Youthspace.ca and in Area Schools

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
April/May/October	volunteer training 75 additional vols for youthspace.ca, SEA and Mindfulness for Middle Schools
Sept 18-June 19	Deliver suicide awareness presentations in all middle and high schools in/adj to Victoria
ongoing	respond to 4,500+ chats at Youthspace.ca chat service
Sept 18- June 19	deliver mindfulness to grade 6 classrooms
Feb 2018-November 2018	develop and pilot/trial follow-up service for youthspace.ca chat service

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 110 Total volunteer hours required: 6000+

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	Executive Director
Signature	Position
Justine Thomson	Jan 30, 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Disaster Aid Canada (Soap for Hope is a program of DAC)

Mailing Address: 426 William Street

Contact Person: C. Anne McIntyre Email: anne@disasteraid.ca

Telephone: 778-265-8821 Website: www.disasteraid.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: _____

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 85592 2704 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Mission: To provide and assist in delivering humanitarian aid, shelter, sustainable water systems, and hygiene products to people affected by natural and other disasters; or with compelling local needs.

Our Soap for Hope program provides marginalized people in our community with hygiene products that they need. It is our local mission to be the complete hygiene solution to our local shelters and organizations that assist our vulnerable population.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

This is the 4th year that Soap for Hope, a program of Disaster Aid Canada, has been working in our community to provide hygiene products. We started with 6 shelters in 2015 and now help 67 organizations providing services to the homeless and our vulnerable population. Most shelters do not have a budget for hygiene products so we have created a practical way to provide these products. Our amenities come from hotels. We collect used amenities and reprocess them. A great program to reduce landfill.

How many paid staff at organization? Full Time: 2 Part Time: 1 (7 hours)

How many volunteer staff at organization? 30 + regular volunteers Total volunteer hours: 4,146

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 300,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Private Grant (anonymous) - 2017/18	75,000.00	For our Program Coordinator, Facility (partial), and some of the E.D.'s salary
Hotel Program	13,780.00	Program Costs
Donations	15,000.00	Program Costs
Fundraisers	10,000.00	Program Costs
Total Funding Sources	$ 113,780.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Provide Fixed/Low income seniors with Hygiene Products	Provide organizations ,working with 10,410 seniors needing help, the hygiene products they request
Convert 1/2 of our Non-paying Hotels to our Paid program	10 of the 20 hotels on our program are converted to the paid program.
Convert 1/2 of the hotels not using our program to our Paid program	13 of the 26 hotels not currently using our service will join our paid program
Continue to grow to meet increased demands for our product	Our need was 8,634 in 2017 and now is 12,566 Hygiene Kits per month
Engage with Corporations and Businesses as Sponsors	5 Corporations/Businesses are Financial Sponsors of Soap for Hope
Collaberate with established distribution systems	Work with Food Share Network to distribute Hygiene & other products to organizations

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Soap for Hope

Who is your target audience? the vulnerable population of Victoria using services for assistance

Brief description of the project or program and why the grant is needed. (1250 characters)

Soap for Hope had exponential growth in the 3 years we have helped in our community. Before this, all our soap went overseas and we were just curious as to what shelters were doing in our community for their hygiene (since we had more than enough for our overseas projects). We never expected to find so many people lacking these essential products. Soap is the first line of defence against illness and disease and the most cost effective way to keep people healthy. We began by focuing on shelters with shower program and have since expanded to help all shelters, transitional homes, food banks, organizations assisting our vulnerable population, high schools and currently fixed/low income seniors. Last year our goal was 8,634 Hygiene Kits and since has grown to 12, 566. If we add seniors to this, it is another 10,410. To keep up with this growth we need financial assistance to hire another person. This person would primarily work with hotels so that we have the products we need to reprocess and provide our vulnerable community with the additional products they need. In 2017 we diverted upwards of 300,000 soap bars/bottles of product from the landfill from 34 hotels. There are an additional 37 hotels that we would like to work with.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Athough we believe the Soap for Hope program accomplishes 2 objectives - enhancing the quality of life for our marginalized people and handling our city's waste in a more responsible way; the main mission of Soap for Hope is to provide hygiene products to those that need them. Soap not Only keeps people clean, it also helps fight disease and the spread of communial diseases. Even as children we were taught to wash our hands to get rid ot germs; how can people on the street or in Shetlers do that if soap is not available? Beng clean also adds to a person's well-being and sense of self. We witnessed this when we provided a high school with a hygiene cupboard when the teenagers had to go on job interviews but did not have basic hygiene products at home to use. We believe that no one should have to hope for soap. Especially in a city that has a large hotel sector and these products are readily availabe to be saved from our landfill. In 2017 before My Place shut down, the residents wrote Soap tor Hope a card. Many of the comments were "Thank you for keeping us clean." Comments like this drive us to work hard to help our marginailzed people in a dignified way and give them products that enhance the quality of their life.

How many will benefit from the project or program? 30,000

What percentage of Greater Victoria residents benefit from this project or program? 8.71 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ $30,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Hygiene Supplies	22,000.00	Toothbrushes/toothpaste/deodorant/nail clippers/chapstick/razors/ facecloth
Marketing / Printing	5,000.00	Hygiene Kit labels/signs/bottle labels/hotel packages/postcards
Sealer / bags for Hygiene Kits	4,000.00	New Sealer and 10,000 bags per month
Bins/Buckets for the Hotel Program	2,000.00	How we collect the amenities in the hotels
Transportation	5,000.00	Insurance, gas, repairs
Warehouse Facility	54,000.00	Expanded Warehouse as of August 2017
Program Co-ordinator - Soap for Hope	36,400.00	Full Time (Grant from Private Grant 2017/18)
Staff (2018 Goal)	30,940.00	To expand the hotel program so we get more products to keep up the demand
Warehouse Expenses	5,000.00	Hydro/Fortis/Shaw/Insurance
A. Total Project or Program Expenses	$ 164,340.00	
Administration		
Executive Director	12,000.00	Allocation of her salary from Disaster Aid Canada to Soap for Hope
B. Total Administrative Expenses	$ 12,000.00	
Total Expenses (A+B)	$ 176,340.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	6.81%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	30,000.00	Pending		
Municipality of Esquimalt	10,000.00	Pending	Ian Irvine	250-414-7100
A. Total Government Funding	$ 40,000.00			
Corporate Sponsorships				
Private Grant Donor (2017/18)	75,000.00	Confirmed	Anonymous	N/A
Hotel Program (Victoria 2017)	13,780.00	Confirmed	Various	N/A
Victoria Foundation (havent applied yet)	20,000.00	Pending	Rudi Wallace	250-381-5532
B. Total Corporate Sponsorships	$ 108,780.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Hotel used amenities				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
Alpine Group - recycling	400.00			
E. Total Waived Fees and Charges	$ 400.00			
Total Funding Sources (A+B+C+D+E)	$ 149,180.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Keeping up with the current demand of 12,566 Hygiene Kits + 10,410 seniors to help is challenging when we need more products to process. Our model is based on reprocessing useable products and we know there are 37 more hotels in Victoria we could be working with if we could dedicate someone to accomplish this. Without funding, it has an impact on the number of products we pass along, if we can contribute to community events (such as Project Connect at Our Place) and how many seniors to help.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: ONGOING To: _____

Project or program location: Soap for Hope Warehouse - 426B William Street

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
March 2018	Market Assessment of Senior Facilities
April 2018	Contact hotels on the Non-paying program to convert to the paying program
April 2018	Contact hotels not on our program to sign them up for our program
July 2018	Establish Financial/In-kind donation commitment from 5 Corporations/businesses
July 2018	Hire another staff member (depends on grant $)
August 2018	Open House - to build awareness
October 2018	Global Handwashing Day - do an event
December 2018	Christmas Campaign

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30 + regular volunteers Total volunteer hours required: 4,000

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

C. Anne McIntyre — Signature

Executive Director — Position

C. Anne McIntyre — Name

January 11, 2018 — Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
2. Assemble **Assessment Documentation**:
   - ☑ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Disaster Aid Canada
Mailing Address: 426 William Street
Contact Person: C. Anne McIntyre Email: anne@disasteraid.ca
Telephone: 778-265-8821 Website: www.disasteraid.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Soap for Hope

Is the project or program completed?

- ☐ Yes If yes, what is the completion date?: _____
- ☑ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

Soap for Hope is an on-going program to provide hygiene products and other products to shelters/transitional homes/food banks with no budgets for these products AND reduce reuseable products from entering our landfills. This practical program does not have an end date. In our description of why funds were needed for Soap for Hope, the only goal not completed is our website - due to the BC Wildfires and providing thousands of hygiene kits to evacuees over the summer, plus an increase in the number of organizations we serve, we were not able to allocate adequate time to complete our new website. This is a priority that will be completed by May 2018.

Did the project or program align with the Strategic Plan Objectives selected in the application? Please explain. (500 characters)

SfH aligns with the Objectives of Accessable health services to Victoria's most marginalized people and enhanced quality of life. Soap is the first line of defence against illness & disease. Our program ensured that organizations that serve marginalized people had the products they needed. This allowed their organization to spend their funds on their programs instead of hygiene. 'The City handles waste in a more responsible way." Upwards of 300,000 bottles/bars were diverted from our landfill.

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

Report the success of the project or program's key objectives and the measures of success identified in application.

Objective	Measure of Success	Success – Y / N
Market Awareness Campaign towards Hotels	Attended the Victoria Guest Services Annual Conference to educate on SfH	Yes
Increase the # of hotels in the program	10 New Hotels & 14 Hotels now paying for this program in Victoria	Yes
Provide 1000 Full Hygiene Kits Each Month	Numbers varied monthly but we did deliver what was requested from us	Yes
Follow up with Hotels to evaluate effectiveness of the program	Survey results, hotels happy with our service (has not been done)	No
Global Handwashing Day - education	Engagements with the community - our event coincided with "Project Connect"	Yes
Fundraiser	Funds and awareness raised	No
Christmas Campaign	Funds raised for sponsoring Hygiene Kits	No

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? marginalized people
What positive impacts were felt by your target audience? increase health/comfort
How many have benefitted from the project or program? 30,000
What percentage of Greater Victoria Residents benefitted from this project or program? 8.71%
How many volunteers have worked on this project or program? 400 What total hours did they work? 4,146

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

Please prepare a detailed breakdown of the final expenses and funding sources for this project or program below.

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Hygiene Supplies	18,000.00	Toothbrushes/toothpaste/deodorant/nail clippers, chapstick, razors, etc
Marketing / Printing	2,500.00	Sign/labels for kits/bottles/advertising events/phamphlet/postcards
Sealer / Bags for Hygiene Kits	3,000.00	Bag sealer & bags for 8500 kits per month
Bins/Buckets for Hotels Program	1,600.00	bins/buckets for the hotel program
Transportation	5,000.00	Soap for Hope Delivery/Pick up Van - insurance/gas/repairs
A. Total Project or Program Expenses	$ 30,100.00	
Administration		
Warehouse Facility	54,000.00	Expanded Facility in 2017 due to increase of demand
Program Co-ordinator	36,400.00	Full Time
Executive Director	12,000.00	allocated 1/4 of her time from Disaster Aid Canada
Warehouse Expenses *hydro/gas/internet/phone	4,700.00	BC Hydro/Fortis/Shaw/Insurance
B. Total Administrative Expenses	$ 107,100.00	
Total Expenses (A+B)	$ 137,200.00	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria (2017)	5,000.00	Confirmed		
Municipality of Esquimalt (2017)	1,000.00	Confirmed	Ian Irvine	250-414-7100
A. Total Government Funding	$ 6,000.00			
Corporate Sponsorships				
Private Grant Donor (2017)	75,000.00	Confirmed	Anonymous	N/A
Victoria Foundation (2017)	15,060.00	Confirmed	Rudi Wallace	250-381-5532
Hotel Program (Victoria 2017)	13,780.00	Confirmed	14 Hotels in Victoria	N/A
B. Total Corporate Sponsorships	$ 103,840.00			

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Hotels - donation of used soap & hygiene products				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
Alpine Group - Recycling				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 109,840.00			

SECTION 6. PUBLIC ACKNOWLEDGEMENT

Have you acknowledged publicly the receipt of the Strategic Plan Grant awarded by the City of Victoria?

☐ Yes – What method was used?

- ☐ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other ED Report to Board 09/17

☑ No – How will the City of Victoria be publicly acknowledged and when?

Date: May 2018

- ☑ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other _____

Please provide Documentation acknowledging the City of Victoria's funding support.

SECTION 7. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.

C. Anne McIntyre — Signature

Executive Director — Position

C. Anne McIntyre — Name

January 9, 2018 — Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Blanshard Advisory Committee

Mailing Address: 901 Kings Rd Victoria BC V8T 1W5

Contact Person: Tara Skobel Email: tara@quadravillagecc.com

Telephone: 250 388 7696 Website: www.quadravillagecc.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-0010895

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The mission of Quadra Village Community Centre is to work together to nurture community well-being by providing services and programs to meet social, educational, health, employment, environmental and recreational needs of people in Hillside-Quadra (and surrounding neighbourhoods) in a safe and welcoming environment.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Quadra Village Community Centre (QVCC) is an inter-generational community centre, community social service agency and neighbourhood association which is located directly across from the largest concentrated low income housing development in Greater Victoria and in the heart of a low-income, high-density, inner-city area of Victoria. We have been addressing the lack of opportunity for low income children, youth, families and seniors since 1974.

How many paid staff at organization? Full Time: 15 Part Time: 20

How many volunteer staff at organization? 304 Total volunteer hours: 6800

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 1,171,075.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
School District	481,173.00	Youth and Family Workers
Provincial	166,981.00	Out of School Care, Early Years & CYF Outreach
Federal	35,312.00	Early Years & Summer Camp
City of Victoria	73,063.00	Children, Youth and Family Programs
United Way	177,000.00	Food and Youth Programs
Community Grants	39,000.00	Youth Programs
Gaming	78,100.00	Community Support & Administration
Smaller Grants, Donations, Rental Fees & Other	120,446.00	Wide Range of Programs
Total Funding Sources	$ 1,171,075.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Member Recruitment	6-8 Participants
Cooking Workshops & Activities	15 Cooking Workshops & Activities
Community Meals	2 Community Meals
Working the Food Kart	Each youth will have an opportunity to work the Food Kart

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Food Skills for Youth Program (FSYP)

Who is your target audience? Youth between the ages 14-24

Brief description of the project or program and why the grant is needed. (1250 characters)

The aim of the Food Skills for Youth Program (FSYP) is to connect youth with healthy eating choices, work experience and life skills while having fun and working as part of a team. Youth will be taught the basic skills they need in order to run a food cart and cook healthy meals for their families while enhancing their employability skills and leadership skills by tailoring opportunities based on developmental needs/stages of the youth participants. The goal of the FSYP is to bring food into our community while giving youth the skills they need to make healthy meal and begin their career in the food industry. FSYP addresses two needs in our community food and employment.

The FSYP meets the following needs of our community members - employment, cooking, food and social skills. The youth receive an honourarium for their time spent cooking for our community this putting money in the pockets of youth living in poverty. Working at the Food Kart gives youth the skills they need to work in the food industry. Through working the Food Kart youth have also been offered other employment at other food trucks. As well the youth gain confidence and self-worth through the continued support of our staff team and volunteers.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☑ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The FSYP is for youth in the Hillside/Quadra and Greater Victoria area. Youth who attend our program come from Evergreen Terrace and the Hillside/Quadra area. This is a popular program and the youth really connect with it. The youth in our program are in or from government care, special needs, mental health issues and social skill barriers - it really is an all abilities program. These are youth who find it hard to engage due to social anxieties and lack of self-worth. Through the FSYP youth are able to build practical skills as well as social skills. The FSYP helps empower our community by bringing food in to our community as well as it helps build self-worth as the youth learn and discover their own abilities. The youth not only gain cooking skills but also employment skills with their work at the Food Kart. The youth earn an honourarium as well for their hard work - this all helps break down food and poverty barriers creating empowerment for our youth and our the greater community as a whole.

How many will benefit from the project or program? 100

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 10,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Staffing	14,472.00	Coordinator and Facilitator
Program Supplies	4,000.00	Food and other Supplies
Transportation	1,750.00	Insurance, Gas, Maintenance - Food Kart and Van
Licenses, Permits and Dues	300.00	For the Food Kart
Evaluation	300.00	YQP Assessment
Professional Development	500.00	Food Safe for Youth
Honourariums	1,500.00	For Youth
Facilities	5,000.00	Youth Kitchen, Food Kart, Youth Centre
A. Total Project or Program Expenses	$ 27,822.00	
Administration		
Administration at 15%	4,500.00	
B. Total Administrative Expenses	$ 4,500.00	
Total Expenses (A+B)	$ 32,322.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	13.92%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	10,000.00	Pending		
A. Total Government Funding	$ 10,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Horner Foundation	10,000.00	Confirmed		
Youth Program Quality Initiative	300.00	Confirmed		
Epicure	5,000.00	Pending		
C. Total Matching Funds	$ 15,300.00			
In-Kind Contributions				
Quadra Village community Centre	4,022.00	Confirmed		
Food Kart Sales	2,500.00	Pending		
Donations	500.00	Pending		
D. Total In-Kind Contributions	$ 7,022.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 32,322.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If we do not receive full funding it would be such a loss and we will make it work with what we receive – that is how important keeping the FSYP going is! We will seek out other funding to help meet the program needs and will continue this search until we receive enough funding to make it happen.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: Sept 2018 To: March 2019

Project or program location: Quadra Village Community Centre

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Sept 2018 & Jan 2019	6-8 Youth Participants
Sept-Dec 2018	9 Food Skills Sessions
Jan-Mar 2019	6 Advanced Food Skills Sessions
Oct 2018	Community Meal
March/April 2019	Community Meal
March-Aug 2019	Youth Work the Food Kart
Nov 2018	YPQI Self-Assessment

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 40

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Posters and Other Promotional Material

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Executive Director

Signature

Position

Kelly Greenwell

Name

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
2. Assemble **Assessment Documentation**:

   ☑ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Blanshard Adviso

Mailing Address: 901 Kings Rd Victoria BC

Contact Person: Tara Skobel Email: tara@quadravillagecc.com

Telephone: 250 388 7696 Website: www.quadravillagecc.com

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Food Skills for Youth

Is the project or program completed?

☐ Yes If yes, what is the completion date?: _____

☑ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

This program ends March 2018. The youth are still in the food skills portion getting ready for the beginning of the Food Kart season! Also please note that there is a large surplus showing. The true cost of the program will reflect from April 2017 to March 2018. The numbers below are only from Sept 2017 to Jan 19, 2018 making it seem like there is a large surplus but in reality the program is not finished and it does not include any expenditures from April-Sept 2017. This is because as outlined in our application we indicated your funding would be spent from Sept 2017 to March 2018.

Did the project or program align with the Strategic Plan Objectives selected in the application? Please explain. (500 characters)

We enhanced the quality of life for our community members by providing members with the skills to cook food, run a food cart and get together for a community meal. The FSY engaged youth with disabilities, mental health issues and who are living in poverty. FSY is youth-driven and accessible for all abilities. The FSY youth cooked weekly meals for our community through Family Night and Drop-in. In both cases the youth were able to be recognized for the delicious food they learned to cook.

SECTION 3. PROJECT OR PROGRAM KEY OBJECTIVE REPORTING

Report the success of the project or program's key objectives and the measures of success identified in application.

Objective	Measure of Success	Success – Y / N
Member Recruitment	12 Participants	Yes
Food Skills Workshops	27 Wrokshops	Yes
YPQI External and Self-Assessment	1 Self- Assessment	Yes
Youth Prepared for Food Kart Season	Youth are still preparing!	Yes
Community Meals	2 Community Meals	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Youth between the ages of 14-24

What positive impacts were felt by your target audience? Youth gain cooking, leadership and employment skills

How many have benefitted from the project or program? 143

What percentage of Greater Victoria Residents benefitted from this project or program? 100%

How many volunteers have worked on this project or program? 20 What total hours did they work? 240

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant
Final Report

SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

Please prepare a detailed breakdown of the final expenses and funding sources for this project or program below.

EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Staffing with Benefits	6,924.78	Coordinator & Facilitator
Program Supplies	1,391.70	
Honourariums	556.74	For Youth
Office Supplies	5.47	
A. Total Project or Program Expenses	$ 8,878.69	
Administration		
15% of $7000	1,050.00	
B. Total Administrative Expenses	$ 1,050.00	
Total Expenses (A+B)	$ 9,928.69	

FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	7,000.00	Confirmed		
A. Total Government Funding	$ 7,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant
Final Report

Matching Funds				
Untied Way of Greater Victoria	10,000.00	Confirmed		
Horner Foundation	10,000.00	Confirmed		
Youth Program Quality Initiative	300.00	Confirmed		
C. Total Matching Funds	$ 20,300.00			
In-Kind Contributions				
Quadra Village Community Centre	2,900.00	Confirmed		
D. Total In-Kind Contributions	$ 2,900.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 30,200.00			

SECTION 6. PUBLIC ACKNOWLEDGEMENT

Have you acknowledged publicly the receipt of the Strategic Plan Grant awarded by the City of Victoria?

☑ Yes – What method was used?

- ☑ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other Promotion Material

☐ No – How will the City of Victoria be publicly acknowledged and when?

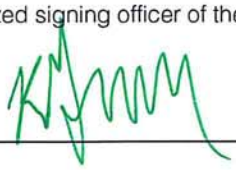
Date: _____

- ☐ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other _____

Please provide Documentation acknowledging the City of Victoria's funding support.

SECTION 7. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.



Signature

Executive Director

Position

Kelly Greenwell

Name

Jan 31, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Victoria Business Association

Mailing Address: 20 Centennial Square

Contact Person: Ian Piears Email: ian@downtownvictoria.ca

Telephone: 250 940 2199 Website: downtownvictoria.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0048478

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The DVBA Mission is to nurture and promote the vitality and vibrancy of downtown Victoria and its business community. Our Vision is to be the authority on all things happening in Victoria's downtown core.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Through our clean team initiative, event/festival sponsorship and being the leading adovcate and voice for a vibrant downtown community.

How many paid staff at organization? Full Time: 7 Part Time: 2

How many volunteer staff at organization? _____ Total volunteer hours: _____

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 1,096,266.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
BIA Levy	1,055,766.00	Operational and programming costs
Associate Membership	2,500.00	
Festival Investment Grant - City of Victoria	10,000.00	TBC
Program Revenue	10,000.00	TBC
Sponsorships (Events and programs)	18,000.00	TBC
Total Funding Sources	$ 1,096,266.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Pre-Project Development for re purposing 28 Bastion Square	Further commitment from stakeholders
Production of communication materials including project brief and website	Publication of project brief and project website
Community Consultation and Visioning Charette	Audience attendance and feedback
Hire expertise in creative cultural space development	Number of workshops and training courses provided to the community

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: 28 Bastion Square Arts Hub

Who is your target audience? Arts & Culture Community

Brief description of the project or program and why the grant is needed. (1250 characters)

Our vision is a dynamic, flexible and affordable creative hub to serve a diverse community of artists, performers, and creative entrepreneurs working in Victoria. Emerging creative and cultural workers place increased emphasis on collaborative, cross-sector and multi-platform approaches to creation, production, distribution and consumption of cultural products. Our aim is to create a meeting place for ideas and inspiration to happen. 28 Bastion Square Arts Hub will support a network of individuals and organizations that produce a core cultural or creative product such as design, interactive media, music, television, fihn, fashion, architecture, advertising, animation and the performing arts. Creative and cultural sector workers and businesses place a high value on the face-to-face networking and social exchange found in these shared space projects. The DYBA has already invested in this project with the hiring of Arts Consulting Group who recently completed a preliminary planning study. The pre-project development phase includes vision development, stakeholder and partnership engagement and development, and further analysis and planning to see this project into the design phase. The funding will build upon the groundswell of support for this project and help the project team maintain momentum throughout the early stages of project development. In short, this funding will be a concrete step forward to realizing the creative potential in Victoria through the development of 28 Bastion Square into a dynamic creative hub.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The City of Victoria recently undertook an extensive engagement process to assess the needs of the local arts, culture and heritage community and created a roadmap to guide investment over the next 5 years. Create Victoria: Arts & Culture Master Plan, articulates the need for renewed investment and priorities for a shared arts hub facility to meet the needs of the growing and dynamic culture sector in the Capital City. 28 Bastion Square Arts Hub will provide the infrastructure that promotes a healthy and sustained creative ecosystem through: Flexible cultural production space, Event, exhibition and performance space, Teaching and training spaces, Maker spaces including retail space, Workspace for non-profit arts organizations, Shared workspaces, Food and beverage spaces including a coffee shop, bar and restaurant Arts management support 28 Bastion Square Arts Hub is well positioned to meet the growing creative and tech sector in Victoria and preserve a National Historic site and building to its former glory in the heart of downtown Victoria.

How many will benefit from the project or program? 1,100 Individual Artists, 195 Cultural Organizations

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $25000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Project brief and project website development	10,000.00	Hire designer to build project brief and project website
Communication Strategy and PR Tools	5,000.00	strategy development, social media and media relations
Project Consultation and Training	5,000.00	Artscape Coaching and Mentorship Program
Community Engagement Sessions:		
Information Open House	1,000.00	venue, catering
Visioning Charrette	5,000.00	hire facilitator, graphic recorder
Community Event: festival/event in Bastion Square	2,500.00	musicians, equipment rental, signage about project
A. Total Project or Program Expenses	$ 28,500.00	
Administration		
Project Manager	6,000.00	Ian Piears, Cultural Outreach Manager DVBA
B. Total Administrative Expenses	$ 6,000.00	
Total Expenses (A+B)	$ 34,500.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	17.39%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding	$ 0.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Cultural Outreach Manager	6,000.00	Confirmed		
Community Sessions Venue Hire	3,000.00	Pending		
D. Total In-Kind Contributions	$ 9,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 9,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Currently there is no other confirmed revenue sources for this project. If the funding request was not not successful this project would have to be paused until another revenue source could be confirmed.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 2018 To: January 15 2019

Project or program location: 28 Bastion Square and various locations community session across the DT core

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
March 2018	Select Design Firm/Provide content for development
April 2018	Community information session
July 2018	Event in Bastion Square/Launch Project website and Communication Strategy
September 2018	Artscape Mentorship and Training Begins
September 2018	Visioning Charrette with the community
Winter 2018	Refine Project Plan and Prepare for Design Phase of the Project
January 2019	Preliminary Design and Development Phase

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 0 Total volunteer hours required: 0

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other: Project Brief logo inclusion

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Cultural Outreach Manager.
Position

Ian Pears
Name

30th Jan 2018.
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Fairfield Gonzales Community Association (FGCA)

Mailing Address: 1330 Fairfield Rd.

Contact Person: Vanya McDonell Email: vmcdonell@fairfieldcommunity.ca

Telephone: 250-382-4604 Website: www.fairfieldcommunity.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-0011840

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 128210259

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Our mission is to create a connected, collaborative, inclusive, and sustainable community. We do this through a wide range of programs and services reaching all ages in our neighbourhood and beyond, with a focus on programs for children, youth, and families.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Founded in 1975, the FGCA has a long history of supporting Victoria residents and helping them connect to their community. We offer recreation, childcare, counselling, peer support and mentorship programs that provide wellness benefits to participants. We encourage residents to get involved in their community by volunteering or participating in City engagement initiatives. We host projects and events (Fall Fairfield, Fairfield Food Forest) that make our neighbourhood more vibrant.

How many paid staff at organization? Full Time: 8 Part Time: 55

How many volunteer staff at organization? 150 Total volunteer hours: 2600

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 2,578,088.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Federal Government	24,260.00	Parent support program, summer student
Provincial government	217,167.00	Child care operating, supported childcare, subsidy
Municipal government (City of Victoria)	131,500.00	CORE funding, custodial, garden volunteer coor., youth, etc)
School District 61	1,048,905.00	Youth and family counsellor contract (half is subcontracted)
Fees for service	1,060,206.00	Program delivery (childcare, preschool, youth, camps, rentals)
BC Gaming	75,000.00	Community programs, preschool, youth
Donations/grants/fundraising	21,000.00	Special projects
Bank interest	50.00	Admin
Total Funding Sources	$ 2,578,088.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Connect people to one another	Number of attendees, feedback received, formal evaluation
Improve food security	Number of people fed, demographics of people fed (eg risk of food insecurity)
Connect people to other resources	Number of people referred to FGCA programs or other community programs
Foster inclusion	Diversity of attendees
Enable meaningful engagement	Number of volunteer hours, commitment of volunteers

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Fairfield Gonzales Community Dinners

Who is your target audience? Residents of Fairfield Gonzales and surrounding neighbourhoods

Brief description of the project or program and why the grant is needed. (1250 characters)

With the rapid pace of contemporary life and the stresses placed on residents by increasing unaffordability in our city, there are fewer and fewer opportunities for people to come together just for the sake of building community. Yet study after study shows that it is the relationships that people have that define their health and success over time. As a community centre, one of our overarching goals is to provide opportunities for people to build those connections in a meaningful way. Sometimes, the simplest solution is the best solution; bringing neighbours together to share a meal can have impacts that are much farther reaching than that moment in time. This project is a continuation of a series of community dinners we hosted in 2017, funded by a Canada 150 grant, which also had an educational component. However the overwhelming feedback was that what people really needed and wanted was time to talk, to meet new people and to connect, so that will be the focus of this community dinner series. The dinners will also have the benefit of improving food security for attendees by providing a healthy, fresh meal once a month that can be depended on, right in their neighbourhood.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

This project will engage and empower the community by mobilizing residents to contribute to the dinners. Volunteers will be involved in planning, executing, and facilitating the dinners and will give those involved a chance to practice leadership in their community. The project will facilitate social inclusion and community wellness in a number of ways. By promoting the dinners through local social service agencies such as the Intercultural Association, Victoria Disability Resource Centre, and Victoria Native Friendship Centre, we will invite a diverse population to attend the dinners. Throughout last year's community dinner project we hosted a very diverse group of attendees, including many new Canadians, people from a wide range of social strata, ages, and abilities. Providing a space for this diverse audience to meaningfully connect and get to know one another leads to greater tolerance and understanding throughout our community. As stated previously, a strong measure of wellness is the quality of peoples' relationships, and we hope to facilitate those connections through this project.

How many will benefit from the project or program? 1000

What percentage of Greater Victoria residents benefit from this project or program? 1% %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $13,228

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Project coordinator ($20/hr x 10 hrs/month x 12 months + 12%MERCS)	2,688.00	
Chef ($22/hr x 8hrs/month x 12 months) + 12% MERCS	2,365.00	
Food for dinners	4,800.00	
Supplies (dishes utensils etc)	600.00	
Use of venue	2,400.00	
Food prep, clean-up, set-up vounteers (4 ppl x 3 hrs x 12 dinners x $15/h)	2,160.00	
Support staff (night-of) (20/hr x 4 h x 12 months + 12% MERCS)	1,075.00	
A. Total Project or Program Expenses	$ 16,088.00	
Administration		
Bookkeeping/record keeping/office space	500.00	
Administrative support (supervisory staff)	1,000.00	
Office supplies & equipment	200.00	
B. Total Administrative Expenses	$ 1,700.00	
Total Expenses (A+B)	$ 17,788.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	9.56%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Citty of Victoria Strategic Plan Grant	13,228.00	Pending		
A. Total Government Funding	$ 13,228.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Volunteer labour (unskilled)	2,160.00	Pending		
Use of venue	2,400.00	Confirmed	Vanya McDonell FGCA	250-382-4604
D. Total In-Kind Contributions	$ 4,560.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 17,788.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

We will downscale the project according to funding recieved (eg. less dinners and/or less attendees).

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1 2018 To: June 30 2018

Project or program location: FGCA Garry Oak Room, 1335 Thurlow Rd Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 1 2018	Project coordinator in place and begins planning process
July 10 2018	Cook/chef identified and hired
July 15 2018	Dates set for first 6 months of series, promotion begins
July 20 2018	First dinner
June 14 2019	Last dinner
Ongoing	Evaluation and assessment
June 30 2019	Final evaluation and reporting

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 48 Total volunteer hours required: 144

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	Co-Executive Director
Signature	Position
Vanya McDonell	Jan. 31 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Fernwood Neighbourhood Resource Group Society

Mailing Address: 1240 Gladstone Ave

Contact Person: Carina Foran Email: carina@fernwoodnrg.ca

Telephone: 250 381 1552 ext 110 Website: www.fernwoodnrg.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-14959

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 107380982 RR 001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The purposes of the Society are:
a) to provide, administer, and maintain a multi-use facility for the community of Fernwood;
b) to provide child care, parenting classes, programs for seniors, youth, and a community garden for the benefit of the community of Fernwood;
c) to provide and operate non-profit residential accommodation and incidental facilities for adult persons of low income; and
d) to undertake activities ancillary and incidental to the attainment of the above purposes.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Fernwood NRG has providing services to Fernwood in partnership with the City of Victoria since 1979. Fernwood NRG works to improve the quality of life for people living in the Fernwood neighbourhood by providing recreation and family programming, building neighbourhood capacity, providing affordable housing and childcare, and managing a suite of properties and buildings including the Fernwood Community Centre.

How many paid staff at organization? Full Time: 23 Part Time: 22

How many volunteer staff at organization? 250 Total volunteer hours: 10,000+

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 1,760,919.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Grants	458,284.00	Victoria Best Babies, Family Support Programs
Child Care Fees	609,551.00	Fee for service
Donations and Fundraising	98,499.00	Support administrative and operational overhead
Rentals	361,658.00	Affordable housing and commercial space
Programs	148,028.00	Facility rentals, recreation programs, Good Food Box
Other	7,149.00	Program support
Direct Access	77,750.00	
Total Funding Sources	$ 1,760,919.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Offer 12 new health, wellness, & continued education workshops to seniors	Seniors express increased knowledge of health, wellness, or other topic by way of evaluation form.
Offer 3 new recreation programs for seniors	5 or more seniors have registered for each program.
Increased outreach to seniors in the Fernwood neighbourhood	New and increase in recurring seniors attending-captured through attendance/registration sheet
Continue to provide affordable and nutritious meals to seniors	1,000 meals and over 1,200lbs of produce have been distributed to seniors
Increase utilization of facility	Our facility has increased day time programming by 10% and seniors programming by 15 times

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Fernwood Life Long Learning

Who is your target audience? Seniors and their family members

Brief description of the project or program and why the grant is needed. (1250 characters)

Seniors are an under served population in Fernwood. The senior population in Victoria has grown 23% from 2011 until 2016. We are the only seniors serving organization in Fernwood other than care homes and aid services. Demand in our only seniors' program is increasing with a 50% spike in attendance in 2017. While centres in surrounding areas offer seniors programming, social inclusion and community wellness are best achieved when residents receive services where they live; allowing opportunities to build relationships with neighbours, break social isolation, and feel included in their neighbourhood. For seniors, transportation outside the neighbourhood is a barrier to participation, further isolating a vulnerable population. This program will increase utilization rates up to 15 times. We are best positioned to offer these services: marketing and promotions will be executed from our experienced Communications Department; our Admin Coordinator has a degree in Recreation Management to support with programming, we have been running Senior's Lunch for ~40 years. Our Centre was partially funded by a donation from the sale of a seniors' recreation centre-we will honour this legacy by creating a foundation for sustained seniors programs.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Life Long Learning meets City of Victoria's Strategic Plan objective of facilitating social inclusion and community wellness. Seniors, an underserved population in Fernwood, will receive 15 times more programming options. These programs will focus on increasing their quality of life through health, wellness, and continued education workshops and recreation programs. Our program will reach seniors where they live, reach more seniors than are currently being served, create peer networks within the senior community, make seniors feel valued and included through increased targeted programming, and provide some respite, support, and peace of mind for families, friends and care-givers of seniors. These programs will also enhance the quality and quantity of programming at our facility. The program will be accessible to an older demographic by way of proximity (in neighbourhood) and type of services offered (for example "chair yoga"). Having less transfers on a bus and shorter commutes increases access to services for a marginalized population. This pilot is the foundation needed to increase seniors programming sustainably into the future; we will create the framework, assess successes, and be able to repeat on our own in the future.

How many will benefit from the project or program? 2500+ visits >100 seniors

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 9,500

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Staff	4,750.00	Staff will coordinate programs, marketing, evaluations and reports
Guest Facilitators	1,000.00	honorariums for 10 health and wellness workshops
Food	5,000.00	$125/wk x 40 wks
Promotion Materials and Outreach	600.00	
A. Total Project or Program Expenses	$ 11,350.00	
Administration		
Administrative overhead	2,200.00	
B. Total Administrative Expenses	$ 2,200.00	
Total Expenses (A+B)	$ 13,550.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	16.24%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding	$ 0.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Fernwood NRG	1,000.00	Confirmed	Carina Foran	250-381-1552 ext 110
D. Total In-Kind Contributions	$ 1,000.00			
Waived Fees and Charges				
Health and Wellness Workshops	1,800.00	Confirmed	Carina Foran	250-381-1552 ext 110
E. Total Waived Fees and Charges	$ 1,800.00			
Total Funding Sources (A+B+C+D+E)	$ 2,800.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Without full funding, the project would be attempted with more in-kind funding from Fernwood NRG. The risk without full funding is that fewer programs will be offered and not as many participants will be reached as there will be a smaller budget for programmers, less staff time will be afforded to outreach, and a smaller printing budget for promotions.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: May 2018 To: August 2019

Project or program location: Fernwood Community Centre

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
May 2018	Participant focus group. Outreach and confirming workshop facilitators and recreation programmers.
June 2018	Creation of promotional materials, outreach begins, registration opens. Weekly lunch offered.
July& August 2018	First and second workshop offered. Outreach continues. Evaluations collected. Weekly lunch offered.
September 2018	Third workshop offered, first recreation program begins. Evaluations collected. Weekly lunch offered
October-December 2018	Workshops, recreation program, outreach, and lunch continues. Evaluations are collected.
January 2019	Second recreation program offered, workshops and lunch continues, evaluations are collected.
February-April 2019	Workshops, recreation program, and weekly lunch continues. Evaluations are collected.
May-August 2019	Workshops continue until July, recreation program ends August. Lunch continues. Report is written.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 1-12 Total volunteer hours required: 0-36

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☐ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Village Vibe neighbourhood publication

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Director, Fernwood Community Centre
Position

Carina L. Foran
Name

January 30th 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Bike to Work Society

Mailing Address: PO Box 8837 Victoria, BC V8W 3S3

Contact Person: Cheryl Serpanchy Email: cheryl@biketowork.ca

Telephone: 250-920-5775 Website: biketoworkvictoria.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-37679

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The Greater Victoria Bike to Work Society is a registered non-profit society governed by a volunteer board of directors. The Society has over 900 volunteers and a growing membership currently at 154. Our mandate is to promote the bicycle as a viable commuting choice. To execute this mandate, the society coordinate two main program streams: Bike to Work Week celebration events and Bike Skills and Safety course for kids, youth, and adults throughout the region.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since 1995, the GVBTWS has been working to increase the number of people commuting by bike in Greater Victoria. Bike to Work Week is a fun and accessible program designed to provide extrinsic rewards for cycling to work as part of a behavior change campaign designed to convert participants into regular bike commuters. Since its inception the GVBTWS has celebrated with over 100,000 cyclists during BTWW and has introduced over 13,000 new riders to commuter cycling.

How many paid staff at organization? Full Time: 1 Part Time: 1

How many volunteer staff at organization? 900+ Total volunteer hours: 4000+

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 330,600.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
COBS	3,500.00	Food Gift in Kind
VIHA	2,000.00	Shirt Printing
Bell Media	75,000.00	Event Promotion
Professional Services	38,000.00	Graphic Design
Total Funding Sources	$ 118,500.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
January - May 2017	Fundraising and planning 24th annual event
March - October 2017	Execute Bike Skills courses throughout the region
April - May 2017	Roll out promotion, outreach, and advertising campaigns
April 12, 2017	Media launch event
May 29 - June 4	Bike to Work Week, 20 celebration stations throughout the region
June 9	Deadline for team entry submission
June 14th	Prize winners announced and over $20,000 in prizes distributed to participants
October 2017	Bike to Work days

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Greater Victoria Bike to Work Week

Who is your target audience? People who commute between 2 and 15 kilometers to work.

Brief description of the project or program and why the grant is needed. (1250 characters)

The funds requested will be split between the coordination of Bike to Work Week and Bike Skills courses. Funds used for BTWW will go directly towards the coordination and execution of a launch event, the commuter challenge, free workplace workshops to encourage participation, and 23 Celebration Stations – at least 6 of which will be in the City of Victoria. Additionally, funds granted for BTWW will be used towards the preparation and distribution of marketing and promotional materials, t-shirts, and team leader kits.
The GVBTWS is seeking the continued support from the City of Victoria for this year's BTWW and Bike Skills education campaigns. Bike to Work Week has grown to be one of the region's largest and most recognized free community events. Our Bike Skills education programs provide the knowledge and skills for people to safely share trails and roadways. By increasing participants' knowledge, comfort and confidence, our courses foster courteous and safe behaviors, safer roads, and more trips taken by bike. Supporting these programs unites the City of Victoria with fun and accessible programs that foster healthy lifestyles and contribute to active, vibrant, connected communities.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The Greater Victoria Bike to Work Society strongly supports the work Victoria City Council is doing to improve cycling infrastructure in the City. We share the City of Victoria's goal to increase the number of trips taken by bike and look forward to continuing to play a leading role in our community working towards that shared mission.
The GVBTWS's programs can meet and support the following in the City of Victoria's Strategic Plan Objectives and outcomes:
• Complete a multi-modal active transportation network
- increase in the number of trips taken by bike
- Victoria is a national leader for cycling infrastructure and complete streets planning, with completed AAA cycling network connecting all neighborhoods and village centers
• Facilitate social inclusion and community wellness
- enhanced quality of life
- opportunities for enhanced sports and fitness by children and adults
Together, with City of Victoria, our programs enhance the quality of life for residents of Greater Victoria by supporting active, healthy lifestyle choices and fostering a safe and courteous environment in our communities

How many will benefit from the project or program? 9000+

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $7,500

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Transportation	1,200.00	Trucks to move supplies for Celebration Stations and Launch
Bike Skills Course expenses	23,000.00	Workshop course expenses, facilities, advertising
Bike to Work Week	39,000.00	Launch Party, Marketing, Celebration Stations, Launch, rental equipment
Marketing and Promotion	3,000.00	Website fees, social media costs
Shirts and Materials	17,000.00	Cost of shirts, screening, and transportation for Island Health
Event Coordination	7,500.00	Subcontractor- Feb 1- June 20, 2018
Interim Executive Director	33,000.00	Subcontractor covering for Maternity leave for BTWW - Jan 1-June 30, 2018
A. Total Project or Program Expenses	$ 123,700.00	
Administration		
Office Supplies	2,000.00	
Communication	2,000.00	
Rent and Utilities	9,000.00	
Board Governance	800.00	
Bike Skills Coordinator	12,000.00	Part-time staff coordination of bike skill workshops
B. Total Administrative Expenses	$ 25,800.00	
Total Expenses (A+B)	$ 149,500.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	17.26%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Colwood	1,500.00	Confirmed		
BTW BC	10,500.00	Confirmed		
BC Gaming	13,000.00	Confirmed		
A. Total Government Funding	$ 25,000.00			
Corporate Sponsorships				
Vancity	5,000.00	Confirmed		
UVIC	8,000.00	Confirmed		
Camosun College	3,500.00	Pending		
B. Total Corporate Sponsorships	$ 16,500.00			
Matching Funds				
N/A				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Food and Beverage	19,000.00	Pending		
Prizes	36,000.00	Pending		
CFB Logistical Support	2,000.00	Pending		
D. Total In-Kind Contributions	$ 57,000.00			
Waived Fees and Charges				
N/A				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 98,500.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

The Greater Victoria Bike to Work Society continues to attract support from all community levels, including corporate sponsors and local government. We review expenses and replace, where possible, with in-kind contributions and volunteer support. This means that all cash funds are directed to critical operations necessary to host the Province's founding Bike to Work Week event. The magnitude of our event requires that every dollar raised is critical to ensure Bike to Work Week occurs.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: May 28, 2018 To: June 3, 2018

Project or program location: Greater Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
January - May 2017	Fundraising and planning 23rd annual event
March - October 2017	Execute Bike Skills courses throughout the region
April - May 2017	Roll out promotion, outreach, and advertising campaigns
April 12, 2017	Media launch event
May 29 - June 4	Bike to Work Week, 23 celebration stations throughout the region
June 9	Deadline for team entry submission
June 14th	Prize winners announced and over $20,000 in prizes distributed to participants
October 2017	Bike to Work days

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 750 Total volunteer hours required: 4000

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: t-shirt, and posters

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Cheryl Serpanchy

Signature

Interim Executive Director

Position

Cheryl Serpanchy

Name

March 2, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Festival Society

Mailing Address: 306-620 View Street

Contact Person: Kelly Kurta Email: gvfsvic@gmail.com

Telephone: 250-382-3111 Website: gvfs.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S28754

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 89227604-9

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

To engage in activities beneficial to the community of Greater Victoria. To develop and promote civic spirit and pride with the creation of festivals, parades and special events

Brief history and role in benefitting residents of Greater Victoria (500 characters)

The GVFS created the Victoria Day Parade 120 years ago on the Victoria Day long weekend which began a bustle of influx of tourism that has contributed and continued on to today establishing Victoria as a destination market. With the addition of the Parade of Bands, Drum Battle, Santa's Light Parade (now 37 years old), Wicked Victoria in 2014 and more festivals ongoing we continue to grow the economic revenue in the millions of dollars that come into Victoria each year

How many paid staff at organization? Full Time: _____ Part Time: 1

How many volunteer staff at organization? 70-100 event volunteers Total volunteer hours: 1100

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 168,500.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☑ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Downtown Victoria Association	3,200.00	promotion, marketing, rental equipment and cost of PAW
Festival Investment Grant	8,000.00	purchase of supplies for events, festival equipment, bleacher rental, portapotties, performers
Island Farms	22,000.00	Prizes, branding, volunteers, judges, vip area, livestream, broadcast and signage
Parade entry fees	20,000.00	traffic control, coaster giveaways, website facilitation, administration and salary
Township of Esquimalt (2017 only)	1,500.00	equipment and supplies; pending
Country Grocer	3,000.00	new promotional materials; livestream; pending
Thrifty Foods and Butchart Gardens	3,000.00	Livestream branding; pending
City of Vic in kind	22,000.00	policing, some traffic control, garbage clean up, labour
Total Funding Sources	$ 82,700.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
120th Victoria Day Parade Prizing for US Bands; Traffic Control Improvement	Efficiency of Project Execution
Celebration Square growth expansion of performers	Technical Innovativeness / Scope / Efficiency of Project Execution
Parade Bands/Drum Off growth with assistance to out of town groups (US)	Marketing Achievement / Technical Innovativeness
37th Santa's Light Parade experience to downtown	Marketing Achievement / Scope / Quality / Post Event / sponsor recognition
Christmas Square experience 2nd year development	Marketing Achievement / Scope / Quality / Post Event
Annual Christmas Tree Light Up (asked by COV to facilitate not in budget)	Technical Innovativeness / Scope / Quality
Wicked Victoria continued experiential growth for 2018	Marketing Achievement / Quality / Social Media Acvitity - Evenstagram
Economic Feasibility Study 2018	Marketing Achievement / Post Event Surveys / Efficiencies / SWOT Analysis

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: GVFS Growth and Feasability 2018 Platform

Who is your target audience? All communities in Greater Victoria and Tourism onWestcoast of North America, Australia, AB, Europe

Brief description of the project or program and why the grant is needed. (1250 characters)

2018 the GVFS steps into a 3 year growth and creative foundation for the future as we have spent 3 years re-branding, marketing, putting together infrastructure and looking at our Society as a whole while promoting the City of Victoria. The projects we have taken on this year - our "construction for the investment and grant that is required" will focus on the new experiences we have continuously undertaken to replace older and outworn experiences from the past decades of the 2 largest events in the City. The Victoria Day Parade put Victoria on the Map as a destination City and we have the infrastructure in place to ensure that this along with value added additional experiences continue to maintain the sustainability of the millions of dollars that are brought into the City each year from these world class events. We will be growing the experiences and engagement of the local and tourist community. Our Live stream addition has already proven to reach over 50,000 worldwide and we will be building on this marketing plan in order to increase the economic revenues maintained year round. We support all 4 seasons with our events and with our new events planned and look forward to showing the City what we can do

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Our projects support 4 of the components of the City of Victoria's Strategic Plan objective. These being (2) engage and empower the community - we bring in and engage over 100 youth throughout the year for our events; (5) Creating prosperity through economic development - our events and festivals promote millions of tourism dollars that recur year round with returning visitors; (7) Facilitate social inclusion, community and wellness - we average over 2500 - 3300 participants in our events, plus hundreds of volunteers and audiences that engage between 60,000 and 100,000 bringing the community together and (10) Nurturing our arts, culture and learning capital - our events have evolved over the years showcasing our diverse multicultural community, our strengths and talents in the arts and learning through the teaching of our young volunteers.

How many will benefit from the project or program? 100000+

What percentage of Greater Victoria residents benefit from this project or program? 60 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $40,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Event costs	65,000.00	Equipment rental, prizing, gifts, judging, decor, labour, private tcp, portapotties, washbins,
Rent	7,000.00	increase from 4800 (2017)
Insurance and Directors Insurance	5,000.00	liability and directors insurance
Telephone, office, sundry, equipment, bank charges	9,500.00	office expenses, cell and office phone, storage
Policing, partial traffic, garbage clean up , labour festival equipment	26,500.00	
Broadcast, livestream, media and production	19,500.00	live and taped broadcast, 2 x livestream productions, media marketing, radio
A. Total Project or Program Expenses	$ 132,500.00	
Administration		
Salary	36,000.00	approximately 27- 30 hours per week
B. Total Administrative Expenses	$ 36,000.00	
Total Expenses (A+B)	$ 168,500.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	21.36%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	33,000.00	Pending	Jeff Day	250-361-0500
Tourism Victoria	25,000.00	Pending	Alexandra Eady	250-953-2033
Municipal Grant Requests	10,000.00	Pending	various	
A. Total Government Funding	$ 68,000.00			
Corporate Sponsorships				
Island Farms	22,500.00	Confirmed	Brian Hirshe	250-360-5200
Country Grocer	7,500.00	Pending	Tammy Averill	250-708-3902
Telus Community	5,000.00	Pending	Mel Cooper	online
B. Total Corporate Sponsorships	$ 35,000.00			
Matching Funds				
GVFS donations self generated	10,500.00	Confirmed	Kelly Kurta	2503823111
C. Total Matching Funds	$ 10,500.00			
In-Kind Contributions				
City of Victoria	22,000.00	Confirmed	Jeff Day	250-361-0500
Volunteer Management Hours	23,000.00	Confirmed	Connie McConnell	250-857-6746
Used.CA/Black Press	10,000.00	Confirmed	Carly Russell-Huntley	online
D. Total In-Kind Contributions	$ 55,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 168,500.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☑ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

The impact to not continuously undertake and replace creative ways to maintain sustainability with our events puts the City of Victoria at risk for not embracing the future as we build on the past as outlined in the Strategic Plan 2015-2018. Our ability to think first and be a leader in event facilitation is a strong asset that the City of Victoria is recognized for and will continued to be recognized for as we move forward to the future.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: May 1, 2018 To: May 30, 2019

Project or program location: Downtown Victoria encompassing Douglas, Government St Parliament Buildings Beacon Hill park

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Feb 28, 2018	Layout of Economic Feasibility Study to Board of Directors for all events and GVFS for 2018
March 15, 2018	Updated layout of Victoria Day Parade, Celebration Square, Parade of Bands and Drum Off
March 30, 2018	Branding, Marketing and Media Proposal in place for Victoria Day weekend and Santa's Light Parade
May 19-21, 2018	Victoria Day weekend takes place, proposed Royal Wedding viewing to engage community and tourists
June 30, 2018	Reporting of Victoria Day weekend and 1st 3 Projective Objectives Complete (Section 5)
July 30, 2018	Layout & Proposal-Santa's Light Parade, Christmas Square, Christmas Tree Light Up & Wicked Victoria
October 1-28, 2018	4th Annual Wicked Victoria - reporting to be completed Nov 15, 2018 for Proj. Objectives
November 1-30, 2018	37th Santa Parade Media Mix; event, Light Up and Reporting to be completed

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 + event volunteers Total volunteer hours required: 1000+

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Posters, twitter, radio

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Kelly L Kurta

Signature

Executive Director

Position

Kelly L Kurta

Name

January 31, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Placemaking Network (GVPN)

Mailing Address: 303, 1158 Fairfield Road Victoria BC V8V 3B1

Contact Person: Lorne Daniel Email: lorne@victoriaplacemaking.ca

Telephone: 250-589-8712 Website: victoriaplacemaking.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-0064132

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Our Mission: to inspire people, neighbourhoods and communities to create vibrant public places that promote health, happiness and well-being.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

GVPN was formed by a group of citizens in 2013 and has since hosted a number of speaking events, short term public space events, planning workshops, and the 2015 "Cook St ReMake" pilot project. We have mapped 150+ Little Free Libraries and helped launch a number of book exchange 'Pocket Places.' In 2016 we developed a Living Streets Guide for the CRD.

How many paid staff at organization? Full Time: 0 Part Time: 0

How many volunteer staff at organization? 8 Total volunteer hours: 650

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? 12000

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Memberships	660	
Donations	150	
In-kind assistance	1190	
Short term grants	10000	Develop Pocket Places and 'Table Topics Trailer' (2017)
Total Funding Sources	12000	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
write and edit Guide to Pilot Projects & Tactical Urbanis	final draft of Guide
promote the Guide and process	number of online downloads and # print copies distributed; mention of project in
collaborative participation of CoV staff & volunteers	meeting records and a post-project evaluative survey of participants
City of Victoria approval	vote of approval for the Guide and process at City Council

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Advancing Pilot Projects and Tactical Urbanism

Who is your target audience? City staff, neighbourhood associations, City residents interested in street and place improvements.

Brief description of the project or program and why the grant is needed. (1250 characters)

Creative approaches to short term street and public space redesign have emerged in cities around the world. In 2017 during Budget deliberations, the City of Victoria passed a motion to collaborate with GVPN on future Pilot Projects. GVPN would also like to assist neighbourhoods in staging "tactical urbanism " interventions that demonstrate safer, more inviting street and place designs. Cities such as Memphis TN and Burlington MA have deve loped clear, collaborative Pilot Project Guides. Our proposal is to collaborate with City of Victoria staff in develo ping a Victoria specific Pilot Project Guide that will help staff, residents, and nonprofit groups to plan and implement Pilot Projects and Tactical Urbanism. Priint and on line versions of the guide would be created. We would also host one demonstration project, featuring local participants and an urbanism leader who will inspire and animate neighbourhood residents to incorporate placemaking intii atiives within their communities.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- [x] Engage and Empower the Community (3.22)
- [ ] Create Prosperity through Economic Development (3.00)
- [x] Facilitate Social Inclusion and Community Wellness (3.67)
- [ ] Nurture Our Arts, Culture and Learning Capital (2.56)
- [x] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- [ ] Engage and Empower the Community (3.22)
- [ ] Create Prosperity through Economic Development (3.00)
- [ ] Facilitate Social Inclusion and Community Wellness (3.67)
- [ ] Nurture Our Arts, Culture and Learning Capital (2.56)
- [x] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

This project will directly support the creation of safe, inviting public spaces and redesigned street configurations (including active transp ortation improvements) by creating a clear process for the design and implementation of projects. It will Engage and Empower the Co mmunity by involving people in the Guide design itself, and the completed Guide will be a meaningful tool for citizens to use in grassroots driven projects. The project also supports Community Wellness by creating shared public rights of way that are safer for all. The Pilot Project Guide also complements the City's recently appro ved Public Realm Plan.

How many will benefit from the project or program?_____

What percentage of Greater Victoria residents benefit from this project or program? _____%

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $30,000.00

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Writing and Editing services	8000	freelance contractor
Printing	3000	
Photography	2000	freelance photographer to capture sample installations
Graphic Design	5000	publication graphics and layout
Coordination and Committee work	4800	volunteer time (see In Kind Funding)
materials for demonstration pilot project	1000.00	
demonstration pilot project speaker & coordination	4000.00	
A. Total Project or Program Expenses	27800	
Administration		
bookkeeping, phone, email, general admin	1000	portion of annual costs
web content updates	1800	
volunteer honoraria	1000	$250 honoraria for up to 4 lead volunteers
volunteer coordination for demonstration project	1000	contracted part-time volunteer coordinator
B. Total Administrative Expenses	4800	
Total Expenses (A+B)	32600	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	0.14723926380368	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	30000	Pending		
A. Total Government Funding	30000			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
GVPN donated funds	500	Confirmed	Ray Straatsma	250.818.9266
Sponsors / Fundraising	2000	Pending		
C. Total Matching Funds	2500			
In-Kind Contributions				
GVPN project volunteers	4800	Confirmed		
D. Total In-Kind Contributions	4800			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	37300			

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☑ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

This project will not proceed without funding.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1 2018 To: June 2019

Project or program location: Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2018	Contact City staff & key stakeholders to form project Steering Committee
August 2018	Review and obtain consensus support for project Work Plan
September 2018	Contract with Guide writer / editor; develop contents outline; identify challenges & opportunities
Fall 2018	Work with Steering Committee to agree on policy / program elements of the Guide
Jan-March 2019	Writing and editing of Guide and review by stakeholders
Spring 2019	Approval of Guide by City of Victoria
Spring 2019	demonstration pilot project and guest speaker / animator
May-June 2019	Publication of the Guide (online and limited print copies)

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 240

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

President

Position

Ray Straatsma

Name

January 30, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria SportHost Association (dba SportHost Victoria)

Mailing Address: 100 - 4636 Elk Lake Drive, Victoria, BC V8Z 5M1

Contact Person: Hugh MacDonald Email: hmacdonald@sporthostvictoria.com

Telephone: (250) 744-5528 Website: www.sporthostvictoria.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S - 42832

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Our mission is to be a leader in fostering partnerships to attract sport related events to enhance the economy and quality of life in Greater Victoria. We represent the community as a sport tourism destination, increasing the number and quality of sport related events hosted in the region. Hosting these events contributes more than $120 Million in economic impact annually.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Sport tourism is a large and competitive industry and we have developed a strategy for Victoria that achieves outstanding results annually. The plan includes securing events for the region, marketing the region as a sport tourism destination and developing a stable & sustainable organization.

How many paid staff at organization? Full Time: one Part Time: two

How many volunteer staff at organization? event specific (100's) Total volunteer hours: in th hundreds

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 132,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Community Partners	132,000.00	Operational costs
e g City of Langford - $25K		operational costs
e.g Tourism Victoria - $25K		operational costs
e g Pacific Institute for Sport Excellence - $25K		operational costs
e.g. municipal & corporate partners - $35K		operational costs
Total Funding Sources	$ 132,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
maintain a data base of available events	list of available events
maintain a calendar of events	produced calendar
provide promotional collateral	available marketing materials
develop & maintain a catalogue of bid templates	production of templates
develop & maintain a catalogue of accommodations	production of accommodation availability lists
develop catalogue of services for sport associations	list of services
develop economic impact measurement models	availability of study results
develop catalogue of sport facilities	availability of facilities list

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Greater Victoria Sport Tourism Partnership

Who is your target audience? Sport Related Events Organizers

Brief description of the project or program and why the grant is needed. (1250 characters)

To promote Victoria as a sport tourism destination by securing events to be hosted in the region.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

By enhancing the economy and quality of life in Victoria.

How many will benefit from the project or program? Thousands

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $10,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Ad & promo	15,000.00	ads, website, videos
Society Board expenses	2,500.00	
Travel	7,000.00	conferences and sale meetings
Office services	1,000.00	
Staffing	80,000.00	
Telephone	1,200.00	
Utilities and supplies	1,500.00	
A. Total Project or Program Expenses	$ 108,200.00	
Administration		
B. Total Administrative Expenses	$ 0.00	
Total Expenses (A+B)	$ 108,200.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	0.00%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
	32,000.00			
A. Total Government Funding	$ 32,000.00			
Corporate Sponsorships				
	100,000.00			
B. Total Corporate Sponsorships	$ 100,000.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 132,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Other contributing partners are influenced by the support being provided by others. Other municipal members see the value of contributing to a partnership being lead by the City of Victoria.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: April 1 To: March 31 annually

Project or program location: Greater Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? Thousands annually Total volunteer hours required: Thousands annually

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Hugh MacDonald
Name

January 10, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Visitors & Convention Bureau

Mailing Address: Suite 200, 737 Yates Street

Contact Person: James Adams, CFO Email: james.adams@tourismvictoria.com

Telephone: 250 532 1549 Website: www.tourismvictoria.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-0010782

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The Greater Victoria Visitors & Convention Bureau (Tourism Victoria) is an official not-for-profit destination marketing organisation that works in partnership with over 900 business members and municipalities in the Greater Victoria area and surrounding communities in British Columbia. Tourism Victoria oversees the economic growth of Victoria's most important local industry - tourism. We act as a catalyst and advocate in areas concerning the health and sustainability of this critical industry.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since the 1970's, the Visitor Centre acted as a hub for both local community information and an invaluable resource for visitors to the region. It is the busiest visitor centre in British Columbia, directly servicing over 340,000 visitors annually and generating over 1.8 million in ticketing sales for local small-medium business. More broadly, tourism has an estimated $1.9 billion in annual economic impact to the Greater Victoria region, and employs approximately 22,000 people.

How many paid staff at organization? Full Time: 29 Part Time: 10

How many volunteer staff at organization? 70-80 Total volunteer hours: 200-300

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 6,980,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
City of Victoria	25,000.00	Victoria Visitors Centre
District of Saanich	24,000.00	Victoria Visitors Centre
Destination BC	120,000.00	Victoria Visitors Centre
Total	169,000.00	
Total Funding Sources	$ 0.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
To assist 50,000 visitor parties with inquires	# of visitor parties logged
To provide $1,800,000 in ticket sales to business members	Ticket Sales
To engage 300,000 individuals through the visitor Centre (foot trafic)	Foot count in Visitors Centre

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Tourism Victoria Visitors Centre

Who is your target audience? Primary audience: visitors to the City of Victoria; secondary audience: local Victoria Residents

Brief description of the project or program and why the grant is needed. (1250 characters)

Tourism Victoria operates one of Canada's busiest Visitor Centre, assiting with thousands of in-person, online and telephone inquires. The Visitors Centre and Tourism Victoria's Visitors Services department is responsible for supporting and servicing visitors, 364 days of the year. Our dedicated staff ensures that visitors are supplied with all the information they need to create an unforgettable travel experience. In addition to their ambassadorial role, the Visitor Services team aims to increase the economic benefits of tourism to the Greater Victoria by expanding the engagement opportunities available to them and extending their length of stay. Tourism Vistoria is seeking funds to directly support the core operations of the Visitor Centre. THese funds are required to support Visitor Centre staff in promoting member businesses, selling accommodation bookings, arranging transportation, selling tickets for attractions and special events. Funding the Visitor Services department also supports a series of promotional opportunities for Victoria members at the Centre and in advertising opportunities such as the Official Vacation Guide.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Tourism Vistoria helps to directly support tourism-related businesses and to grow this already energetic sector. As noted previously, the Visitors Centre is the busiest visitor centre in British Columbia, directly servicing over 340,000 visitors annually, generating and returning over $1.4 million in ticketing sales for local small-medium business. More broadly, Tourism Victoria helps to create an estimated $1.9 billion in annual economic impact to the Greater Victoria region, and employs approximately 22,000 people. Downtown businesses particularlybenefit from the Visitors Centre in a number of ways; the Visitor Centre itself is a draw for pedestrian traffic, and the staff help provide information to residents and visitors that guide them to local businesses. This, in turn, helps to create a vibrant and economically sustainanle downtown.

How many will benefit from the project or program? 300,000+

What percentage of Greater Victoria residents benefit from this project or program? 45 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $24,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Advertising & Marketing	34,282.00	
Operating Expenses	303,966.00	Coomunications, rent, taxes, interest, bank charges, office and computer expenses.
Wages & Benefits	309,606.00	EI, CPP, Parking, uniforms, etc...
Total	737,852.00	
		Note: Total costs are higher than the requested amount as subsidised by Tourism Victoria
A. Total Project or Program Expenses	$ 0.00	
Administration		
		All admin costs covered by Tourism Victoria
B. Total Administrative Expenses	$ 0.00	
Total Expenses (A+B)	$ 0.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	0.00%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Destination BC	120,000.00	Confirmed	TBC	TBC
District of Saanich	24,000.00	Pending	Accounts Payable	250-475-5415
City of Victoria	24,000.00	Pending	Natalie Goulet	250-361-0554
A. Total Government Funding	$ 0.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 0.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If Tourism Victoria does not receive full funding from the City of Victoria, it will continue to seek funding from other sources. However, please note that support from our local governments is exceedingly important for Tourism Victoria as it links directly to our provincial DestinationBritich Columbia (DBC) grant for the Visitors Centre. Tourism Victoria `leverages up`the grants from the City and the District of Saanich so that the loss of either grant may jeopardize the DBC funding.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: January 1, 2017 To: December 31, 2017

Project or program location: Victoria Centre - 812 Wharf Street - Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Jan - Feb	Preparation and planning for season; support local arts and culture events
Mar - Apl	Recruitment of additional summer staff
May - Jun	Peak season: Call centre, frontline staff capasity; liosk on plaza active and at Ogden Point
Jul - Aug	Peak season: Call centre, frontline staff capasity; liosk on plaza active and at Ogden Point
Sept - Oct	Shift focus to non-cruise ship audiences; support local festivals
Nov - Dec	Promotional activities; Analysis and planning

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 70-80 Total volunteer hours required: 200-300

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

CFO
Position

James Adams
Name

02/03/18
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Volunteer Society (Volunteer Victoria)

Mailing Address: 306-620 View Street Victoria BC V8W 1J6

Contact Person: Lisa Mort-Putland Email: lisa@volunteervictoria.bc.ca

Telephone: 250.386.2269 Website: volunteervictoria.bc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S0011268

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 118946987RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Volunteer Victoria's mission is to inspire everyone to volunteer! At Volunteer Victoria we help volunteers turn ideas into reality and potential into probability. Each year we support 16,000+ individuals who make positive impacts on causes, spaces, and ideas that matter in neighbourhoods and communities across the region.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Volunteer Victoria was formed in 1974 by a group of residents who felt that the community needed a volunteer bureau. Core to the success of our mission, then and now, is a belief in the willingness and capacity of people of all ages and stages of life to make a difference when they have the tools, training, and support to succeed. More than 12,000 people each year connect to online services and more than 400 engage face to face.

How many paid staff at organization? Full Time: 3 Part Time: 3

How many volunteer staff at organization? 100 Total volunteer hours: 4000

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 335,441.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Municipal Grants	19,541.00	Youth and Adult advising services for more than 16000 clients
Gaming	82,000.00	Youth and Adult Advising Services for more than 16000 clients
Grants from Foundations	76,218.00	Volunteer research, programs, and short-term projects
Membership Services	50,000.00	Volunteer recruitment promotions for 300+ orgs
Misc Revenues, Interest, and Rent	55,182.00	Offset operating costs
Workships and Special Projects	48,000.00	55+ training opportuntiies for 700+ volunteers
Donations	4,500.00	to offset costs
Total Funding Sources	$ 335,441.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
increase youth engagement in volunteerism	200 local youth volunteers engage in the program
youth lead and manage events	10 youth events are hosted in Victoria
train youth about volunteerism	60 youth complete volunteer management training
connect to community	youth learn about service, neighbourhoods, and how to meet community needs

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Youth Volunteerism: Strenghtening Connections

Who is your target audience? Youth aged 15 to 25

Brief description of the project or program and why the grant is needed. (1250 characters)

In 2017, 300+ youth gathered to create and host a series of events to celebrate Canada's 150th. The youth were primarily newcomers, not connected to other youth or leadership groups in schools, and looking for ways to learn about Victoria and Canada. We would like to build on the learning from this project to develop a new neighbourhood focused project where youth lead and manage small events that enhance communities and neighbourhoods. Working with neighbourhood groups and associations, the youth will plan 10 events or activities where they can learn, grow, and make an impact. The youth will meet on average twice a month to plan and host events.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

This project supports the City's goal to have more youth engaged in City programs, civic issues, and the broader community. This target group of youth are not connected to one school or program. They are youth who traditionally experience isolation or lonliness because they are newcomers, have language barriers, economic barriers, or experience social anxiety and are looking to make friends and connect to something that has meaning for them. The project is youth led and managed. Staff respond to the needs of the youth and the community partners. Youth learn about neighbourghoods, identify needs and partners, and plan and execute events and activities.

How many will benefit from the project or program? 200

What percentage of Greater Victoria residents benefit from this project or program? 60 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $4000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Program Wages and Benefits	6,370.00	$24.50 hr, 5 hours per week, 52 weeks
Program oversight and evaluation	2,640.00	$44 hr, 5 hour per month, 12 months
Rent and Utilities	1,200.00	Pro-rated
Food and refeshments for youth meetings	4,800.00	$200 per meeting, 24 meeting per year
materials and supplies	1,000.00	costs for youth projects, $100 per project
mileage and parking	300.00	based on .46 km.
A. Total Project or Program Expenses	$ 16,310.00	
Administration		
Volunteer management	2,000.00	volunteer recruitment, manamgent, recognition
B. Total Administrative Expenses	$ 2,000.00	
Total Expenses (A+B)	$ 18,310.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	10.92%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Gaming	5,000.00	Pending	Lisa Mort-Putland	250.386.2269
Municipalities	5,000.00	Pending	Lisa Mort-Putland	250.386.2269
A. Total Government Funding	$ 10,000.00			
Corporate Sponsorships				
Victoria Legacy Trust	4,800.00	Confirmed	Lisa Mort-Putland	250.386.2269
PECSF	3,510.00	Confirmed	Lisa Mort-Putland	250.386.2269
B. Total Corporate Sponsorships	$ 8,310.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 18,310.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

We will reduce the number of projects, the number of participants, or shorten the program duration.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: April 1, 2018 To: March 31, 2019

Project or program location: Victoria, Esquimalt, Saanich, and Colwood

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
April - June 2018	Recruit youth volunteers. Have a youth leadership group establish group values and goals
July - March 2019	Youth will meet on average twice a month or more to plan and host 10 events
July - March 2019	Staff will support youth to connect to neighbourhoods, design projects, and address risks
Jan - March 2019	Youth will report back to funders
March 2019	60 youth will have completed volunteer training

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 200+ Total volunteer hours required: 2000

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Lisa Mort-Putland
Name

January 31, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: HeadWay - Victoria Epilepsy and Parkinson's Centre

Mailing Address: 202-1640 Oak Bay Avenue, Victoria BC, V8R 1B2

Contact Person: Zuzanna Szkudlarek Email: zuzanna@vepc.bc.ca

Telephone: 250-475-6677 Website: http://vepc.bc.ca/

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-21010

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 11928 4032 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The Victoria Epilepsy and Parkinson's Centre Society is a vibrant and welcoming non-profit society whose purpose is to strengthen clients', families' and communities' ability to manage the physical, psychological and social effects of Parkinson's and epilepsy.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since 1986, HeadWay has been providing care, support and education to Greater Victoria residents living with epilepsy and Parkinson's, improving the quality of live for those affected. Throughout our history, we've grown to service over 1200 members and also their friends and families. Our agency offers one-on-on consultations, family consultations, workshops, information sessions and group support and works extensively with the medical community.

How many paid staff at organization? Full Time: 2 Part Time: 3

How many volunteer staff at organization? 25 Total volunteer hours: 1605

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 430,200.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Grants	106,057.00	Programming and General Operations
Donations and Memberships	82,219.00	Specific to Programming/Education
Interest and investment income	33,785.00	General Operations
Service Fees	11,066.00	General Operations
Bequests	101,000.00	Parkinson's Programming
Fundraising	78,311.00	Parkinson's and Epilepsy Programming
Conference	4,205.00	Parkinson's Programming
Total Funding Sources	$ 416,643.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
500 volunteer-led outreach phone calls	reached objective within one year
Provide 150 home visits	reached objective within one year
Identify and support new members living in isolation	We estimate our reach can increase to 6090 individuals in Victoria
Host one social community event to include family and friends	Host 12 social community events to raise awarness
Empower 12 volunteers with new leadership skills	Provide 1 training and 2 retreats to support volunteers
Teach 12 volunteers new emotional support skills	Provide 1 training and 2 retreats to support volunteers
Provide bi-monthly peer led meetings	each neigborhood to host 5-6 meeting/year, total
Provide feedback on municipal issues for those with diabilities	City of Victoria to input

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: City of Victoria Neighborhood Ambassador Program

Who is your target audience? People with epilepsy or Parkinson's, their family and friends, especially those at risk of isolation

Brief description of the project or program and why the grant is needed. (1250 characters)

Located throughout all Greater Victoria neighborhoods, our ambassador program will be the pulse of our organization and our city's challenges and needs. Entirely volunteer-led, neighborhood ambassadors will monitor for isolation and provide outreach support, work on community support projects, host social events and outings, and advise HeadWay of municipal issues as they pertain to living with a neurological degenerative disease in the City of Victoria. We know 1 in 100 have epilepsy and 11,000 B.C residents have Parkinson's, and HeadWay provides services to 1200 people with the disease (triple the impact if we consider friends and family). We estimate and strive to reach up to 6090 people in Greater Victoria with our services including this innovative outreach model.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The greatest impact this program will have in supporting City of Victoria Strategic plan is by Engaging and Empowering Community and Facilitating Social Inclusion and Community Wellness. The program ' s purpose is to empower people living with epilepsy and Parkinson ' s to take a lead in a solution focused manner and promote inclusivity and collaboration to other facing similar challenges. This program is an innovate twist on traditional outreach models that looks to the wealth of opportunities within the City of Victoria to get people otherwise at risk of isolation, or with mobility issues, or respite restrains to participate in their local neighbourhoods. Led by volunteers HeadWay identifies and trains, this program highlights social inclusion and community wellness with weekly and monthly meetings, social gatherings, outreach calls, and outings in local neighbourhood. Lastly, this program can support the cities goals in demonstrating excellence in planning by providing a much needed perspective of those living with disability or other constraints. We want to enhance the quality of life for marginalized people and get them out enjoying our great city.

How many will benefit from the project or program? 6090

What percentage of Greater Victoria residents benefit from this project or program? 7.3 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ $13,950

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Volunteer/peer training	2,500.00	Based on 6-12 City of Victoria Neighbourhood Ambassadors
Travel/Transit	1,300.00	
Ambassador Retreat	500.00	$250 x two times a year
Outreach Materials and Supplies	2,500.00	
Marketing and Advertising	600.00	primarily for recruitment
Meetings	5,500.00	can include space rental $50/meeting x 6-12 neighborhoods/per month
Technology/Service	700.00	
Social Community Events	2,000.00	$250 for each neighbourhood
Volunteer recognition	1,000.00	Based on neighborhood participation
A. Total Project or Program Expenses	$ 16,600.00	$15,300
Administration		
Accounting	300.00	
Staff wages	3,000.00	$25 x 2.5 hours a week/per year
Insurance		unknown at this time
B. Total Administrative Expenses	$3,300.00	$3,300.00
Total Expenses (A+B)	$18,600.00	$18,600.00
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	18%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding	$ 0.00			
Corporate Sponsorships				
Heart Pharmacy	$2,500.00	pending		
B. Total Corporate Sponsorphips	$2,500.00			
Matching Funds				
HeadWay	$1550.00	confirmed	HeadWay	250-475-1716
C. Total Matching Funds	$1,550.00			
In-Kind Contributions				
DA Levinson Accounting	$300.00	pending	Lora Lonseberry	250-386-1999
D. Total In-Kind Contributions	$300.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$4,350.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Multiple year funding would provide us the time and opportunity for other development efforts. Historically, our peer-led support groups have become self-sufficient after 2-3 years, at which point our cost will be relatively low. Further we can explore the idea of partnering with other like-minded organizations.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1 To: June 30

Project or program location: Each of the 12 City of Victoria neighborhoods

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July, 2018	Identify 12 Neighborhood Ambassadors/data mine for potential participants
August	Training/Coaching
September - July	Run program
December	Retreat
Ongoing	Coaching/support

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 12 Total volunteer hours required: 10/month

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☑ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Zuzanna Szkudlarek
Name

2018/01/31
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: HeroWork Program Society

Mailing Address: 1075 Alston Street, Victoria, BC, V9A3S6

Contact Person: Paul Latour Email: paul@herowork.com

Telephone: 250 590 4221 Website: www.herowork.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: _____

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 84119 8583 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

We renovate other charities' buildings that need extensive repairs and upgrades. We do this at a fraction of traditional time and cost through "Radical Renovation" community projects by mobilizing trades, suppliers, volunteers, professionals & more, who donate and/or discount goods & services. The results extend the useful life of charitable buildings, improve work-flow & efficiency of operations, deeper inclusion, better services, and a more engaged and empowered community.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

To date we have completed $2.5M worth of renovations to CRD charities, including: Casa Maria Refugee Housing, the Mustard Seed, Threshold Housing, Citizens' Counselling Centre, Rainbow Kitchen, Camp Pringle, Power To Be, & Anawin House. These renewed spaces enhance Victoria's ability to serve vulnerable populations. Every year we typically mobilize up to 120 companies, 50 volunteer coordinators & 500 volunteers – an engaged community experiencing a culture of cooperation & connection.

How many paid staff at organization? Full Time: 4 Part Time: 0

How many volunteer staff at organization? 584 volunteers in 2017 Total volunteer hours: 5071 hrs in 2017

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 420,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Earned Cash Income	240,000.00	Program delivery, administration, and project supplies
Corporate Cash Donations	38,000.00	Project supplies
Foundation Cash Grants	110,000.00	Program delivery and/or project supplies
Other Foundation Cash Grants	15,000.00	Needs Assessment of charity infrastructure in the CRD
Public Cash Fundraising	17,000.00	Project supplies
Total Funding Sources	$ 420,000.00	This is our overall budget for 2017, excluding goods and labor in kind.

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Completed renovation project	On time; at or under budget; over delivered on renovation components in charter.
Community engagement	Number of businesses involved; value of goods and labor in kind; satisfaction ratings.
Community engagement	Number of volunteers engaged; satisfaction ratings.
Increase charity capacity	New program statistics; staff ratings; feedback from end users.
Reduced stigma of food insecure individuals	Interviews and feedback ratings.

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Dignity Market Radical Renovation and Office Rebuild

Who is your target audience? Trades, volunteers, businesses, homeless, marginalized, working poor, seniors, single parents, etc.

Brief description of the project or program and why the grant is needed. (1250 characters)

This proposal is for HeroWork operational funds (not capital expenditures) to inspire & mobilize the community. This will be one of two major Radical Renovations in 2018. The recipient is the Mustard Seed.

Currently the Mustard Seed serves over 5K people a month through their food hamper program. HeroWork will transform this program into a "Dignity Market" that returns the dignity of choice to vulnerable people and families who come for food. The program will also have a shopping helper (buddy) who will build relationships and trust with clients, providing food info, referring services, and helping to implement transformational change.

This new program cannot exist without new physical infrastructure.

More, the Mustard Seed has a continuum of care that reaches far beyond the Food Bank. In order to keep providing and expanding these services they need more office spaces that are properly designed and efficient. Staff are currently crammed into below standard conditions reducing moral and team health.

By transforming the Mustard Seed's warehouse space into a Dignity Market and expanding office space, the entire organizational continuum of care will be improved, affecting thousands of people every month for years to come.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ **Engage and Empower the Community (3.22)**
- ☐ **Create Prosperity through Economic Development (3.00)**
- ☑ **Facilitate Social Inclusion and Community Wellness (3.67)**
- ☐ **Nurture Our Arts, Culture and Learning Capital (2.56)**
- ☑ **Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)**

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☑ **Engage and Empower the Community (3.22)**
- ☐ **Create Prosperity through Economic Development (3.00)**
- ☐ **Facilitate Social Inclusion and Community Wellness (3.67)**
- ☐ **Nurture Our Arts, Culture and Learning Capital (2.56)**
- ☐ **Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)**

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

This HeroWork project, like all our projects, will engage and empower the community in profound ways.

We will have up to 50 volunteer coordinators leading various project components. They will be mentored to help implement the extensive pre-event planning as well as inspiring participants during the 4-week Radical Renovation. Up to 350 volunteers—trades, professionals, and lay people—will participate with common vision and purpose. Up to 100 companies will be engaged, strengthening and showcasing the power of Victoria's business community. The community power of our model is exemplified in the cash costs being $188,100 while the donated/discounted good and labor is $275,000.

The transformed Mustard Seed building will also enhance the quality of life for the vulnerable, who will have more dignity, more food security, and more access to services. They will also have a sense of pride and place, knowing community came together to renew a building for them.

Both volunteers and guests of the Mustard Seed will feel more engaged and empowered in our community.

How many will benefit from the project or program? 5000+ per month

What percentage of Greater Victoria residents benefit from this project or program? 5-10 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 20,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
HeroWork HR for project delivery (cash cost)	100,000.00	Staff costs for months of preparation and community mobilization and empowerment.
Renovation & professional services (cash cost)	7,000.00	Equals 4% of estimated value of services. (% base on previous experience.)
Renovation & professional service (in kind)	158,000.00	Equals 96% of estimated value of services. (% base on previous experience.)
Non-renovation event (cash cost)	3,000.00	Equals 10% of non-reno expenses. (% base on previous experience.)
Non-renovation event goods and labor (in kind)	27,000.00	This is the estimated labor and goods in kind value for a 3 to 4 week project
Renovation supplies (cash cost)	60,000.00	Equals 40% of estimated value of reno supplies. (% base on previous experience.)
Renovation supplies (in kind and/or discounted)	90,000.00	Equals 60% of estimated value of reno supplies. (% base on previous experience.)
Project permits (cash cost)	5,000.00	Historically, there are no discounts on permits
A. Total Project or Program Expenses	$ 450,000.00	
Administration		
Office Rent	5,000.00	40% of HeroWork's office rent has been allocated to this project
General Insurance	2,500.00	50% of HeroWork's insurance (liability, volunteer, etc) has been allocated to this project
Professional insurance	800.00	50% of HeroWork's professional insurance is allocated to this project
Office expenses	2,000.00	40% of HeroWork's office expenses has been allocated to this project
Postage and mailing	800.00	40% of HeroWork's postage and mailing has been allocated to this project
Vehicle expenses	2,000.00	40% of HeroWork's vehicle insurance and expense have been allocated to this project
B. Total Administrative Expenses	$ 13,100.00	
Total Expenses (A+B)	$ 463,100.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	2.83%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	20,000.00	Pending		
A. Total Government Funding	$ 20,000.00			
Corporate Sponsorships				
Earned Income (from recipient charity)	120,000.00	Confirmed	Bruce Curtis	250 953 1576
Corporate, foundation, individual grants/donations	38,000.00	Pending	Multiple corps and foundations	List upon request
Group and individual fundrainsing initatives	10,100.00		N/A	N/A
B. Total Corporate Sponsorships	$ 168,100.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Renovation & professional service	158,000.00	Pending	Dozens of companies & hundreds of ppl	List upon request
Combined donated and/or discounted goods	90,000.00	Pending	Through dozens of companies	List upon request
Combined non-renovation event supplies and labour	27,000.00	Confirmed	Through over a dozen companies	List upon request
D. Total In-Kind Contributions	$ 275,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 463,100.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If funding is less than requested to support this Mustard Seed Radical Renovation, we may need to remove some elements from the project, which could diminish the quality of the impact for community as well as Mustard Seed clients using the "Dignity Market" and/or the staff working at this location.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: Dec 31, 2018

Project or program location: 625 Queens Ave. Victoria, BC. V8T 1L9

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 1	Detailed project charter and scope of work completed and signed off.
July 30	Detailed scheduling of event components
July 1 - Sept 15	Engagement of HeroWork leaders, businesses and volunteers (acquisition of materials and labor)
August 15	Volunteer leadership training
Oct 13	Project opening ceremonies
Oct 13 - Nov 4th	Project execution
Nov 4th	Project closing ceremonies
Dec 31st	Project closeout and reports

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 400 Total volunteer hours required: 3000

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☑ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Speaking oppurtunity at Opening Ceremony of project

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director

Position

Paul Latour

Name

Jan 31, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: James Bay New Horizons
Mailing Address: 234 Menzies Street, Victoria, B.C. V8V 2G7
Contact Person: Kim Dixon Email: executivejb.nh@shawbiz.ca
Telephone: 250-386-4432 Website: www.jamesbaynewhorizons.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: Victoria Adams
Mailing Address: 431-200 Dallas Rd Victoria, BC V8V 1A4
Telephone: 250-882-4519 Email: veadams@shaw.ca

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: 11147
Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 11897-2728-RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

To provide opportunities for individuals eligible for membership, primarily in the James Bay area of Victoria, B.C., to lead more meaningful, active, healthy and complete lives, and to provide facilities that will assist in achieving and maintaining the desired objectives e.g. organizing activities such as recreation, area beautification, area history, nutrition (food selection and preparation), travel, arts and crafts, social and community relations, culture and education, and advocacy.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since 1974 JBNH has provided space for older adults participating in programs and activities, in collaboration with Silver Threads, Mile Zero Matters & other community-based groups. We host more than 30 different recreational-social-cultural-educational-information programs, as well as rental of facilities to a wide variety of community organizations e.g. Victoria Historical Society, Toastmasters groups, Scrabble/Bridge Groups, Volunteer Victoria, Victoria Lesbian Care Society.

How many paid staff at organization? Full Time: 2 Part Time: 1
How many volunteer staff at organization? 100+ Total volunteer hours: 20020

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No
What is the organization's annual budget? $363,507.11 (2017)
Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No
If yes, has the Final Report been completed? ☐ Yes ☑ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Program and Activities	62,511.70	General
Memberships	17,025.00	General
Room Rentals	28, 042.50	General
Grants	197,063.96	Wages, Programs
Donations	57,067.74	Van, Audio,General
Interest	1,796.21	General
Total Funding Sources	363,507.11	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
1. Establish current baseline for housing and demographic profile of older	1. Update City Spaces "Housing and Supports for Aging Population Report" (2015) to assess proportion
2. Evaluate sense of security of occupancy and well-being among 55+, partic	2. Ranking of seniors' perception of housing issue; impact on health and well-being; estimated no. a
	3. Evaluate how age-friendly lens has been applied to development of local area plans
3. Draft a mitigation strategy to support 55+ facing displacement.	4.Develop flexible housing/supports strategy re: short/long-term displacement.

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Victoria Older Adults Housing/Supports Strategy

Who is your target audience? Residents 55+, primarily affordable market rental housing tenants

Brief description of the project or program and why the grant is needed. (1250 characters)

City Spaces' "Housing and Supports for Aging Population Report" (2015) contributed to the development of Victoria's Housing Strategy 2016-2025. It provided preliminary demographic data and 20 recommended action steps to address increasing housing options, supply, and support services. An assessment of the results achieved to date in light of the unprecedented housing development/replacement projects now placing greater pressure on the existing rental population, many of whom are 55+ on modest incomes.
It's critical to have an accurate & updated picture of 55+ rental population in order to provide an equitable housing & support system options geared to diverse income levels. The retention of existing affordable and adaptable housing, particularly rental stock, is critical to sustain the health and well-being of the majority of our 55+ citizens.
This qualitative and quantitative housing security study can assist planners and policy-makers in addressing priority needs and concerns. A mitigation strategy such as home-sharing models can minimize the potential negative impacts of large-scale tenant displacement in the city, and the unintended consequences on the quality of life those who make Victoria their home.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- [x] Engage and Empower the Community (3.22)
- [ ] Create Prosperity through Economic Development (3.00)
- [x] Facilitate Social Inclusion and Community Wellness (3.67)
- [ ] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- [ ] Engage and Empower the Community (3.22)
- [ ] Create Prosperity through Economic Development (3.00)
- [x] Facilitate Social Inclusion and Community Wellness (3.67)
- [ ] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

City of Victoria's Strategic Plan 2015-2018, p. 15 identified under Objective 7: Facilitate Social Inclusion & Community Wellness – 2018 Outcomes: Increased programming options for Senior Centers & Increasing Affordable Housing options. There is an acute housing crisis in Victoria, a near zero vacancy rate, & high shelter costs for owners and renters. 60% of households rent; 48% of households live alone, & almost 25% of all households are 65+. With an increasing rate of redevelopment & demolition, many 55+ are facing displacement with few realistic options to address their concerns & needs. This assessment of the city's growing 55+ population cohort will complement the City's current steps to retain affordable housing options & supply in older residential neighbourhoods, & establish tenant relocation supports, being examined in its current "Market Rental Revitalization Study". It will engage Senior Centres' population in creating an innovative mitigation strategy e.g co-living, home-sharing models to address growing prospect of large scale tenant displacement over the next five years. Project will enhance effectiveness of outreach support programs for isolated seniors, facing housing or health-related concerns.

How many will benefit from the project or program? 19,460 55+ pop.

What percentage of Greater Victoria residents benefit from this project or program? 25 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $24,750.00

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Consulting fees (A. Moreno)	25,000	Research, planning, coordination and report writing
Focus Group/Survey	2,000	Stakeholders consultation
Census Data analysis	2,000	Statistica Data collection and analysis
A. Total Project or Program Expenses	$29,000.00	
Administration		
Project Management	4,000	Project management, communications, bookeeping
B. Total Administrative Expenses	$4,000.00	
Total Expenses (A+B)	$33,000.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	12%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria St. Plan Grant	$ 24,750	Pending		
A. Total Government Funding	$24,750			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
JBNH	5,000	Confirmed	Kim Dixon	250-386-4432
C. Total Matching Funds	$5,000			
In-Kind Contributions				
Mile Zero contribution	10,000		V Adams	250-882-4519
Silver Threads	1,000		T Ryan	250-382-3151
JBNH	5,000		K Dixon	250-386-4432
D. Total In-Kind Contributions	$16,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	$45,750.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☑ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

• Growing sense of insecurity in housing among Victoria 55+ residents remains unaddressed. Will be obliged to refer all short-term and long-term housing inquiries related to loss of shelter due to renovations/demolitions and supports to the Mayor's office. In the absence of a central housing information hub in the city, all inquires, issues, and requests for assistance will be directed to the housing planner's office at City Hall to resolve.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1st, 2018 To: June 30th, 2019

Project or program location: James Bay New Horizons, 234 Menzies Street, V8V 2G7

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Jul.-Aug 2018	Advisory Group – Project Scoping, Secondary and Primary Data Source, Survey Question development
Sept – Nov. 2018	Compiling Senior's Profile and Housing Information gathering
Dec 2018– Feb. 2019	Focus group interviews; analysis
Mar. 2019	Draft Report
April, 2019	Review and validation of Report/Final Edits
May-June, 2019	Project Evaluation & Final Project Report

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30 to 50 Total volunteer hours required: 5,000

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: JB Beacon, Community and neigh

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	Executive Director
Signature	Position
Kim Dixon	30 Jan 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: KidSport Greater Victoria

Mailing Address: Box 345, 185-911 Yates St

Contact Person: Jill Shaw Email: jillshaw@kidsportvictoria.ca

Telephone: 250.812.4391 (c); 250.380.1518 (office) Website: www.kidsportvictoria.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: _____

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 862125986RR0003

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Our mission is to ensure that all kids have opportunity to participate in organized sport alongside their peers; we do this by covering season of sport registration fees for children and youth living in poverty. In 2017, we provided over $325,000 in registration fees to over 1200 children and youth in need living within the CRD, enabling them to access to the benefits of organized sport including community connection, leadership, fairplay, friendship, cooperation, and positive role models.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

KidSport Greater Victoria has been actively fundraising in the area since 2000, and covering season of sport registration fees for children in need since 2002. In that time, we have raised and distributed over $2.4 million to over 10,700 children and youth who would otherwise not have access to organized sport. Annually, we now reach between 1200 and 1500 kids; historically, roughly 55% of these recipients come from the "core" of Victoria.

How many paid staff at organization? Full Time: 1 Part Time: _____

How many volunteer staff at organization? ~200, various roles Total volunteer hours: approx 1500h/yr

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 551,160.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
KidSport signature event rev (golf, PPO, marathon)	136,750.00	Covers staff and administrative expenses; balance for season of sport reg. fees
Golf for Kids	25,000.00	Season of sport registration fees for local kids in need
Donations from individuals and schools	38,100.00	small amount to community projects and Active Girls project; rest to season of sport reg. fees
Donations from orgs, corps, fdns	165,500.00	Season of sport registration fees for local kids in need
Prov Gov't funding	16,000.00	Season of sport registration fees for local kids in need
Interest rev	2,800.00	Season of sport registration fees for local kids in need
Project revenue	94,000.00	Season of sport registration fees for local kids in need
Misc small event rev	7,500.00	Season of sport registration fees for local kids in need
Total Funding Sources	$ 485,650.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Build social inclusion for kids and their families through sport	Increase reach among isolated groups (ie Newcomer and Aboriginal families). Increased numbers.
Increase our profile among and support of Newcomer families	Partner with ICA Victoria to reach target audience, track, and look for growth over 2017.
Engage kids in need who wish to participate in organized sport	Tracking children and youth reached; anecdotal evidence through thank you letters and dialogue.
Assist all eligible applicant children to participate in sport	Secure sufficient revenue to keep up with 1200 - 1500 requests for support we receive annually.
To increase confidence, competence and enjoyment of sport among kids	Sport for Life's PLAY evaluation tool currently being used to evaluate impact of KidSport funding.

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: So ALL Kids Can Play sport registration support

Who is your target audience? Children and youth in need, 5-18 years old, living in Victoria

Brief description of the project or program and why the grant is needed. (1250 characters)

KidSport Victoria's goal is to ensure that kids in financial need have access to the positive experience of sport and physical activity, and through it, lifelong lessons related to cooperation, leadership, work ethic, goal setting, dedication and more. Youth who are engaged in regular physical activity tend to live happier, healthier lives now and in the future. For many Victoria families, cost prevents their children from experiencing organized sport.

Annually, KidSport Victoria funds up to 1500 local children, ages 5 to 18 years, into seasons of organized sport, at a cost of up to $400 per child, per year. All of the families we assist are living in financial need. Without support, these children would be limited to the sidelines.

Roughly 55% of the children and youth we reach live within the "core" of Victoria BC. In 2018, we anticipate that these Victoria-specific requests will amount to roughly $219,000. We are asking that the City of Victoria consider assisting us to meet this need, through a grant of $25,000, so that we can reach approximately 91 eligible kids in need of assistance to access the playing field.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Access to organized sport provides children and families with invaluable opportunity for inclusion within their community. The power of teamwork and shared goals for both children on the playing field, and for families who stand alongside each other in support of their kids, is a powerful means to build community connections and inclusion, and combat social isolation. KidSport Victoria funds many Newcomer and Aboriginal children and youth (roughly 10% and 20% of our total), and many children from single parent families. All involved benefit when team composition is diverse and inclusive. Connections built on the playing field frequently translate to support systems off the field, within schools and throughout the community.

Regular physical activity offers physical, mental and emotional wellness benefits in the short and long term. Children and youth we reach are often most in need of positive, constructive opportunities and access to teammates and adult role models. In the words of a parent of recent KidSport-funded children:
Thank you for your generosity and support. As new refugees from Syria, my kids learned sport, kindness, and felt included and loved. These feelings they didn't experience since they left Syria in 2013.

How many will benefit from the project or program? 1450 kids +their families

What percentage of Greater Victoria residents benefit from this project or program? ~3% dir/indir %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $25000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
KidSport Victoria grants to support season of sport reg for 1450 kids	398,750.00	This is the focus of our work, and the expense to which we would apply City of Vic support
Event expenses	26,700.00	advertising, promo, prizing, licenses, swag, etc to support events
Active Girls grant expense	10,000.00	annual Fall and Spring grants to specifically engage girls in sport and physical activity
Evaluation expense	7,500.00	To evaluate reach and impact of KidSport funding
Community Projects of the Board	7,500.00	i.e contribution to playground development, swim lessons, tournaments
Donation-related expenses	6,900.00	3X annual donor mailout, fund development meetings, KS Canada admin fee
Interest and banking fees	500.00	
Travel / entertainment	700.00	
Volunteer recognition	2,300.00	Volunteer / Board appreciation lunches, events, small gifts
A. Total Project or Program Expenses	$ 460,850.00	
Administration		
Contractor fees	63,000.00	covers our only paid leadership position, split between two people
Office rent and insurance	8,060.00	
Travel / pro-d	3,000.00	
Other contracted expenses	4,000.00	office cleaning, co-op student honoraria
office supplies, equipment, postage	7,800.00	~2500 items by post annually to confirm recipients of funding and send reg dollars to sport orgs
Phone, PO box, website, formstack	2,850.00	
professional fees and licenses	400.00	
advertising and promotions	1,200.00	Times Colonist ad(s) at discounted rates
B. Total Administrative Expenses	$ 90,310.00	
Total Expenses (A+B)	$ 551,160.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	16.39%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
BC Provincial Gov't	16,000.00	Pending	changes annually	contact me for info pls
A. Total Government Funding	$ 16,000.00			
Corporate Sponsorships				
Projects inc. Coast Capital, PECSF, BGIS Workplace Solutions	94,000.00	Pending	M Young,G Henuset,D Nesdoly	contact me for info pls
Events incl PPO, Golf, Marathon, GFK	161,750.00	Confirmed	J. Shaw, P. Hunter, C. Noel	contact me for info pls
Donations (ind, school, corp, fdn); interest	213,900.00	Confirmed	various	contact me for info pls
B. Total Corporate Sponsorships	$ 469,650.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Times Colonist event promo (no net $ impact)		Pending	Jason Scriven	
The Q and the Zone event promo (no net $ impact)		Pending	Amelia Breckenridge	
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 485,650.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

We are preparing for a potential deficit in 2018, driven primarily by the consistent rise in number of children applying for our help + rising cost of sport. A reserve fund will help us meet the need temporarily; ultimately, we need to balance our annual budget either by declining eligible applications for support from kids in financial need (reduce number of kids helped), or reduce number of dollars available to each eligible child per year (currently $400 per child, per year).

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: Sept 1 2018 To: Dec 31 2018

Project or program location: ~75 approved sport organizations within the Victoria core.

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Weekly, throughout year	Receive and vet applications for KidSport support. Ensure eligibility criteria are met
Weekly, throughout year	Administrative volunteer team enters info for all applications into national database system
Mid-month, through year	Grant Allocations committee meets to approve applications
Mid-month, through year	Requests and database are reconciled to ensure correct
Mid-month, through year	Volunteer Book-keeper produces cheques to all sport orgs receiving funding for month
Month end, through year	Letters of confirmation sent to families receiving support, cheques sent to sport organizations
Dec 2018	Concrete evaluative info (from S4L PLAY tool) available re. reach and impact of KS help
Dec annually	Statistics around number of local kids reached and dollars spent sent to KidSport BC / KS Canada

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6 Total volunteer hours required: approx. 400 annually

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☑ Sponsor Plaque
- ☐ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Jill Shaw
Signature

Executive Director
Position

Jill Shaw
Name

January 30, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: LifeCycles Project Society

Mailing Address: A-808 Viewfield Rd

Contact Person: Matthew Kemshaw Email: diggers@lifecyclesproject.ca

Telephone: 250-383-5800 Website: www.lifecyclesproject.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: 89120 0743 RR 0001

Are you a registered Charity? ☐ Yes ☐ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

LifeCycles connects people to the food they eat and the land it comes from. We support the region in growing, accessing and eating local food in ways that foster diversity and enhance our urban environment.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

We have operated in Greater Victoria for 24 years, supporting food growing, harvesting and celebration. Many of the region's community and school gardens were built by LifeCycles. For 20 years we have also coordinated community gleaning and distribution of surplus fruits and vegetables from the region's farms, yards and parks.

How many paid staff at organization? Full Time: 3 Part Time: 5

How many volunteer staff at organization? 551 Total volunteer hours: 2411

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 350,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Provincial Government - Gaming	33,000.00	Program support for: Fruit Tree Project, Growing Schools, Community Food, Seed Library
Victoria Foundation	35,000.00	Support for fruit and vegetable gleaning across Greater Victoria
Vancouver Foundation	30,000.00	Deepening impact of our fruit and vegetable gleaning in stakeholder groups it serves
Other Federal and Provincial Funding	25,000.00	Wage subsidy programs for seasonal staff and food literacy support
Other Grants	60,000.00	Small project specific grants across organization's 6 programs
Contracts - Fee-for Service	85,000.00	Community food and garden maintenance programming
Donations	30,000.00	Donor directed (primarily to): General Administration & Fruit Tree Project
Social Enterprise Sales	52,000.00	Enterprise development and program coordination
Total Funding Sources	$ 350,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Steward a regionally adapted collection of seeds	We have identified and planned to grow out those seeds from our collection best suited to our region
Provide free access to regionally adapted seeds for all Victoria residents	Seed library is regularly open and freely available (at least 1x/week during season)
Maintain & animate demo seed garden at GVPL Central Branch	GVPL courtyard planted with seed from our collection, and at least 4 free learning events hosted
Provide accessible, high quality, free food growing resources	Develop and distribute gardening guides, handouts and workshops that reach 800 Victoria residents
Catalogue and back-up regionally important seed	Clear cataloging and storage systems in place - protocols for seed quality maintained

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Victoria Seed Library

Who is your target audience? Gardeners in Victoria

Brief description of the project or program and why the grant is needed. (1250 characters)

Over the past four years, the Victoria Seed Library has collected a diverse array of 230+ locally grown seed varietals. These are offered free of charge for people to sign out, grow and return through our downtown public library every year. The Victoria Seed Library operates regular seed swaps and provides a variety of community education events about seeds, gardening, biodiversity conservation and health. With this project we are asking for support for: 1) what has worked well over the past 4 years, and 2) creating a demonstration garden at our downtown library; in this public urban garden we plan to grow out a diversity of the unique seeds in our collection and offer high quality, hands on, free education year round.

We need this grant to support the coordination of our project. Our Seed Library is preserving some very rare varietals that are uniquely adapted to growing in Victoria. The City of Victoria's support for this project will ensure we keep these seeds in the public domain, so they can be used by all residents in perpetuity.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☑ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☑ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The Victoria Seed Library connects diverse residents of Victoria in stewarding a regionally adapted collection of vegetable, herb, flower and native plant seeds. These seeds are literally the foundation of our food systems and the beginnings of all our green spaces. All of our programming and resources are offered free of charge through the widely accessible Central Library. LifeCycles and the Greater Victoria Public Library are committed to more than matching the City's contributions to this project and are operating the Victoria Seed Library so that it can support those Strategic Plan Objectives selected above. Everyone in Victoria can benefit from this project and access these seeds in times of need (in this way, the Victoria Seed Library is an important emergency preparedness project).

How many will benefit from the project or program? 1500 (direct)

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $10000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Project Coordination	7,100.00	Entry level staff working 10 hours/week from February to October
Program Development and Delivery	3,200.00	Senior staff developing educational resources
Demo Garden Development and Programming	8,000.00	Planning, planting, maintaining and developing programming for demo garden
Presenter Stipends	500.00	For garden education and food literacy programs at library
Materials and Supplies	500.00	Handouts, seed storage equipment
Transportation	500.00	Share of LifeCycles vehicle costs
		Staff time, rent, insurance, office equipment and supplies, etc
A. Total Project or Program Expenses	$ 19,800.00	
Administration		
Staff Time	1,000.00	Office Manager and Executive Director
Share of Rent	1,250.00	at A-808 Viewfield Rd
Share of Insurance	450.00	Commercial Liability policy covers volunteers and participants
Share of Office Expenses	500.00	Phone, internet, computer, paper, etc.
		PLEASE NOTE - the Food Eco-District is supporting additional costs of the demo garden install
		These additional costs are not reflected in this budget - this depicts LifeCycles costs ONLY
		We have tentative approval to install a small Phase 1 demo garden using existing planters
		This budget reflects the planting and maintenance of these existing planters
B. Total Administrative Expenses	$ 3,200.00	
Total Expenses (A+B)	$ 23,000.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	13.91%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
BC Gaming Commission	3,000.00	Pending		
City of Victoria Strategic Plan Grant	10,000.00	Pending		
A. Total Government Funding	$ 13,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
LifeCycles Project Society	10,000.00	Confirmed	Matthew Kemshaw	250-383-5800
C. Total Matching Funds	$ 10,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 23,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

We have asked for what we need to run this project effectively. Less than this amount will put strain on our programming, asking us to do more with less, and will likely result in lower quality programming in 2018.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 2018 To: June 2019

Project or program location: Greater Victoria Public Library - Central Branch

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July - October 2018	Develop hands-on garden learning program and maintain demo garden
August - October 2018	Install educational signage in demo garden
September - November 2018	Host seed swaps and seed harvesting workshops to encourage seed return
Ongoing	Steward seed collection and support experienced growers in bulking up threatened varietals
February 2019	Table and seed saving presentation at Victoria Seedy Saturday
February - April 2019	Host weekly seed swap and garden info table in main foyer of library - Saturdays
February - June 2019	Host 10 free seed saving and garden workshops

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 50 Total volunteer hours required: 200

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Public presentations

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Executive Director

Signature

Position

Matthew Kemshaw

Name

January 30, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Living Edge Community

Mailing Address: PO Box 46020 Quadra, Victoria BC V8T 5G7

Contact Person: Sharon Klein Email: sharonklein@livingedge.ngo

Telephone: 250-884-8318 or 250-686-5442 Website: www.livingedge.ngo

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-0060921

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 826256539RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Bringing food equality to families/individuals in the CRD by recapturing nutritious, fresh food and holding weekly neighbourhood markets; and hosting a weekly community dinner to those "living on the edge".

Brief history and role in benefitting residents of Greater Victoria (500 characters)

The Living Edge Community has been supporting 160 people with additional food for their families and hosted a Sunday community dinner in the Quadra-Hillside neighbourhood since 2012. In 2017 we have increased our outreach from providing food for 600 people per month to 5,000 per month, with our expanded market outreach in other Greater Victoria communities. On a weekly basis the Quadra community dinner serves a hot plated meal to an average of 120+ adults with an additional 40 children.

How many paid staff at organization? Full Time: 1 Part Time: 14

How many volunteer staff at organization? 168 Total volunteer hours: 34,944

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 290,612.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Offerings	118,942.00	Staff Expenses & Food Distribution Programs
In-Kind Giving	12,705.00	Food Distribution Programs
Fundraisers	39,378.00	Food Distribution Programs
Donations & Grants	28,265.00	Food Distribution Programs
Other Funding	42,003.00	Food Distribution Programs
Additional funding for increased markets	49,319.00	Food Distribution Programs
Total Funding Sources	$ 290,612.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Reach 40% more food insecure individuals/families in the CRD by Nov /18	Attendance tracking at the neighbourhood market places
Strengthen infrastructure of organization	Develop a professional business plan model adopted by the Board of Directors.
Collaboration with the other food rescue groups in Victoria	Partnerships formed to sustain fresh food distribution in the suburbs of Victoria.
Evaluation: How are we doing?	Develop and perform confidential client survey in all venues where Living Edge distributes food.
Operational Assessment: strengthening communities	With Board and lead personnel to improve efficiencies and effectiveness

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Living Edge Neighbourhood Markets in Greater Victoria.

Who is your target audience? Low income indivi/families, students, elderly, persons with disabilities, First Nations, homeless

Brief description of the project or program and why the grant is needed. (1250 characters)

The LE maintains a food hub at Quadra Community Centre where recovered food is received, processed then delivered to presently 6 communities in the CRD: Quadra-Hillside, North Park, Uvic and Gordon Head (3 markets), Langford/Colwood, Royal Oak where free fresh food markets are set up for food insecure people to access. Living Edge recognized the growing need amongst working families, single parents, the elderly and students for free, fresh groceries in the suburbs of Victoria. Additional markets in operation Spring/18 will be: 1) Esquimalt/Tillucum, 2) Harris Green, 3) Sidney. We work in partnership with food suppliers and food banks and are an active member of the Victoria FoodShare Network. LE provides training and expertise, while other organizations provide volunteers, location and other logistical requirements. Living Edge's own suppliers provide additional rescued fresh and non perishable food. It's been an amazing group of partnerships with various organizations and suppliers allowing many people to benefit from weekly community free, fresh markets in an increasingly more difficult economy.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☑ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☑ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

In addition to the inner city markets, the Living Edge recognized the need to distribute fresh and wholesome food in Victoria's outlying areas to food insecure individuals/families. The Living Edge is "on the ground" and has become an important, vital link in the food chain for persons on low income. Most food banks are operating at capacity, but there are still hungry families in need of wholesome food. In collaboration with many organizations plus our own suppliers, an abundance of recaptured food is brought to the hub to be distributed. There are areas in Victoria with very little access to food. These include: University of Victoria, Gordon Head, Royal Oak, and Langford/Colwood. It is evident from the line ups at each neighbourhood market of the need for free food i.e. Hillside Quadra market-a line up of over 120 people weekly; Langford/Colwood market-an average of 100 people in line for food, and at UVIC the line up is 600. The evidence of need is clear. We have an abundance of recaptured food and we are on the ground to deliver this to various communities in the city. As environmental and food equality stewards, it is our duty to share this food to communities who need it.

How many will benefit from the project or program? 15,000 ms

What percentage of Greater Victoria residents benefit from this project or program? 4.1 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 30,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Salaries	136,008.00	Management, drivers, support
Materials & Equipment & Computer	7,525.00	Support food programs
Promotion & Marketing	7,205.00	Support food programs
Honorarium: benevolence	2,400.00	
Volunteer Training & Employee Training	2,200.00	Training - food programs
Facilities Rental	15,201.00	Market and Sunday dinner
Transportation	9,417.00	Food program
Food & kitchen expenses, other	16,285.00	Market and Sunday dinner
New market projected expenses	78,496.00	Ten new markets in Greater Victoria
A. Total Project or Program Expenses	$ 274,737.00	
Administration		
Administrative Expenses	11,339.00	Food programs
New Markets projected expenses	4,536.00	Food programs
B. Total Administrative Expenses	$ 15,875.00	
Total Expenses (A+B)	$ 290,612.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	5.46%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	30,000.00			
City of Colwood	3,000.00	Pending		
Other Municipalities i.e. Saanich, Esquimalt	16,000.00			
A. Total Government Funding	$ 49,000.00			
Corporate Sponsorships				
Offerings	118,942.00			
Fundraisers, donations & grants	85,000.00			
Other Funding	3,670.00			
B. Total Corporate Sponsorships	$ 207,612.00			
Matching Funds				
Matthew25	20,000.00			
C. Total Matching Funds	$ 20,000.00			
In-Kind Contributions				
in Kind	15,000.00			
D. Total In-Kind Contributions	$ 15,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 291,612.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If we do not receive funding from the City of Victoria, other funding resources will be contacted. The Food Rescue and Distribution directly impacts the most vulnerable citizens living in the downtown core and in eight neighbourhood suburbs of Greater Victoria. Much funding is spent in other areas and we believe it is a priority that funding be allocated to help support the many struggling families in our city through free community market places.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: January 1, 2018 To: December 31, 2018

Project or program location: Primary loc is Quadra Village Community Centre, plus nine additional neighbourhoods in Greater Victoria.

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
March/April 2018	Hold Strategic Planning Workshop with Board and lead persons
April 2018	Hold Vol drive during Nat Vol Week
April/May 2018	Prepare for new markets in a)Esquimalt Tillicum b)Harris Green c) Sidney
June 2018	Train lead vol in Food Safety; contact additional fresh food suppliers i.e. farms, outlets, etc.
July/Aug/Sept 2018	Operational reviews by lead personnel/
October 2018	Special thanksgiving feast; seeking partnership with first nations and community sponsors
December	10 markets operating in the city of Victoria

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 168 Total volunteer hours required: 34,944

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Market locations

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Acting CEO
Position

Rev. Neil van Heerden
Name

Jan 30, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Maritime Museum of British Columbia Society

Mailing Address: H100-634 Humboldt St., Victoria BC, V8W 1A4

Contact Person: Brittany Vis Email: info@mmbc.bc.ca

Telephone: 250-385-4222 ext. 106 Website: mmbc.bc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0005145

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 10808 8014 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

MISSION
To promote and preserve our maritime experience and heritage and to engage people with this ongoing story.
VISION
To be the leading interpreter and presenter of BC's on-going maritime story, by celebrating the nautical culture and heritage of British Columbia.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

For over half a century, the Maritime Museum of BC has had a positive social and economic impact on Victoria. We have offered public access to our unique maritime heritage, supported important research projects, and conducted outreach initiatives into schools, seniors' residences and other public spaces. We protect and promote an important part of our shared heritage, caring for more than 35,000 unique artefacts, an extensive library and archives collection, and three significant sailboats.

How many paid staff at organization? Full Time: 4 Part Time: _____

How many volunteer staff at organization? 109 Total volunteer hours: 5,000

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 550,500.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Federal Grants	45,000.00	Summer staff, fall intern staff, collection storage supplies
Provincial Grants	95,000.00	Collection projects and storage supplies, exhibits
Municipal Grants	47,000.00	Public program staff and supplies
Fundraising	78,500.00	Special projects (collections, programs and events)
Admissions, program fees, gift shop sales, memberships	120,000.00	Operations: salaries
Gifts and Donations	165,000.00	Operations: rent, telephone, internet, salaries
Total Funding Sources	$ 550,500.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Create prosperity through economic development	An increase in revenue from public program/tourism activities
Facilitate social inclusion and community wellness	Provide the community with meaningful experiences that add to their quality of life
Nurture our arts, culture, and learning capital	Continuing to educate the community on our maritime history and culture

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: 2018/2019 Public Engagement Programs

Who is your target audience? Local residents and visitors interested in the marine heritage and culture of British Columbia

Brief description of the project or program and why the grant is needed. (1250 characters)

This year we look to continue our successful public programs, which include multi-disciplinary school programs (including first contact, women at sea, navigation, immigration, ship building, and HBC), Maritime Memories programs targeted towards seniors, Museum Tots program for children ages 3-5, and our Nautical Nights Speaker Series. We have also added a series of popular craft workshops that we operate year round for locals and visitors. In the past 8 months we have offered 173 programs and workshops to 1,320 participants. In addition to these programs and workshops, we will be continuing our walking tours. These tours run every day all day in the high tourist season, and every Saturday during the "off-season" (September-April). The grant is needed to support the costs for these programs. The majority of costs comes from staff expenses in developing and delivering the wide variety of programs, workshops, and tours. Costs also include supplies and marketing expenses. Program and workshop fees do help to cover some of these expenses, but in order to keep these programs affordable (especially for schools and seniors' homes), we need to supplement the program fees with community focused grants such as this one.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The core mandate of all of our public programs is education. Whether it is learning about Captain Cook and his interactions with First Nations along the coast, the latest science being undertaken by marine biologists, or how to tie a monkey fist knot, every public activity we offer teaches new ideas or new skills. Furthermore, we teach the public about our maritime culture and art through historic and modern lenses. For instance, we utilize our collection to showcase our maritime history, and demonstrate how our past informs our present and future. We also work with BC maritime themed artists by showcasing and selling their work in our on-site art gallery. Our art gallery is changed at least twice a year, and has so far showcased the art of 24 artists since the end of 2015 when we moved into our current location. We also offer several major events a year, both of which further our mission: the Massive Marine Garage Sale, and an annual Block Party on Victoria Day long weekend. These events engage the public with our maritime history and culture in unique ways and make it accessible to the whole community.

How many will benefit from the project or program? 50,000

What percentage of Greater Victoria residents benefit from this project or program? 65 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ $30,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Program staff wages (annually)	75,000.00	Includes one FT regular position, one FT 6 month position, and 3 FT 4 month positions
Marketing	2,000.00	
Program supplies	1,000.00	
A. Total Project or Program Expenses	$ 78,000.00	
Administration		
Admin oversight	2,000.00	Includes staff time annually for Associate Director to oversee program activities and process invoic
B. Total Administrative Expenses	$ 2,000.00	
Total Expenses (A+B)	$ 80,000.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	2.50%	Please refer to our 2018/2019 Operating budget for a more detailed breakdown of our budget

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Grant	30,000.00	Pending		
Oak Bay Municipal Grant	2,000.00	Pending		
Saanich Community Grant	15,000.00	Pending		
A. Total Government Funding	$ 47,000.00			
Corporate Sponsorships				
Corporate Memberships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
2017 All Things Marine Thrift Store Revenue	11,242.00	Confirmed		
Private donations	11,391.00	Confirmed		
C. Total Matching Funds	$ 22,633.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
2017 Programs, workshops, and tours fees	10,367.00	Confirmed		
E. Total Waived Fees and Charges	$ 10,367.00			
Total Funding Sources (A+B+C+D+E)	$ 80,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If we are not provided with full funding by the City of Victoria, we will seek support through alternate funding bodies. Without core funding, we will be forced to scale back our outreach and public programming initiatives, resulting in fewer positive social and economic outcomes for the City of Victoria.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: 1 July 2018 To: 31 March 2019

Project or program location: Maritime Museum of BC (634 Humboldt St.); Various locations throughout the City of Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July/August	Visitor daily walking and on site tours in full operation
September-March	School programs in full operation
September-November	Nautical Nights Speaker Series (1 per month- 7 in total)
January-March	Nautical Nights Speaker Series (1 per month- 7 in total)
July-March	Maritime Memories, Museum Tots, and craft workshops programs in full operation

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 80 Total volunteer hours required: 1,500

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Associate Director
Position

Brittany Vis
Name

5 March 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Ministry of Casual Living

Mailing Address: 858 Devonshire

Contact Person: Jonathan Dowdall Email: jdowdall18@hotmail.com

Telephone: 250-580-6927 Website: ministryofcasualliving.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: s-47135

Are you a registered Charity? ☐ Yes ☐ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The Ministry of Casual Living (MoCL) is an artist-run centre. We provide artists from all disciplines with venues for experimentation and exposure. MoCL is committed to promoting critical, self reflective discourse, and integrating the artistic process into all aspects of everyday life.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

From 2002-2012, MoCL was located on Haultain Street, hosting a window gallery and curatorial residency program. This space gave both emerging and established artists an accessible venue to promote their art in Fernwood. In 2012 we had to move out which spurred the creation of the PedalBox mobile bike cart and Odeon alley window galleries. In 2013 we relocated to 819 Fort street, where MoCL managed artist studios. In 2016, 819 Fort street was bought and we relocated the studios to 858 Devonshire.

How many paid staff at organization? Full Time: _____ Part Time: 3

How many volunteer staff at organization? 10 Total volunteer hours: 300

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 90,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
studio renters rent	25,000.00	pay rent at our space
CRD	3,000.00	support art projects
bc arts council	5,000.00	support art projects
fundraising	6,000.00	to pay rent and other expenses
Total Funding Sources	$ 39,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
engage youth	meet with 10-20 youth 4 times
creation and collaboration	create two episodes of puppet news
public engagement	premiere the episodes at intrepid theatre club
create a new perspective on local politics	make people laugh in tense situations

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Puppet News

Who is your target audience? youth and local politically involved citizens of Victoria

Brief description of the project or program and why the grant is needed. (1250 characters)

Puppet News is a collaborative project with youth and MoCL. A group of 10-20 youth will create one episode covering a council meeting, and another episode covering a more in depth city-wide issue.Minister of Casual Living and puppet-maker Meesh Beam will help youth with puppet manipulation, character personas, and interview skills. Media-Net co-op will rent equipment and provide tech advice. Administrator and video editor Jon Dowdall will guide the group in putting episodes together and launching them on Facebook Live and Youtube at an event in the Intrepid theatre club. Jon and Meesh will guide the youth to create each episode starting from idea, to community interaction and filming,and throughout the editing process.They will host four meet-ups with the group at the MoCL, and organize two days of filming on location(food will be provided).This project is needed because it is a funnovative idea that youth would thoroughly enjoy working on together, and some lightheartedness is well needed in local politics discourse.The puppets are a way to prompt conversation in front of a camera with people who may ordinarily be too shy, and could help to expose an interesting type of truth concerning issues in the City of Victoria.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- [x] Engage and Empower the Community (3.22)
- [ ] Create Prosperity through Economic Development (3.00)
- [ ] Facilitate Social Inclusion and Community Wellness (3.67)
- [x] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- [ ] Engage and Empower the Community (3.22)
- [ ] Create Prosperity through Economic Development (3.00)
- [ ] Facilitate Social Inclusion and Community Wellness (3.67)
- [x] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

This project aims to Nurture our Arts, cultural and learning capital,and engage and empower the community. The filmmakers, reporters, and camera operators will involve a group of 10-20 interested youth from the Victoria community.The work is engaging and empowering through access to technology and equipment, teaching skills, and connecting youth to members of the community they will interview. Media Net will source a portion of the laptops, cameras, and sound equipment for youth to work with. Through Facebook Live and Youtube we extend the project to a larger community of viewers and provide a public forum in the comments section.Youth who connect mainly through the digital world can easily engage with this project, but will also be able to observe Victoria in a tactile way as they film and interview other community members.The creation of a news channel is a method to promote transparency and accountability by finding out how well Victoria's strategic plan objectives are working in the community. Perhaps a story on local food could show a rise in community garden involvement! The stories will become a way to facilitate inclusion with people who may not ordinarily watch or read the local news.

How many will benefit from the project or program? 5000

What percentage of Greater Victoria residents benefit from this project or program? 5 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $4000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
artist fee	1,000.00	
camera and laptop rental	700.00	including pending 250 in kind donation from media-net
rehearsal/meeting space rental	800.00	
set materials	600.00	
online marketing	250.00	
poster graphic design and printing	400.00	
food	500.00	including pending 150 in kind donation by hot and cold cafe
intrepid theatre club rental	200.00	
A. Total Project or Program Expenses	$ 4,450.00	
Administration		
administrator	850.00	
B. Total Administrative Expenses	$ 850.00	
Total Expenses (A+B)	$ 5,300.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	16.04%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	4,000.00	Pending		
A. Total Government Funding	$ 4,000.00			
Corporate Sponsorships				
Van city	500.00	Pending		
Victoria foundation	400.00	Pending		
B. Total Corporate Sponsorships	$ 900.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
media-net	250.00	Pending	Peter Sandmark	250-381-4428
hot and cold cafe	150.00	Pending	Chelsea	(250) 590-5188
D. Total In-Kind Contributions	$ 400.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 5,300.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If we do not receive full funding we will only do one episode of Puppet News.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: Sept 2018 To: April 2019

Project or program location: City hall, intrepid theatre, Ministry of Casual Living

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
september 2018	call out for youth
december 2018	puppet persona and story production with youth
January-March 2019	filming puppet news with youth
april 2019	in depth news story showing and youtube launch at intrepid theatre club

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 25

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other: verbally at events

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	PedalBox Coordinator
Signature	Position
Jonathn Dowdall	January 31st 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: MOVE Adapted Fitness & Rehabilitation Society of BC

Mailing Address: 302-531 Yates Street, Victoria, BC V8W 1K7

Contact Person: Jacqui Van Alstyne Email: moveadaptedfitness@gmail.com

Telephone: 778-433-6559 Website: http://moveadaptedfitness.ca/

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-55057

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 803368828 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

OUR VISION - To empower people with physical disabilities to achieve their potential. MISSION STATEMENT - We are dedicated to addressing the needs of the persons with physical disabilities through therapeutic exercises.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

MOVE, created in 2013, empowers people with physical disabilities to achieve their potential by providing a supportive space for them to do therapeutic exercise with specialized exercise programming and equipment. MOVE also provides hands-on experience to university students studying health sciences. They assist members with equipment/facilitation of exercise programs prescribed by an athletic therapist, which provides them with experience for entering post-graduate programs and future careers.

How many paid staff at organization? Full Time: 1 Part Time: 1

How many volunteer staff at organization? 40 Total volunteer hours: 60/wk

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? 117000

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
GoodLife Marathon	9902	MOVE Operations & Programming
BC Gaming (2017)	10000	MOVE Operations & Programming
Victoria Foundation (2017)	15000	MOVE Operations & Programming
Gym Fees	24565	MOVE Operations & Programming
Donations	11580	MOVE Operations & Programming
Government of Canada	3267	MOVE Summer Student Wages
Total Funding Sources	74314	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Develop individualized gym programs	#of programs developed;increased awareness available supports;increased gym prtcptn
Weekly one-on-one athletic therapy support sessions	# of sessions; increased ability tomaintain independence post-injury;ability toregain health
Students receive hands-on training	# of students volunteering;students demonstratingincreased lvl of knowledge & experience

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: "Supported Therapeutic Exercise Program" (STEP)

Who is your target audience? Vulnerable individuals with disabilities in the Capital Regional District.

Brief description of the project or program and why the grant is needed. (1250 characters)

Physical activity is considered an important component health and wellness for all individuals. It can often be particularly difficult for individuals with long-term neurological conditions or disabilities to find a space with the available assistance and support to facilitate physical activity and exercise. MOVE's Supported Therapeutic Exercise Program (STEP) includes the development of individualized exercise programs, full access to MOVE's specialized gym equipment, weekly one-on-one athletic therapy support, group exercise programs, and social engagement activities. The STEP exercise-based approach helps individuals with disabilities achieve their goals of improved functional mobility, increased independence, and connection to a community of individuals who may have had similar experiences. With its specialized equipment, MOVE is the only non-profit organization on Vancouver Island providing this type of programming with an accessible targeted approach toward vulnerable individuals.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The STEP program directly tackles barriers with a mission to make physical activity and exercise accessible to all individuals. MOVE has a certified athletic therapist creates a specialized exercise program. Through STEP's group exercise classes, members participate with individuals with similar abilities and who have been through similar experiences. This helps decrease any social isolation/embarrassment when trying out an exercise program. By members seeing others performing the same challenges successfully, they can improve self-efficacy, which is a major factor in participation in physical activity/exercise. For individuals who use wheelchairs as their main mode of mobility, exercising in standard fitness centres may be challenging: it can be difficult for them to transfer from a wheelchair to exercise machines or to use equipment independently. STEP eliminates this barrier; trained assistants are available during gym hours to assist with transfers and equipment set up. MOVE provides adaptive equipment that allows individuals to modify exercises to their needs.

How many will benefit from the project or program? 60

What percentage of Greater Victoria residents benefit from this project or program? .0002 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $9000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Gym Coordinator Salary	43680	$28/hr
Athletic Therapist Salary	26000	$50/hr
Gym Assistant Salary	3120.00	$15/hr
Professional/Consulting Fees	3640	Yoga Instructor; Fitness Instructor; etc.
Equipment Cleaning / Gym Supplies	950	
Rent and Utilities	12000	Rent is 10% of revenues
In-Kind Labour	30600	$15 x 60hrs/wk
A. Total Project or Program Expenses	119990	
Administration		
Administrative	4200	Insurance, membership fees, etc.
Interest and Bank Charges	1460	Bank Fees and Global Payment Fees
Office Supplies	950	Postage, Petty Cash, Office Supplies
B. Total Administrative Expenses	6610	
Total Expenses (A+B)	126600	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	0.052211690363	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
BC Gaming Grant	20000	Pending	Unknown	250 356-1081
City of Victoria	9000	Pending	TBD	
Other Grants	10000	Pending	TBD	
A. Total Government Funding	39000			
Corporate Sponsorships				
United Way	25000	Pending	Danella Parks	250.220.7360
B. Total Corporate Sponsorships	25000			
Matching Funds				
Memberships	17000	Pending	Laura Guido	778-433-6559
Donations	15000	Pending	Laura Guido	778-433-6559
C. Total Matching Funds	32000			
In-Kind Contributions				
Labour	30600	Confirmed	Laura Guido	778-433-6559
D. Total In-Kind Contributions	30600			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	126600			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

MOVE would adjust the program as needed with respect to the funding allotted. Adjustments may include a reduction of coordinator hours and a concurrent reduction in the number of clients served.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: September 2018 To: April 2019

Project or program location: Victoria – Yates Street

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
September 2018	Volunteer Training
October 2018	Program Intakes
October 2018 - April 2019	Individual Assessments
October 2018 - April 2019	Group Exercise Classes
April 2019	By end of April, we aim to have: 75 members attending MOVE;
April 2019	20 members receiving one-on-one athletic therapy; and
April 2019	2 exercise classes/programs running, including chair-based group exercise class, yoga/meditation.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 50 Total volunteer hours required: 60 per week

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Board President

Position

Jacqui Van Alstyne

Name

January 30, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Our Place Society

Mailing Address: 919 Pandora Ave

Contact Person: Joel Roszmann Email: joelr@ourplacesociety.com

Telephone: 250-413-3161 Website: ourplacesociety.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-49376

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 82709 8344 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Our Mission - Our Place offers Greater Victoria's most vulnerable citizens a place to call their own, where we live, share and grow together.
Our Vision - Nourishment, hope and belonging for all.
Our Place Society is a community drop in center offer services to Victoria's most vulnerable community. We provide meals, health and hygiene, community programs, housing and shelters with a low barrier, open access model.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

With a 50 year history of working within the community, Our Place Society is the only 365 day/year, low barrier, open access drop-in center in Victoria. Through our programs, we reduce the impact of poverty and homelessness on everybody in the city, by providing life saving services, and offering a place of hope and dignity for everybody who finds themselves in need.

How many paid staff at organization? Full Time: 101 Part Time: 99

How many volunteer staff at organization? 630 Total volunteer hours: 37072

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 8,442,088.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Government and Private Grants	2,432,265.00	Maintaining operations and providing emergency shelters
Therapeutic Community Grant Income	1,781,963.00	Establishing a Therapeutic Recovery Community
Donations and major gifts	3,560,316.00	Maintaining operations and deliver services
Housing rent	249,088.00	Providing transitional housing operations
Other Income	55,000.00	Administration and Management
Deferred Revenue	363,456.00	Maintain operations and deliver services
Total Funding Sources	$ 8,442,088.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Seniors at Our Place Society have access to specific, targeted progams	Hours of service delivery, attendance on seniors outings
Vulnerable seniors are better able to access centers in the community	Referrals to appropriate programing made by outreach workers, transport provided to programs
Vulnerable seniors recognize Our Place Society as an appropriate service	Promotional materials distributed, survey results around awareness

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Seniors Programming Initiative

Who is your target audience? Vulnerable Seniors accessing services at Our Place Society

Brief description of the project or program and why the grant is needed. (1250 characters)

The average age of service users at Our Place Society (needs assessment survey May 2017) is 49 years old, with over 20%, around 800 individuals, over 60 years of age. Our center sees 100-150 seniors each day. As a result, Our Place has begun developing senior specific programming.

A focus group of 12 seniors at Our Place identified several ways in which seniors struggle to access existing services at Our Place. This sparked the Seniors Connections Club, a group of service users and residents working with staff to develop new programming for seniors at Our Place. This group has identified key issues around senior isolation, elder abuse, and a need for more accessible senior programming. This project will develop new programming both at Our Place Society and in partnership with other senior centers in Victoria, to provide appropriate, accessible program options for vulnerable seniors affected by mental health, substance use, homelessness and disability.

The project will develop and deliver age appropriate programming for seniors affected by poverty. This vulnerable community cannot afford most seniors services, and face other barriers including substance use and mental illness.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The objective lists as a 2018 outcome: Senior Centers have increased program options. As an open access, low barrier center supporting hundreds of seniors, Our Place Society will be developing new, volunteer led programs both inside our center and outside. Through a dedicated worker, new volunteers will be recruited to lead programs, including outings to partnered senior centers, into accessible parks and trails, and cultural destinations in the city.

Central to the project will be building stronger links between established community centers like the Cook Street Activity Center, Bunrside Gorge Community Association, the Downtown Community Center, and other centers with seniors programs. Linking service users at Our Place Society to subsidized opportunities at these centers will serve to relieve isolation, and to build tighter links between services in the city.

How many will benefit from the project or program?_____

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $25000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Transport	9,000.00	Rental of busses and vans for transporting participants to outings
Tickets and Outing Fees	1,800.00	Tickets for cultural events, museums, theatre and others.
Seniors Club Resours	2,000.00	Equipment budget for seniors friendly equipment and supplies at Our Place
Food	600.00	Snacks and Drinks, including bag lunches for outings
Volunteer appreciation	400.00	Gifts and tokens of appreciation for volunteers
Staff Training	1,268.00	Training for staff and volunteers to respond to senior abuse
Staff Wages	26,600.00	0.7 FTE new staff position - Seniors Programs Coordinator
A. Total Project or Program Expenses	$ 41,668.00	
Administration		
Management and Reporting	4,166.80	
B. Total Administrative Expenses	$ 4,166.80	
Total Expenses (A+B)	$ 45,834.80	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	9.09%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
New Horizons for Seniors	20,060.00	Confirmed	Charlene Lidstone	1-855-312-0400
City of Victoria Strategic Plan Grant	25,000.00	Pending		
A. Total Government Funding	$ 45,060.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
OPS Donations	774.80	Confirmed	Alf Eamer	250 413 3161
C. Total Matching Funds	$ 774.80			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 45,834.80			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

This project requires support for the staff position, as existing funding only covers a small fraction of the staff salary. Without full funding from the City of Victoria, staff hours will be greatly reduced, and the impact on partnerships and opportunities for seniors will be greatly reduced.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: 01 July 2018 To: 31 May 2019

Project or program location: 919 Pandora Ave, Victoria BC, V8V 3P4

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
01 July 2018	Staff hired, Seniors Club engaged in project planning
30 Aug 2018	Initiate visits to partner seniors centers, planning for new seniors programming
01 Oct 2018	Complete Visits building collaboration/partnership, 5 weekly seniors appropriate programs underway
31 Dec 2018	20 Outings for seniors organised, 8 weekly seniors appropriate programs underway
31 May 2018	40 Outings completed, 10 weekly seniors appropriate programs being developed

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: 400

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Don Evans
Name

January 30 / 18
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Pacific Training Centre for the Blind Society (PTCB)

Mailing Address: 817a Fort St. Victoria, BC, V8W 1H6

Contact Person: Elizabeth Lalonde Email: elizabeth@pacifictrainingcentre.ca

Telephone: 250-580-4910 Website: www.pacifictrainingcentre.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0058586

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 846673085RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Mission: The PTCB is committed to empowering its students to achieve independence, employment and freedom by offering empowering blindness skills training based on a positive, world-renowned model.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

PTCB, incorporated as a nonprofit in 2011, began its signature program, Blind People in Charge, in 2013. The program, run entirely by blind people, has provided weekly service to over 60 blind people and consultation, outreach and education to over 500 blind people and their families. Blind instructors teach vital nonvisual skills to students, ranging in age from 19 to 90. The program has helped its students find jobs, start businesses, access community resources and move out of supported living

How many paid staff at organization? Full Time: 0 Part Time: 4

How many volunteer staff at organization? 15 Total volunteer hours: 35/week

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 100,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Hamber Foundation	1,500.00	Blind People in Charge Program + % to operations
Greater Victoria Savings and Credit Union	8,000.00	Blind People in Charge Program + % to operations
Victoria Foundation	10,000.00	Blind People in Charge Program + % to operations
BC Gaming	15,000.00	Blind People in Charge Program + % to operations
Pacific Blue Cross	5,000.00	Blind People in Charge Program + % to operations
Harder Foundation	10,000.00	Blind People in Charge Program + % to operations
Donation Revenue + Memberships	37,500.00	Blind People in Charge Program + % to operations
Technology at Work + Student Contributions	13,000.00	Blind People in Charge Program + % to operations
Total Funding Sources	$ 100,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
1. Increase the independence of students through teaching of blindness/	1. Blindness skills assessment; setting of SMART goals; regular reviews of SMART Goals;
independence skills such as Braille, cane travel, and public transportation	student surveys; attendance/ participation rates; student achievement of specified projects
2. Increasing student job readiness and employment / self-employment	2. Job shadows, supported volunteer work, mentoring by blind people who employed; readiness
3. Increased social inclusion / descreased isolation	3. Involvement in community/recreational/social groups during and after program; involvement with
	blindness organizations during and after program; returning to the centre after graduation to help
4. More access to community resources like housing, social services, etc.	4. Comparisons and evaluations of: overall income from before and after the program;
	overall mental /emotional health and quality of life, etc.

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Blind People in Charge

Who is your target audience? Low vision, blind and deaf/blind adults in Victoria (young adults to older seniors), low-income

Brief description of the project or program and why the grant is needed. (1250 characters)

The Blind People in Charge Program is the only program of its kind in Western Canada that offers regular, intensive rehabilitation to adults who are blind or who are losing their vision. It is also the only program that uses Structured Discovery, an empowering, problem-solving model of teaching where blind people are the instructors and administrators. Blind instructors teach non-visual independence and literacy skills such as Braille, adaptive technology, cane travel, cooking, cleaning, organizational skills, home and financial management, job readiness and other life skills, and develop positive strategies for living without sight; they provide training one-on-one and in group settings. The program seeks to address the high unemployment rate (75% nationally), isolation; and low average annual income, between $20,000 and $10,000, of blind working-age adults. The program also works to address the lack of adequate, consistent or intensive rehabilitation available to blind Canadians.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The isolation, poverty, high unemployment and low income rates for blind people in Victoria require proactive and empowering services and life skills to help them achieve employment, financial security, social inclusion and a better quality of life. PTCB developed a positive, inclusive program that provides weekly intensive training to blind and deaf-blind adults in Braille, cane travel, public transportation, life-skills, a positive perspective on blindness, and many others. It uses the empowering, experiential style of learning, called structured discovery, where blind facilitators serve as role models, and where blind people learn to problem solve and take charge of their own lives. The centre is increasing its capacity to positively impact the health and well-being of its participants, thereby empowering them to make broader change in the blindness system itself. It is providing opportunities for blind peer support and networking; confidence-building; and independence/employment skills development. Through community outreach activities, this program is raising awareness about the abilities of blind people and is thereby taking steps towards increasing the integration and acceptance of blind people in the community.

How many will benefit from the project or program? 150

What percentage of Greater Victoria residents benefit from this project or program? .0004 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $15000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Facility Rental	6,300.00	
Groceries and Meals	1,500.00	
Training Supplies	2,500.00	Canes, Braille books, etc.
Program Activities and Outings	2,000.00	
Presenters	8,000.00	Blindness-related Experts
Program Salaries	63,500.00	Program Coordinator; Second Instructor; Assistant Tech Instructor
A. Total Project or Program Expenses	$ 83,800.00	
Administration		
Office Supplies	500.00	
Interest and Bank Charges	100.00	
WorkSafe	700.00	
Insurance	700.00	
Accounting and Legal	700.00	
Memberships and Licences	300.00	
Promotions and Advertising	1,000.00	
Repairs and Maintenance	500.00	
Fundraising	8,000.00	
B. Total Administrative Expenses	$ 12,500.00	
Total Expenses (A+B)	$ 96,300.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	12.98%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
BC Gaming	30,000.00	Pending		
City of Victoria	15,000.00	Pending	TBD	
A. Total Government Funding	$ 45,000.00			
Corporate Sponsorships				
Grants - Other	10,000.00	Pending		
United Way	30,000.00	Pending		
B. Total Corporate Sponsorships	$ 40,000.00			
Matching Funds				
Fundraising Events	3,000.00	Confirmed	Elizabeth Lalonde	
Donations	2,300.00	Confirmed	Elizabeth Lalonde	
Student Contributions	6,000.00	Confirmed	Elizabeth Lalonde	
C. Total Matching Funds	$ 11,300.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 96,300.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

The program will continue, as we have other revenue sources. However, we want to diversify our funding streams and want to include municipal funding as one of our funding sources. The number of requests for service we receive is steadily increasing, and we require additional funding to meet the growing demand. A huge gap exists in the community for blindness rehabilitation, and PTCB is working hard to help the many blind people who need these vital services.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: Sept 4, 2018 To: June 28, 2019

Project or program location: Victoria, BC, 817A Fort Street at the Victoria Disability Resource Centre (shared office)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Sep 4, 2018 - ongoing	Student recruitment - launch initiative to recruit students through networking, promotional materia
Sep 4, 2018 - ongoing	Program development - Further develop the program and increase sustainability
Sep 4, 2018 - ongoing	Student intake - conduct initial student intake; continue w/ process as new students enter program
Sep 4, 2018 - ongoing	Goal-setting - in collaboration w/ participants, set SMART goals, timelines and mutual expectations
Sept 4, '18 - Jun 28,'19	Teach the program - topics include Braille, adaptive technology, cooking & life-skills, cane travel
Sept 4, '18 - Jun 28,'19	Weekly notes on student progress for each participant
Feb 1, '18 - Jun 28, '19	Student evaluations - to monitor progress; make adjustments to the plan
June 1 - June 15, 2019	Surveys - conduct final anonymous surveys using Survey Monkey with program participants.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 35/week

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☑ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Executive Director

Signature

Position

Elizabeth Lalonde

Name

January 30, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Pacifica Housing

Mailing Address: 827 Fisgard St.

Contact Person: Harrison Ellis Email: hellis@pacificahousing.ca

Telephone: 250-507-3438 Website: pacificahousing.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-24083

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 122654999RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Mission: It is our mission to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

Mandate: Pacific Housing is a non-profit charitable organization that provides affordable housing for low income families, persons with a disability and adults who are homeless or at risk of becoming homeless.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

For more than 30 years Pacifica Housing has been a leading provider of subsidized, supported, market and near market housing options in Greater Victoria, Duncan, and Nanaimo. Pacifica Housing has acquired, built and/or renovated a total of 950 units, and currently houses more than 2000 people across 36 properties.

How many paid staff at organization? Full Time: 134 Part Time: 40

How many volunteer staff at organization? 35 Total volunteer hours: 1895

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 14,889,446.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
BC Housing Management Commission	5,960,845.00	Housing Services, Property Management
Rental Income	6,453,147.00	Property management
Island Health	369,329.00	Housing Services, Property Management
Grants	1,643,702.00	Admin., Housing Services, Capital Assets
Investment income	104,941.00	Admin., Housing Services, Replacement Reserve
Unrealized Gain/Losses	-118,240.00	Replacement Reserve
Sundry	427,459.00	Admin., Property Management
Donations	48,283.00	Admin., Housing Services
Total Funding Sources	$ 14,889,466.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Maintaining housing	Rent paid on time, less hoarding behaviour, fewer neighbourhood complaints
Preventing evictions	More people remaining housed
Reduce points of contact with emergency services	Questionnaire among program participants about their contact with emergency service providers
Improve quality of life	Active support from property services in suite cleaning, life skills, mental health suppor
Stronger relationships between support services and tenants	Increased positive and non-punitive interaction with landlord

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Housing Crisis Prevention

Who is your target audience? Tenants at Pacifica family housing complexes.

Brief description of the project or program and why the grant is needed. (1250 characters)

The Housing Crisis Prevention (HCP) program (formerly named Halting Homelessness) is a community based program aimed at mitigating evictions and preventing homelessness for vulnerable families living on Southern Vancouver Island. The program fills a crucial gap in services that are often activated only after a crisis has occurred in the form of an eviction, and families are faced with homelessness. The HCP program is voluntary, trauma informed, and client centered. The overall objective of the program is to meet the needs of families at risk of imminent homelessness who are exhibiting signs of stress that may lead to an eviction.

Our priority is to identify families at risk of imminent eviction or housing loss and to assist them by providing immediate supports to keep them housed. A Housing Crisis Intervention Worker (HCIW) will support families at risk of housing loss through the following: facilitating regular support meetings at a frequency depending on client needs; providing training and education for Activities of Daily Living (ADL), life skills, financial literacy and coping strategies; and transporting and assisting tenants to and from appointments based on need.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The program meets the objective of 'Facilitating Social Inclusion and Community Wellness' by supporting Victoria residents who are living in subsidized housing and at risk of losing their home. The current gap in preventative services prevents marginalized families and communities from experiencing wellness. By connecting families with partner organizations such as HEAT (Island Health Resource for Hoarders), The Victoria Native Friendship Centre (VNFC), Victoria Mental Health, and government agencies such as the Ministry of Social Development & Poverty Reduction and Island Health, Pacifica is fostering collaboration across the continuum of health services.

The program was launched in 2017 as a pilot project, illustrating Pacifica's shift in approach from responding to crises among tenants, to pre-emptively engaging with families to reduce evictions, and ensuring that they do not fall into homelessness.

How many will benefit from the project or program? 120 (30 families of 4)

What percentage of Greater Victoria residents benefit from this project or program? <.01% %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $25,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Salary and benefits	48,500.00	1 FTE Salary at $24/hr plus 1.2% MERCS
Client supports	5,000.00	Includes referrals for counselling, one-on-one support
Suite cleaning/Landlord mitigation	6,600.00	
Community building events	2,000.00	
Transport	3,000.00	$250 monthly mileage costs for 1 Housing Crisis Intervention Worker
Meetings and meals	2,000.00	
A. Total Project or Program Expenses	$ 67,100.00	
Administration		
Office supplies & general administration	900.00	
IT expenses	2,000.00	Cellphone, computer, technology upgrades
B. Total Administrative Expenses	$ 2,900.00	
Total Expenses (A+B)	$ 70,000.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	4.14%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	25,000.00	Pending	Natalie Goulet	250-361-0554
A. Total Government Funding	$ 25,000.00			
Corporate Sponsorships				
United Way of Greater Victoria	45,000.00	Confirmed	Rachel Carroll	250-227-7364
B. Total Corporate Sponsorships	$ 45,000.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 70,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If we do not receive full funding from the City of Victoria, we will scale the program back to fit the amount of funding received, including reducing the number of families served and increasing referrals in place of direct services. Further, if we do not receive full funding we will continue to fundraise for supports by approaching private foundations, different levels of government, and individuals.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: May 2018 To: January 2019

Project or program location: Pacifica's subsidized family housing complexes in Greater Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
May 1 - 15, 2018	Begin case load intake of 15
June 28, 2018	Community building event with tenants in family housing
September 1 - 15, 2018	Reach full caseload of 30 families
October 1 - 4, 2018	Delivery of questionnaire to participating families
November 1 - 5, 2018	Program evaluation and assessment
January 2019	Analyzing, completion and delivery of final report

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: 120

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Communications & Fund Development Officer

Signature | Position

Harrison Ellis | 02-03-2018

Name | Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Peers Victoria Resource Society

Mailing Address: 1 - 744 Fairview Road, Victoria BC, V9A5T9

Contact Person: Rachel Phillips Email: ed@peers.bc.ca

Telephone: 250.388.5324 ext. 104 Website: www.safersexwork.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-0034404

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 888909199RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Peers Victoria Resources Society is a peer-led non-profit agency that provides social supports and services to current and former sex workers. Through direct service delivery and service partnerships, Peers Victoria provides outreach, harm reduction, housing, health, violence prevention, employment and other support services. We value sex worker perspectives, harm reduction, empowerment and social justice models.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Peers Victoria began in1995, and is among the oldest sex worker organizations in Canada. It is unique in Victoria, and on Vancouver Island, as the only organization that specifically serves sex workers. Some of the services we offer that have an impact on sex worker communities, and the broader community include violence prevention and response, outreach harm reduction, housing, health care access, and public education. We maintain partnerships with UVic, VicPD and other service agencies.

How many paid staff at organization? Full Time: 0 Part Time: 14

How many volunteer staff at organization? 30 Total volunteer hours: 3000+

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 625,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
BC Gaming	100,000.00	Night Outreach
Island Health	95,000.00	Night Outreach - Men's Outreach - Health Eduction
CRD- Canada (HPS)	95,000.00	Housing First
United Way	50,000.00	Drop in
Green Shield /MAC AIDS	62,000.00	Health Care Navigation/HIV and HCV Prevention and Treatment
Govt of BC - Civil Forfeiture	50,000.00	Drop-In/Small Business/Indigenous
Canada - Ministry of Justice	58,000.00	Violence Prevention and Response/VicPD Police Liaison
Victoria Foundation	18,000.00	Indoor Workers, Men, Indigenous and Trans Groups
Total Funding Sources	$ 528,000.00	also cash donations, in kind donations, fundraising, tax exemption (Esquimalt) = 100,000

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Food security and community building - meals served	6500 meals served at Drop-in Centre in 2018
Knowledge and community building - group wellness education	108 workshops offered, 30 guest facilitators
Stigma reduction - public education	15 public education events
Ending Homelessness - housing support	20 new Housing First units secured
Reducing disease and overdose - health care access	60 individuals helped to access health care services
Overdose Prevention -Naloxone distribution and related educat.	200 Naloxone kits distributed following training

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Drop in: A community building health and wellness centre for current and former sex workers

Who is your target audience? Current and former sex workers

Brief description of the project or program and why the grant is needed. (1250 characters)

Since 2003 Peers has been running a daytime drop-in program at its Esquimalt location. Currently this program is running Monday - Thursday from 11:00am to 2:30pm. Drop-in is one of Peers' core programs in that it is both our home base for our specialized programs (housing, health, violence prevention, specialized groups) and outreach services, as well as a low barrier, community oriented setting from which individuals can a range of basic resources daily (food, clothing, education, harm reduction). At present, up to 85 individuals each week access the drop in service specifically. This program also serves as the axis point for a number of community collaborations between Peers Victoria and Island Health, AIDS Vancouver Island, Victoria Sexual Assault Centre, Victoria Police, the Victoria Native Friendship Centre, and the University of Victoria to name a few. Through these collaborations we are able to create specialized information sessions and workshops that increase social inclusion and community wellness for sex workers, while simultaneously increasing Peers' partnerships, and knowledge among other community resource providers. In short, the Drop-in centre is the home base of service access and operation at Peers Victoria.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

This program directly addresses the City of Victoria's strategic objective to facilitate social inclusion and wellness because people in the sex industry face profound stigmas which prevent them from optimally accessing public resources and negatively affect mental and physical health. Through our Drop-In Program, and the programs that operate in tandem with it, we provide violence prevention, health care access, housing services, food security and harm reduction services to a diverse population of people in the sex industry and we regularly engage in public education speaking. Most importantly our peer based model enables a context for community building, empowerment, and stigma reduction. Our group based education curriculum covers art based therapies, disease and overdose prevention, STI and infectious disease testing, Indigenous cultural practices, and many more topics related to promoting health and wellness. Our group education is most often offered by leaders in the community who come to Peers to teach, providing an important reciprocal education opportunity wherein other community members learn about the sex industry, and our participants learn about sex worker friendly resources in a safe, familiar setting.

How many will benefit from the project or program? 800

What percentage of Greater Victoria residents benefit from this project or program? .09 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 15,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Salary and Wages	51,000.00	2 part time drop in staff, contribution to 2 PT program managers
Food	12,000.00	Food for daily breakfast and lunch
Honoraria	7,200.00	Workshop Honorariums
Transportation	8,000.00	Fuel and insurance (contribution to shared vehicle), bus program
Book Keeping	500.00	Book Keeper
Staff and Volunteer Appreciation	450.00	
A. Total Project or Program Expenses	$ 79,150.00	
Administration		
Administration/Building	7,350.00	Contribution to strata fees, disposal, phones, copier, office supplies, utilities
Financial Review	700.00	Contribution for annual third party review
B. Total Administrative Expenses	$ 8,050.00	
Total Expenses (A+B)	$ 87,200.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	9.23%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Province of BC Civil Forfeiture	15,700.00	Pending		
City of Victoria	15,000.00	Pending		
A. Total Government Funding	$ 30,700.00			
Corporate Sponsorships				
United Way	50,000.00	Confirmed		
B. Total Corporate Sponsorships	$ 50,000.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Mustard Seed	3,600.00	Confirmed		
D. Total In-Kind Contributions	$ 3,600.00			
Waived Fees and Charges				
Esquimalt (Portion of tax exemption)	3,000.00	Confirmed		
E. Total Waived Fees and Charges	$ 3,000.00			
Total Funding Sources (A+B+C+D+E)	$ 87,300.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

We have applied for 15,000 on the assumption that we will receive one of the 2018 Civil Forfeiture grants we have applied for. The Civil Forfeiture funds, together with the proposed City of Victoria grant, and existing United Way funding will optimally meet our program needs. In the event of lesser funding, we may have to reduce some of the program offerings. We believe this program already operates with a lean budget (limited hours and part time staff) considering the number of persons served.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: Jan 1 To: Dec 30

Project or program location: Peers Victoria Resources Society, 1-744 Fairview **We use City of Vic funding btw July and Dec.

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
December 31	6500 meals
December 31	108 workshops
December 31	15 public education presentation
December 31	20 Housing First units secured
December 31	60 individuals helped to access health care
December 31	200 Naloxone kits distributed

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 12 Total volunteer hours required: 1800

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

RPhillips

Signature

Executive Director

Position

Rachel Phillips

Name

January 31, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Rainbow Health Co-operative

Mailing Address: 107 - 1208 Wharf Street

Contact Person: ChrŸs Tei Email: chrys.tei@rainbowhealth.coop

Telephone: 250 800 1383 Website: rainbowhealth.coop

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: Community Services Co-operative

Are you a registered Charity? ☐ Yes ☐ No Charity Registration Number: Charitable Status is pending

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Rainbow Health is a not-for-profit cooperative that meets the same legal standards as not-for-profit societies We provide support to families and individuals through transition related to gender.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since 2014, Rainbow Health has provided more hours of direct support to transgender individuals than any other organization in BC.

How many paid staff at organization? Full Time: _____ Part Time: 1

How many volunteer staff at organization? 4 Total volunteer hours: 1080

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 88,083.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
City of Victoria Strategic Plan Grant	8,061.00	Not all funding sources have been approved
City of Victoria Festival Investment Grant	3,000.00	Support for Gender Wellness Programming - Hans Kai 4 Trans
Gaming Grant -Social Services	18,383.00	Support for Gender Wellness Programming - Administrative Support
Gaming Grant - Arts & Culture	12,500.00	Rainbow Resources Service Directory
Canadian Institute Health Research / Transcare BC	10,000.00	Healthy Connections - Regional Information Events on trans Healthcare
Directory Advertising Sales	14,000.00	Rainbow Resources Service Directory
Donations, Other Coops, Business, Individuals	11,200.00	General Overheads, Co-op Development
Gifts in kind - Volunteers	10,939.00	Program Facilitators, Executive Director
Total Funding Sources	$ 88,083.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Publish resource directory digital and print	Print copy proofs and digital links
Provide physical transition resources	Completion of regional information events
Provide personal transition resources	Complete coordination sessions with service providers
Provide social transition resources	Maintain ongoing online support programming

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Hans Kai 4 Trans

Who is your target audience? Peer group facilitators

Brief description of the project or program and why the grant is needed. (1250 characters)

Provide training and ongoing support for trans gender peer group facilitators to help them provide relevant and safe programming. By increasing the number of facilitators and improving the skillsets of facilitators, this project provides an ongoing community resource of better trained peer group facilitators.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The trans gender community has been a neglected part of the wider community for decades. Only recently have community services begun to recognize and address their specific needs. What is needed at this time are affirmative action initiatives that develops self capacity within the community itself. There is a large potential for the community to become engaged in fulfilling their needs - but it begins by investing in the community organizations already engaged in this work, but lacking the core funding for stable program delivery.

How many will benefit from the project or program? 5,000-8,000

What percentage of Greater Victoria residents benefit from this project or program? 2%-6% %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 8,061

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Program Facilitators	4,500.00	These are trans community individuals, typically on reduced incomes
Content Development	1,500.00	Hans Kai is part of national program and requires annual updates from provider
Program Promotion	1,500.00	Postering, social media, regional print advertising
TransVine Support	1,500.00	These are trans community individuals, typically on reduced incomes
Venue Rentals	750.00	This does not include our ongoing monthly space rental in Victoria
Travel Costs	1,733.00	Based on CRA vehicle usage rates
Printing Program materials	1,500.00	Participants are provided with supplies related to health management
Program Coordination	2,000.00	These are direct program costs
External Training Resources	5,000.00	Includes Consensus Training by First Nations Facilitators
A. Total Project or Program Expenses	$ 19,983.00	
Administration		
Program Manager	4,100.00	
B. Total Administrative Expenses	$ 4,100.00	
Total Expenses (A+B)	$ 24,083.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	17.02%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria - Strategic / Festival Investment	8,061.00	Pending		
Community Gaming Grants	5,000.00	Pending		
CIHR Grant	5,000.00	Confirmed		
A. Total Government Funding	$ 18,061.00			
Corporate Sponsorships				
Directory Sales	4,000.00	Confirmed		
Various businesses, co-ops, credit unions	1,000.00	Confirmed		
B. Total Corporate Sponsorships	$ 5,000.00			
Matching Funds				
From individuals	1,022.00	Confirmed		
C. Total Matching Funds	$ 1,022.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 24,083.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☐ Yes ☑ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

We require stable baseline funding to continue the programming we have delivered since 2014 with no support from the City of Victoria. We cannot continue to provide this community service without support.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1 To: June 30

Project or program location: Various locations in Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Fall 2018	Healthy Connections Information Session # 1
Winter 2019	Healthy Connections Information Session # 2
Spring 2019	Healthy Connection Information Session # 3

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 450

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	Executive Director
Signature	Position
ChrŸs Tei	Jan 31, 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: SHIFT Collaborative Society

Mailing Address: 1241 McKenzie St. Victoria BC V 8V 2W6

Contact Person: Stacy Barter Email: stacy@resilientneighbourhoods.ca

Telephone: (250) 889-0179 Website: www.resilientneighbourhoods.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: Building Resilient Neighbourhoods

Mailing Address: 1241 McKenzie St. Victoria BC V8V 2W6

Telephone: (250) 889-0179 Email: stacy@resilientneighbourhoods.ca

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S0068757

Are you a registered Charity? ☐ Yes ☐ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

SHIFT Collaborative is the non-profit host for Building Resilient Neighbourhoods (BRN), a collaborative initiative focused on creating more resilient communities and neighbourhoods. BRN aims to create a stronger, more connected community where everyone's basic needs are met, balanced with the planet's needs. By cultivating a greater sense of connection to the people and places where we live, BRN works with community members to celebrate our interdependence and grow local self-reliance.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since its inception in 2013, BRN has directly benefited thousands of residents in Greater Victoria who have participated in resilience education activities and neighbourhood projects. Drawing on learnings from early pilot activities in Victoria West, in 2017 BRN began to scale out its successful Resilient Streets (RS) program to more Victoria neighbourhoods, empowering and engaging thousands of residents in building greater social connectedness between immediate neighbours where we live.

How many paid staff at organization? Full Time: _____ Part Time: 2

How many volunteer staff at organization? 2 Total volunteer hours: 336 hrs/year

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 93,152.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Victoria Foundation	15,000.00	Program management, micro-grants, toolkit development
Canada150	11,875.00	Program management & coordination, community engagement
PlanH	41,500.00	Resilient Streets (RS) pilots in 4 other BC municipalities
City of Victoria Strategic Plan Grant (previous)	11,387.00	Program management & coordination, micro-grants, community engagement
Community Social Planning Council	8,390.00	Workshops and community engagement
Eldercare Foundation	5,000.00	Program management & coordination
Total Funding Sources	$ 93,152.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Increase social connectedness between neighbours in City of Victoria	# of resident-led projects reporting connection, engagement and sharing betw neighbours
Foster resilience of local communities, neighbourhoods and residents	Extent to which neighbours report increased sense of safety, preparedness, trust, pride & belonging
Empower and support residents to access community resources and assets	# and type of activities that access RS, community partners and other local resources
Facilitate partnership and collaboration between local organizations	Local partner organizations reporting learning, collaboration and shared impact
Increase social connectedness and resilience in high density buildings	# of participating residents in buildings reporting greater connections, and type of activity
Facilitate greater collective emergency preparedness between neighbours	Extent to which neighbours report increased preparedness through social connections
Support greater intergenerational connections between neighbours	# and type of activities reporting increased intergenerational connections and mutual support

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Resilient Streets

Who is your target audience? Residents of Victoria neighbourhoods

Brief description of the project or program and why the grant is needed. (1250 characters)

BRN's Resilient Streets program empowers residents to build greater connections and resilience with their immediate neighbours in the places where they live: on residential streets and apartment/condominium buildings. The program engages the community through workshops and a toolkit of activities and resources, supports community champions, and offers small micro- grants to remove financial barriers and incentivize action in 4 key areas: Gatherings & Celebrations, Sharing Economy, Placemaking, Learning Together.

This year, we are proposing a new phase of scaling to meet the demand within our waiting list of Victoria neighbourhoods. In 2017, we began to scale the program to 5 neighbourhoods, supporting 73 resident-led projects. In 2018, we will expand to more neighbourhoods, deepen our engagement and reach in current host neighbourhoods, and scale our work piloted this past year in 3 key areas:
• Connect and Prepare –block-level emergency preparedness through neighbour connections (partnership with VictoriaReady)
• Resilient Vertical Streets- combating isolation and fostering connections in high density apartments/condominiums
• Connecting across the Lifespan- supporting intergenerational connections and valuing elders as assets

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☑ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

A key component of resilient communities is the degree of social connectedness among residents and between organizations. Locally, this is extremely relevant; according to the Victoria Foundation's Vital Signs report, 29% of residents have felt somewhat lonely over the past week, 17% do not feel significantly connected to their community in any way, and 27% do not feel that they know their neighbours well enough to ask for assistance even when in need. This is even more pronounced in high density apartment buildings where levels of connectedness are significantly lower. Resilient Streets helps reduce isolation, and has many more positive impacts while meeting the strategic goals of engaging and empowering the community and improving emergency preparedness. The recent tsunami warning was a wake-up call to move beyond household preparedness and focus on collective preparedness between neighbours who can help each other out and tend to the most vulnerable in both everyday and extreme emergencies. By collaborating with key partners including neighbourhood associations, City of Victoria (Neighbourhoods program and VictoriaReady), Blockwatch, Landlord BC, GV Placemaking Network and other community groups, our shared impact is greater.

How many will benefit from the project or program? 2000

What percentage of Greater Victoria residents benefit from this project or program? directly 2 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 22, 570

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Program Management & Coordination	32,400.00	($2000/mo x 12 months + $700/mo x 12 months)
Workshops/Community Engagement Sessions	5,400.00	Venue, refreshments, supplies, outreach
Micro-grants	7,800.00	60 x $50 convening + 24 x $200 projects
Community Partners Meetings	6,800.00	Evaluation, community outreach, meeting venue and refreshments
Program Design & Development	14,000.00	Program strategy and design
Program Evaluation	5,000.00	Evaluation framework & methods
Printing & Graphic Design	3,000.00	Materials layout and printing, online toolkit
Scaling Strategy Development	10,000.00	Scaling strategy
A. Total Project or Program Expenses	$ 84,400.00	
Administration		
Book-keeping, Overhead, Office Costs, etc.	12,660.00	Administration
B. Total Administrative Expenses	$ 12,660.00	
Total Expenses (A+B)	$ 97,060.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	13.04%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria- Strategic Plan Grant	22,570.00	Pending		
City of Victoria- My Great Neighbourhood Grant	5,000.00	Confirmed	Gary Pemberton	250-361-0548
A. Total Government Funding	$ 27,570.00			
Corporate Sponsorships				
Vancity	10,000.00	Pending	Elyse Kuwert	250-995-7647
Local business micro-grant sponsorships	1,890.00	Pending		
B. Total Corporate Sponsorships	$ 11,890.00			
Matching Funds				
Real Estate Foundation of BC	20,000.00	Pending	Hedy Rubin	604-688-6800
Innoweave	5,000.00	Pending	Jacob Dicker	613-583-7658
C. Total Matching Funds	$ 25,000.00			
In-Kind Contributions				
BRN Steering Team- evaluation scaling, pilots	24,000.00	Confirmed	Michelle Colussi	250-595-8874
Neighbourhood partners- workshop venues	1,800.00	Confirmed	Neighbourhood associations	
N2N Partners Table- evaluation, outreach, development	6,800.00	Confirmed	various partners	
D. Total In-Kind Contributions	$ 32,600.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 97,060.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

With reduced funding, the activities that we take on will be reduced. This could include reducing the number of host neighbourhoods or micro-grants for citizen projects, and/or not implementing certain components of the program.

We are pursuing partnerships with additional funders, with granting deadlines this spring/summer. We have been approved to apply to Innoweave for their Scaling Module to develop a long-term approach to program/ financial sustainability for this initiative.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: June 30, 2019

Project or program location: Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July- Oct 2018	Identify & select new host neighbourhoods, planning with existing host neighbourhoods
Sept 2018-March 2019	Resilient Streets Kick off workshops and thematic workshops in target neighbourhoods
Sept-Oct 2018	Select "Connect & Prepare" and "Vertical Streets" blocks and buildings
Oct 2018-April 2019	Deliver "Connect & Prepare" and "Vertical Streets"initiatives
Oct 2018-June 2019	Distribution of micro-grants, supporting & networking neighbourhood champions
May-June 2019	Champions networking, harvesting learning
June 2019	Program evaluation for reach, participant experience and activity results
Ongoing & quarterly	Partners meet to evaluate, learn from each other and problem-solve to increase impacts

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 300 Total volunteer hours required: 2500

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	Lead Facilitator
Signature	Position
Stacy Barter	January 31, 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Checklist

Please Note:

1. Organizations can submit more than one application **only** if applying on behalf of a neighbourhood group that is not a registered not-for-profit.
2. Organizations can be awarded up to a maximum of three consecutive grants for the same purpose.
3. All projects or programs that are considered a festival are not eligible through the Strategic Plan Grants and must apply through the Festival Investment Grants.
4. All projects or programs that impact public space are not eligible through the Strategic Plan Grants and must apply through the My Great Neighbourhood Grants.

SECTION 1. STRATEGIC PLAN GRANT APPLICATION

New for 2018: Character limits are in place and any words beyond that limit will not be taken into consideration. No supplementary documentation (e.g. letters of recommendation, annual reports etc.) will be reviewed unless specifically required to complete the application.

- [x] Strategic Plan Grant Application form complete and signed
- [x] Eligibility Documentation attached
  - [x] Society or Charity confirmation – Provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered
  - [x] Financial Statements – Organization's latest annual financial statements
- [x] Organization funding sources and uses complete
- [x] Project or program is based in the City of Victoria or portion of the activity takes place in the City of Victoria
- [x] Project or program key objectives and measurement of success complete
- [x] Project or program information aligns with the Assessment Criteria
- [x] Project or program information aligns with or supports the weighted Strategic Plan Objectives
- [x] Project or program amount requested complete
- [x] Detailed breakdown of all budget expenses and funding sources complete
- [x] Project or program timeline within July 1 to the following June 30
- [x] Project or program timeline and major milestones complete
- [ ] If your organization received funding in the prior year; the Final Report is complete (see below)

SECTION 2. STRATEGIC PLAN GRANT FINAL REPORT

For organizations that were awarded grants in the prior year, a final report must be completed to be considered for new funding.

- [ ] Strategic Plan Grant Final Report complete and signed
- [ ] Documentation acknowledging the City of Victoria's funding support attached
- [ ] Project or program key objectives and their measure of success complete
- [ ] Project or program impact complete
- [ ] Detailed breakdown of the final expenses and funding sources complete

SECTION 3. SUBMISSION

Submit Application Package: Checklist, Application, Eligibility Documentation and Final Report

- [x] Email: grants@victoria.ca
- [ ] Mail: Attention: Natalie Goulet, Finance Department, City Hall, 1 Centennial Square, Victoria, BC V8W 1P6
- [ ] In person: Purchasing, City Hall, 1 Centennial Square, Victoria, BC V8W 1P6

SECTION 4. CONTACT INFORMATION

Grant Support

- [x] Questions: grants@victoria.ca or Natalie Goulet at 250.361.0554

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Société du comité d'organisation des Jeux de la francophonie canadienne

Mailing Address: 2-1218 Langley Street, Victoria, BC V8W 1W2

Contact Person: Marie-Pierre Lavoie Email: presidence2020@jeuxfc.ca

Telephone: 2503887350 Website: jeuxfc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S0068677

Are you a registered Charity? ☐ Yes ☒ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

our mandate as the organizing committee is to prepare and organize all aspects of the Canadian Francophone Games which will be held in the Greater Victoria region in July 2020. Our mission is to promote new friendships and to strengthen old ties among french speaking youth from all over Canada. Our goal is to organize a festive young and popular event of national scope that will contribute in the growth of the next generation and the visibility of the french language and culture in BC

Brief history and role in benefitting residents of Greater Victoria (500 characters)

The Canadian Francophone Games have been created in 1999 and take place every 3 years. It will be the 8th edition in the Greater Victoria. All venues will be free to access during this week long series of event and activities will be split on all 4 municipalities involved (Victoria, Oak Bay, Saanich, Esquimalt). The residents will be able to enjoy either as spectators or volunteers. On a business aspect, several contracts will be awarded to local businesses (food, accomodation, transport, etc)

How many paid staff at organization? Full Time: 1 Part Time: _____

How many volunteer staff at organization? 9 Total volunteer hours: 1000

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? Our draft budget between now and July 2020 is $2,000,000

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Gouvernment of BC	750,000.00	orgnaizing - communication / transport / administration / logistics
Municipalities of Victoria, Esquimalt, Oak Bay and Saanich	300,000.00	orgnaizing - communication / transport / administration / logistics
BC Arts Council	150,000.00	orgnaizing - communication / transport / administration / logistics
FJCF (Canadian Heritage)	300,000.00	orgnaizing - communication / transport / administration / logistics
Corporate sponsorships	400,000.00	orgnaizing - communication / transport / administration / logistics
fundraising	50,000.00	orgnaizing - communication / transport / administration / logistics
Youth Canada Works	50,000.00	orgnaizing - communication / transport / administration / logistics
Total Funding Sources	$ 2,000,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Represent the French language and its associated cultures	French will be the language of the games during the entire week
promote a festive young and popular event of national scope	Organize galas and nights of celebrations that include everyone (Indigenous, handicapped)
Create long lasting relationships between participants	encourage team building and inter-provincial connections. Allow free time for participants
Contributes to the development of new talents	Hire and train highly qualified coaches to give competitors the best conditions to practice
Increase the visibility of Francophonie in BC	Reach out to and involve the entire francophone community of the Greater Victoria
Promote our region as a holiday destination	create partnerships with local organization that will inform and promote the region

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Comité d'organisation des Jeux de la francophonie canadienne

Who is your target audience? 13 to 18 years old youths from all over Canada

Brief description of the project or program and why the grant is needed. (1250 characters)

The Canadian Francophone Games are a national event taking place every 3 years. It gathers around 2000 participants and volunteers in a week-long series of competition and events around the themes of Arts, Leadership and Sports. the main objective is the promotion of youths and volunteers talents, preoccupation and interests through the French language and its cultures. The funds will be used throughout the next twelve months to contribute to the organization of the games. They will be used for office furniture, transportation to meet with partners, renting an office for the committee' staff and possibly contribute to salaries.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The Canadian Francophone Games will go further in time than what the Strategic Plan is set for. 2018 is our starting year to gather our strenghs and skills and to create an event that will promote Arts and culture with the youths in 3 differents apects : Arts, Leadership and Sports.
We will encourage the youth in the Greater Victoria region to take on new challenges in Arts and culture while maintaining an active lifestyle and cherishing strong social ties. We will make it accessible to the largest audience possible. We will partner with UVIC and the McPherson Theater for our events.

How many will benefit from the project or program? 40,000

What percentage of Greater Victoria residents benefit from this project or program? 10 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $20,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Salaries	390,000.00	
Communication	85,000.00	Training / promotional material / media / website / Info management
Games programming	290,000.00	Arts, Leadership, Sports - Ceremonies and protocol
Participants services	825,000.00	Food / accomodation / first aid / security / facilities / local transportation
Contingency fund	200,000.00	
Heritage	70,000.00	for future Games
A. Total Project or Program Expenses	$ 1,860,000.00	
Administration		
Insurance	4,000.00	
Travel	20,000.00	
Phone	15,000.00	
Rent	50,000.00	
Supplies and photocopies	12,000.00	
Auditing	7,000.00	
IT	25,000.00	
Postage and courrier	7,000.00	
B. Total Administrative Expenses	$ 140,000.00	
Total Expenses (A+B)	$ 2,000,000.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	7.00%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Government of BC	750,000.00	Pending		
Canadian Heritage	300,000.00	Confirmed		
BC Arts council	150,000.00	Pending		
A. Total Government Funding	$ 1,200,000.00			
Corporate Sponsorships				
Saputo / CGI / Telus, etc...	500,000.00	Pending		
Fundraising	50,000.00	Pending		
B. Total Corporate Sponsorships	$ 550,000.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Victoria, Oak Bay, Saanich, Esquimalt municipalities	150,000.00	Pending		
D. Total In-Kind Contributions	$ 150,000.00			
Waived Fees and Charges				
Use of facilities / internet	150,000.00	Pending		
E. Total Waived Fees and Charges	$ 150,000.00			
Total Funding Sources (A+B+C+D+E)	$ 2,050,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

In this case, the organization committee would face major difficulties in observing its deadlines to secure venues, offering a place to work for the future employees (We will hire an Executive Director and also 2 employees through Federal internship programs by this coming summer). Historically speaking, all committees from previous editions have started to apply and get public funding several years before the Games happened in order to be properly prepared.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: January 2018 To: July 2020

Project or program location: Greater Victoria (Victoria, Esquimalt, Saanich, Oak Bay)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
January 2018	incorporation as a society in BC.
Winter / Spring 2018	negotiation of venues and establishing partnerships with municipalities and provincial government
Summer 2018	Hiring of an executive director
Fall 2018	finalizing contracts with School District 61, Uvic and other venues
winter 2019	Hiring employees for all departments and key volunteers
Spring / Summer 2019	unveiling of the Games official image, fundraising activities, marketing campaign started
Winter / Spring 2020	Unveilling of Games program, recruitinh volunteers, making sure all parties are trained and ready
July 2020	Games taking place (exact dates TBD very soon)

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 500 Total volunteer hours required: 10,000

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☑ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Banners / media interview

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Chair of the board
Position

Marie-Pierre Lavoie
Name

31 janvier 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Society for Kids at Tennis (KATS)

Mailing Address: 1642 Chandler Ave., Victoria, BC, V8S 1N6

Contact Person: Dr. Sy Silverberg M.D. Email: tenniskids@shaw.ca

Telephone: 250-412-1406 Website: http://kidsattennis.ca/

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0061804

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 836792432RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Our mission is to improve the physical, emotional and social well-being of children and youth from families challenged by chronic low income as well as those with cognitive and/or physical disabilities (Autism & Down Syndrome). We do so by providing free tennis equipment and instruction in a manner that promotes engagement in learning and connectedness with peers and adults.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Over 6000 children have participated in the past 3 yrs. Participants are selected by the 45 different organizations we partner with including: City of Victoria Parks & Rec, 7 Community Centres, 21 schools, 4 Aboriginal, 2 Newcomer, 2 Girls Clubs and 3 Disability groups.
Benefits are both physical and emotional. We are countering the growing dependence on "techno-play" which is leading to increasing physical illness (childhood obesity, type 2 diabetes) and emotional problems (depression).

How many paid staff at organization? Full Time: 0 Part Time: 0

How many volunteer staff at organization? 54 Total volunteer hours: 146/month

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 68,917.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
ViaSport BC	1,000.00	Instructor Fees, Tennis Equipment, Court Rentals, Insurance = 90.6%
First West Foundation	1,500.00	Administration = 9.4%
Coast Capital	5,000.00	
Sobey Foods	1,000.00	
Victoria Foundation	15,000.00	
BC Gaming	10,000.00	
Can Tire Jumpstart	20,000.00	
CFAX Santa Anonymous	5,000.00	
Total Funding Sources	$ 58,500.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Improved Health	Survey Feedback from parents, coaches, volunteers and organization staff.
Enhanced physical Literacy (Fundamental Movement Skills)	Before and after surveys conducted by University of Waterloo Faculty of Applied Health Sciences
Improved Social Interaction with peers and adults	Above measures apply to all objectives
Reduced "screen" time	
Interest in sports and exercise increased	
Enhanced Confidence	
Improved Competence	
	Our program is assessed by Victoria Youth Program Quality Initiative.

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Free Tennis Lessons for Disadvataged Kids

Who is your target audience? Children and youth challenged by low family income or by developmental disability.

Brief description of the project or program and why the grant is needed. (1250 characters)

Our capacity to deliver and feasibility have been proven. In 3 years we have had close to 7,000 kids participate.

Evidence of need is proven by the overwhelming response and registrations we have had in a short period.
Positive impact has been proven by independent external and internal evaluation.
Participants are selected by our partner organizations using specified financial-need guidelines.
Age range is 5 to 19 and gender mix is close to 50/50.
Some classes are conducted on a weekly basis throughout the year (Vic Parks and Rec, Oaklands, Vic West, Burnside Community Centres).
For organizations with summer camps we have classes daily for a week (James Bay C.C., Quadra C.C., Vic Native Friendship Centre, Autism Network).
Schools have 8 to 10 week programs with classes 4/week running throughout the school year.(George Jay, Quadra, Central Middle).
Other organizations will have 1-3 hour classes intermittently (Community Living Autism Services, Inter-Cultural Assoc, Cridge Centre for the Family.
All classes are conducted by Tennis Canada Certified Instructors assisted by volunteers trained in tennis technique and first-aid.
The grant is needed to continue operations at this level and to continue to include more kids.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Social Inclusion aims to empower poor and marginalized people.
Our classes facilitate social inclusion by bringing together diverse groups including: Aboriginals, Newcomers, Girls Groups and kids with disabilities.

Community Wellness
KATS offers kids an alternative to the growing trend to "techno-play by providing an activity that promotes physical fitness and teaches the fundamentals of physical literacy. This can lead to a life-long interest and involvement in physical activity. The reduced emphasis on physical education in schools due to budgetary restrictions is compounding this problem. Childhood obesity and type 2 diabetes with their attendant medical problems are growing at an alarming rate. With kids spending an average of 7.4 hours per day on television, their cell phones and computers, their physical fitness is being seriously eroded. The most recent ParticipACTION Canada's "Report Card" awarded them a grade of D minus. For the third year in a row!
Digital play is leading to social isolation which leads to increases in emotional distress and depression.
Tennis encourages gains in these areas through structured interaction with peers and mentoring opportunities with coaches, volunteers and agency staff.

How many will benefit from the project or program? 2,000+

What percentage of Greater Victoria residents benefit from this project or program? 55 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $10,000.00

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Instructor Fees and Court Rentals	51,906.00	
Tennis Equipment	8,573.00	Racquets, Balls, Nets, Teaching Aids
Insurance	2,000.00	Liability
A. Total Project or Program Expenses	$ 62,479.00	
Administration		
Professional Fees	1,663.00	Accounting, Legal
Promotion	1,778.00	Meetings with organizations
Auto	1,259.00	Monitoring classes and meetings
Telephone	965.00	
Dues and membership fees	328.00	
Bank charges	307.00	
Amortization	138.00	
B. Total Administrative Expenses	$ 6,438.00	
Total Expenses (A+B)	$ 68,917.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	9.34%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
ViaSport BC	1,000.00		Scott Stefani	775-655-1756
BC Gaming	10,000.00		Executive Director	250-356-1081
A. Total Government Funding	$ 11,000.00			
Corporate Sponsorships				
Canadian Tire Jumpstart	20,000.00		Dan Kasperski	403-472-4361
Victoria Foundation	15,000.00		Kathryn Righetti	250-381-5532
CFAX Santa Anonymous	5,000.00		Christine Hewitt	250-386-1070
B. Total Corporate Sponsorships	$ 40,000.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 51,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Dr. Silverberg, founder of the program in 2013, has and will continue to cover shortfalls in the budget to ensure that the program will continue. Some early donors have declined repeat funding and if replacements are not found, the scope of the program (which has exceeded expectations dramatically) will have to be scaled back.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: Dec 20, 2018

Project or program location: Various outdoor courts and school gymnasia.

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 1 to August 31	Summer classes for Community Centres and Summer "Camps" (8 week sessions).
Sept 1 to Oct 31	Fall classes for Community Centres and School classes. (8 to 10 week sessions).
Nov 1 to Dec 20	Indoor Classes for Community Centres and School classes (7 week sessions).

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 54 Total volunteer hours required: 146 hours/month

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Press, Raidio, TV interviews and features.

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

President

Position

Dr. Sy Silverberg M.D.

Name

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Stigma-Free Society (Formerly Bipolar Disorder Society of British Columbia)

Mailing Address: 185 - 911 Yates Street, Suite 534, Victoria, BC V8V 4Y9

Contact Person: Andrea Paquette Email: Andrea.Paquette@stigmafreezone.com

Telephone: 778-678-2223 Website: www.stigmafreezone.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-56187

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 827676867RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The Stigma-Free Society changed its name in August 2016 to expand its mandate and include the conversation around all stigmas, with a focus on mental health. The Society's mandate is to stomp out stigma through awareness, education and support. Our Charity works to end discrimination of all stigmas, with a special focus on mental health, and helps people achieve personal empowerment by providing peer support and raising awareness through education in schools and the community.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since 2010, Stigma-Free Zone school presentations (formerly Stigma Stomp presentations) have reached out to over 11,683 children & youth in Greater Victoria as well as health professionals, parents, youth clubs and local service and business organizations. The Society also offers three peer support groups in Greater Victoria for those living with any mental illness as has assisted over 510 people since 2010. The Society plans to expand the Children's Mental Health Program (Grades 4-6) in 2018.

How many paid staff at organization? Full Time: 3 Part Time: 6

How many volunteer staff at organization? 30 Total volunteer hours: 1050

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 333,135.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Gaming (pending)	20,000.00	Stigma-Free Zone School Presentations - Greater Victoria
Gaming (pending)	10,000.00	3 Peer Support Groups - Greater Victoria
Gaming (pending)	25,000.00	Stigma-Free Zone School Presentations - Lower Mainland
Pamela & David Richardson Family Fdn.	50,000.00	All Society programs and some operating expenses
Children's Health Foundation	11,000.00	Teens2Twenties Support Group
Face the World Foundation	15,000.00	Stigma-Free Zone School Presentations - Lower Mainland
Coast Mental Health	25,000.00	Stigma-Free Zone School Presentations - Lower Mainland
Coast Capital Savings (pending)	20,000.00	Stigma-Free Zone School Presentations - Lower Mainland & Greater Victoria
Total Funding Sources	$ 176,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
To teach children the difference between physical and mental health	70% of the child participants understand the difference between physical and mental health
To teach children how to express their emotions	70% of the participants feel more comfortable expressing their emotions
To teach children the importance of help seeking behaviour	70% of the participants feel more comfortable seeking help for their mental wellbeing
To teach children the techniques of maintaining good mental health	65-70% of the participants learn something new about self-care
To teach children about stigma and stigmatizing behaviour	65-70% of the participants learn something new about stigma and stigmatizing behaviour
To inform children about the experiences of people with a mental illness	70% of participants become more aware of the experiences of people with a mental illness
To teach children to be kind and supportive	65-70% of participants feel more compassionate toward those who experience mental illnesses

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Children's Mental Health Program

Who is your target audience? Children in grades 4-6 in City of Victoria Schools

Brief description of the project or program and why the grant is needed. (1250 characters)

The purpose of the Stigma-Free Society's Children's Mental Health Program is to provide school children, grades 4-6, with resiliency through the awareness of their mental health, the importance of a healthy lifestyle and learning the value in reaching out for help. Our Program encourages children to strive for optimal mental wellness and empowers them to learn the tools they need to stay mentally well. Participants will also develop accepting and understanding attitudes towards themselves and others through this program.
By exploring the connections between physical health, emotional wellness and social well-being, our program aims to help children understand the importance of balance in daily life. Child participants are also given the skills to REMEMBER THE DO's & DON'Ts—a tool designed to help children understand their mental health and recognize when it is time to ask for help.
Need: According to the Mental Health Commission of Canada, 1.2 million Canadian children and youth are affected by mental illness, but only 20% of them will receive appropriate treatment.
Children who face mental health challenges at a young age are more likely to suffer from academic under achievement, family disruption, substance misuse and violence.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Objective 7: Facilitate Social Inclusion and Community Wellness.
The Children's Mental Health Program aligns primarily with The City of Vitoria's Strategic Plan to Facilitate Social Inclusion and Community Wellness and enhance quality of life.
The Society promotes that one is never too young to learn about mental health and stigma. This interactive 45-minute presentation for youth in Grades 4-6 includes:
• A fun ice-breaker activity geared toward children that will get their interest generated in the presentation's topic.
• An Overview of Mental Health Well Being - including topics such as nutrition/water intake, down-time, sleep, routine, healthy relationships, support, etc.
• The importance of reaching out to parents, teachers and school counsellors for help when needed in any situation.
• An interactive activity based on expressing feelings that will explain to the children that emotions may be outwardly expressive and mostly observable, but reaching out for help is not, and must be verbalized.
• Question and Answer period.
• Mental health handout, which offers tips for students on staying mentally healthy and this take-away will be shared with parents.

How many will benefit from the project or program? 500-700

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 9,500

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Program development & delivery, Presenters	9,000.00	
Program Management & Follow-up by President	2,000.00	
Presenter development & training	500.00	
School & Community Coordinator	3,250.00	
Travel/Mileage	500.00	
A. Total Project or Program Expenses	$ 15,250.00	
Administration		
Program Insurance	500.00	
Evaluation	550.00	
Office supplies, postage, copy & telephone	450.00	
Print, Promotion & Educational Materials	750.00	
B. Total Administrative Expenses	$ 2,250.00	
Total Expenses (A+B)	$ 17,500.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	12.86%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding	$ 0.00			
Corporate Sponsorships				
Children's Health Foundation of Vancouver Island	8,000.00	Pending	Bronwyn Dunbar	250-519-6921
B. Total Corporate Sponsorships	$ 8,000.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 8,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Our 2018-2019 Budget is predicated on reaching 500-700 students in Grades 4-6 based on receiving full funding. In the event of a shortfall in funding some scaling back of the number of Children's Mental Health presentations may result.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: 1 July 2018 To: 30 June 2019

Project or program location: Elementary schools in the City of Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Preparation of content for presentations by Andrea Paquette, President & Robyn Thomas, Presenter
May 2018	Consultation with Sue MacTavish, Youth & Family Counselor, École George Jay Elem. to select schools
1 July 2018	Commence Children's Mental Health presentations
1 July 2018 - 30 June 201	Commence evaluation of presentations via questionnaire filled out by child participants

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? One Total volunteer hours required: 10

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	President
Signature	Position
Andrea Paquette	Jan. 30, 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Story Studio Writing Society (Story Studio)

Mailing Address: 2001A Douglas Street, Victoria, BC, V9C 3T7

Contact Person: Sean Rodman Email: sean.rodman@storystudio.ca

Telephone: (250)884-4522 Website: www.storystudio.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0060096

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 807121504RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Story Studio offers a range of writing-based programs designed to build confidence, encourage creativity and improve communication skills in youth within the City of Victoria. We prioritize ensuring that our programs are accessible to vulnerable youth – youth who may be at risk in terms of their academic achievement and social functioning.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since our founding in 2012, Story Studio has helped over 6000 youth tell their stories while improving literacy skills. We have conducted workshops in hundreds of public-school classes, in addition to offering community programming in partnership with organisations such as the Victoria Literacy Connection and the Greater Victoria Public Library. Finally, we have celebrated the young voices of Victoria by publishing their stories online and in a hardcover anthology entitled "Victoria Imagined."

How many paid staff at organization? Full Time: _____ Part Time: 3

How many volunteer staff at organization? 15 Total volunteer hours: 500

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 72,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Victoria Foundation	30,000.00	Workshops
Hamber Foundation	1,500.00	Workshops
Community Gaming Fund	9,000.00	Operating
Individual Donations	22,000.00	Operating / Workshops in Vulnerable Schools
Service Clubs	2,000.00	Operating
City of Victoria	7,500.00	Workshops
Total Funding Sources	$ 72,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Deliver workshops to 625 youth from populations identified as vulnerable	Number of youth participating in workshops
Create 625 bound books from stories created by youth participants	Number of books produced
Create 625 bound books for school libraries	Number of books produced

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Creative Writing Workshops for Schools with Vulnerable Youth

Who is your target audience? _____

Brief description of the project or program and why the grant is needed. (1250 characters)

Funding is requested to subsidize the cost of delivering our programming to 600 youth, particularly in Victoria schools that are identified as having a high percentage of vulnerable youth – students who may be at risk in terms of their academic achievement and social functioning. Story Studio will build on its successful workshop model for public elementary and middle schools, offering creative writing programming designed to build confidence, encourage creativity and improve communication skills in students. Each participating school will receive a week of workshops and events, plus teacher resources and individually bound books of student stories. This project will have two major impacts on our organisation and community. First, we will be able to provide activities that build confidence, encourage creativity and improve communication skills in 600 youth, ages 5-10, who may be at risk in terms of their academic achievement and social functioning. Secondly, this project will assist Story Studio in transitioning to a sustainable revenue model that focuses grant-based funding on youth who will benefit the most from it.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Story Studio workshops unleash the creativity of young people across our City. Each year, our facilitators and volunteers work with teachers and students to support the development of the next generation of writers within our community. Our community partnerships bring together arts and literacy groups, building a web of mutually supportive organisations throughout the city working towards common goals of improved literacy and arts education. By funding Story Studio programming, the City will be making a long-term investment in the growth of arts and culture, both at the level of individual youth and at the organisational level. In addition, this program supports the Focus areas of City "Youth Strategy," encouraging engagement by youth from a range of backgrounds while building their communication skills.

How many will benefit from the project or program? 2,000-3,000

What percentage of Greater Victoria residents benefit from this project or program? 1 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $7,500

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Staff	50,000.00	Contract /Part-time - ED, Facilitators x 2, Bookmaker
Materials	15,000.00	Program supplies, bookmaking supplies
A. Total Project or Program Expenses	$ 65,000.00	
Administration		
	7,000.00	Accounting, insurance, bank charges
B. Total Administrative Expenses	$ 7,000.00	
Total Expenses (A+B)	$ 72,000.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	9.72%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Community Gaming Grant	9,000.00	Pending	Sean Rodman	250 884 4522
City of Victoria	7,500.00	Pending	Sean Rodman	250 884 4522
A. Total Government Funding	$ 16,500.00			
Corporate Sponsorships				
*FOUNDATION - Victoria Foundation	30,000.00	Confirmed	Sean Rodman	250 884 4522
*FOUNDATION - Hamber Foundation	1,500.00	Confirmed	Sean Rodman	250 884 4522
B. Total Corporate Sponsorships	$ 31,500.00			
Matching Funds				
*INDIVIDUAL DONATIONS	22,000.00	Pending	Sean Rodman	250 884 4522
*SERVICE CLUBS	2,000.00	Pending	Sean Rodman	250 884 4522
C. Total Matching Funds	$ 24,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 72,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If we do not receive full funding, we will be forced to reduce the number of workshops offered to vulnerable youth at no-cost.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: September 1 2018 To: June 1 2019

Project or program location: Schools located within School District 61

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
August 1	Register classes and schools for program participation
September 1	Select contract staff to deliver workshops and recruit volunteers;
October 1	Begin delivering workshops
June 1	Complete final workshops; conduct program evaluation

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours required: 400

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☑ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other: We will bring stories produced by youth to read at the beginning of council meetings

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Sean Rodman
Name

January 31, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Synergy Sustainability Institute

Mailing Address: #415- 620 View Street

Contact Person: Jill Doucette Email: jill@synergyenterprises.ca

Telephone: 7782658053 Website:

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: N/A

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0060893

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number:

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Synergy Sustainability Institute (SSI) exists to catalyze the green economy on Vancouver Island-- building a local economy that supports new jobs, while combating climate change.
We achieve this through a number of programs working directly with businesses to reduce their environmental impact, consumer education & engagement, incubation & acceleration, and conducting research that supports the development of a green economy.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

SSI is has been active in the community since 2012. SSI currently operates three main projects, which are the Vancouver Island Green Business Certification (VIGBC), EcoStar Awards, and Earth Day Power Hour. VIGBC has approximately 100 member businesses throughout the Greater Victoria area. The annual EcoStar Awards has recognized and celebrated nearly 80 green businesses in the past three years and our inaugural Earth Day Power Hour had over 500 local participants.
Provides a hub for green

How many paid staff at organization? Full Time: 2 Part Time: 4

How many volunteer staff at organization? 35 Total volunteer hours: 350

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? 130000

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Business Fees-Green Certification	50,000.00	VIGBC Program (social enterprise)
Silent Auction and Events	15,000.00	Administration, Overhead & Program Operational Costs
Grants from Vancity, Coastal Community Credit Union and other local banks	25,000.00	VIGBC, PowerHour & FED Programs
Corporate Program Sponsorships (Patagonia, MEC, other values-aligned busine	40,000.00	Outreach, education, community engagement , program operations
Total Funding Sources	$ 130,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Education & Training	Community Engagement (number of participants), Entrepreneurship Training (number of sessions & atten
Employment Opportunities	Number of Jobs Created, Number of New Venture/Enterprise Opportunities Identified, New Collaboration
Divert Waste From the Landfill	Total Weight of Waste Diverted (Kg/Tonnes)
Mitigate Climate Change	Total tCO2e Mitigated (from diverted waste),Approximate tCO2e Reductions (transporting waste)

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Circular Economy Lab

Who is your target audience? Creatives, industry, waste management co's, persons with employment barriers

Brief description of the project or program and why the grant is needed. (1250 characters)

As most recycling is shipped off-island for processing, the emissions and costs associated with this are high, and China is restricting recycling imports.
There is a wrath of research on developing circular economy solutions. What our community needs is a concerted efforts towards building a circular economy-- one that creates new partnerships & venture opportunities that can scale and provide new employment opportunities.
The Circular Economy Project will use the "Social Lab" Model to bring together local industries, academia, local government, social enterprise and the creative/entrepreneurial sector.
We will inventory waste recycling streams in the south island, and facilitate Social Labs to determine opportunities to turn waste streams into value-added products, facilitate new connections, and identify new social enterprise opportunities.
This phase will conclude with "materials testing" to test the creation of new waste→ resource products.
SSI has strong community connections and in 2015 ran a successful upcycling social enterprise incubator. Circular economy projects in other cities have been successful with a lead organization that developed partnership across sectors to drive change.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- [x] Engage and Empower the Community (3.22)
- [x] Create Prosperity through Economic Development (3.00)
- [x] Facilitate Social Inclusion and Community Wellness (3.67)
- [ ] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- [ ] Engage and Empower the Community (3.22)
- [x] Create Prosperity through Economic Development (3.00)
- [ ] Facilitate Social Inclusion and Community Wellness (3.67)
- [ ] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Our goal is to create new jobs while reducing waste and mitigating climate change.
This local economic opportunity was identified in a 2015 report by Community Social Planning Council. This Report found that, "efforts directed at creating a more circular economy are expected to have a lasting positive impact on the regional labour market. A circular economy supports the development of diverse occupations: low-skilled, entry-level jobs for persons with barriers to employment that are typically labour-oriented as well as mid-level skilled positions in social innovation, technology and industrial change." (pg. 44)
We will put this opportunity into action by:
-Identifying upcycling opportunities (release statistics)
-Facilitating connections between creating & industrial sectors (new partnerships)
-Incubating new ventures (education & training)
-Convening stakeholders around a shared vision (universities, chamber, BIA, etc)
The circular economy model is a growing international movement. We can work with leading organizations (National Zero Waste Council, The Natural Step, Canadian Stewardship Services Alliance, and PAC Packaging Consortium, Ellen MacArthur Foundation) to advance our region.

How many will benefit from the project or program? 450-600

What percentage of Greater Victoria residents benefit from this project or program? 1-2 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $10,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Project Manager	14,000	560 hours @ $25/hour
Project Coordinator	15,000	750 hours @ $20/hour
Venue & Catering	2,000.00	Social Lab events (3 @ $750 each)
Printing & Marketing	4,000.00	Simple Website, Brand ID, Print
A. Total Project or Program Expenses	35,000	
Administration		
Bookkeeping	1,500.00	in kind Grant Thornton
General Administration	1,500.00	event bookings, a/p, general admin
B. Total Administrative Expenses	$ 3,000.00	
Total Expenses (A+B)	38,000	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	7.9%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Canada Jobs Grant	15,000.00	Pending		18009355555
A. Total Government Funding	$ 15,000.00			
Corporate Sponsorships				
Vancity	7500	Pending	Elyse Kuwert	250.995.7647
Emterra	3,000.00	Pending	Jason Adams	250.381.6007
B. Total Corporate Sponsorships	$ 8,500.00			
Matching Funds				
City of Victoria	10,000	Pending	Natalie Goulet	
C. Total Matching Funds	10,000			
In-Kind Contributions				
Inn at Laurel Point	1,000.00	Confirmed		
Oughtred Coffee and Tea	500.00	Confirmed	Jon Oughted	1 250 384 7444 ext. 25
Metropol	1,500.00	Confirmed	Simon	(250) 382-2695
D. Total In-Kind Contributions	$ 3,000.00			
Waived Fees and Charges				
Grant Thorton	1,500.00	Confirmed	Kira Rochefort	Kira.Rochefort@ca.gt.com
E. Total Waived Fees and Charges	$ 1,500.00			
Total Funding Sources (A+B+C+D+E)	38,000			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If we do not receive full funding, the Program will be postponed. We will continue to develop partnerships, and seek out other sources of funding to achieve our vision of a vibrant circular economy in the region.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1st, 2018 To: June 30th, 2019

Project or program location: Victoria, BC

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
June 30th-Sept 30th, 2018	Create Waste to Resource Opportunity Inventory
October 31st	Host Circular Economy Forum (Launch Event)
Sept 30th- Dec 31st, 2018	Facilitate Waste to Resource partnerships. Work to identify 10 high-impact.
Jan 15th- April 15th, 201	Circular Economy Labs Runs (3 total)
April 30th, 2019	Labs Wrap Up, Collect findings & data on objectives
April 30th- July 30th, 20	Testing new materials with partners (universities/adv. manufacturing)
July 15th, 2019	Final Report Released

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 65 Total volunteer hours required: 650

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: Press Releases

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director

Position

Jill Doucette

Name

Jan 31, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: The Mustard Seed Street Church

Mailing Address: 625 Queens Ave. Victoria, BC V8T 1L9

Contact Person: Tiffany Budhyanto Email: tiffany@mustardseed.ca

Telephone: 250.953.1591 Website: http://www.mustardseed.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☑ No Society Registration Number: _____

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 11924 6213 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The Mustard Seed's vision is to build community and maintain relationships by providing essential and transformative services to those in need. Since 1975, our organization has been an integral part in fighting hunger, poverty, and marginalization to thousands of people struggling in the Greater Victoria region.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

We are a community offering a continuum of care that operates: The Hospitality Centre for relationship building and advocacy; Vancouver Island's largest food bank, which serves over 5000 people a month; The Family Centre, which supports and empowers families; and The Hope Farm Healing Centre, an addictions recovery program in Duncan.

How many paid staff at organization? Full Time: 36 Part Time: 5

How many volunteer staff at organization? 50 daily Total volunteer hours: 40000

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 3,590,357.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Donations	2,324,375.00	Area of greatest need
Grants	395,367.00	Area of greatest need
Hope Farm	209,242.00	Hope Farm
Bequests	44,433.00	Area of greatest need
Miscellaneous	22,971.00	Area of greatest need
Investments	935.00	Area of greatest need
Total Funding Sources	$ 2,997,323.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Enhance the Beyond the Streets experience	Through qualitative written or in-person feedback from participants and through measurement
	of referrals from Beyond The Streets into formal case management
Increase number of participants in our Hospitality Centre program	Measuring number of community members who engage in our programs and events
Participation in the Cafe Shack program	Measuring number of volunteers who participate in the program, and take the barista training program

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Hospitality Centre

Who is your target audience? The homeless and the working poor

Brief description of the project or program and why the grant is needed. (1250 characters)

Hospitality Centre provides a welcome environment to anyone seeking help. We serve over 3000 hot meals and 9000 cups of coffee a month, and provide access to a free clothing boutique. Understanding that food and clothing alone are not a solution to the deeper causes of poverty, we also facilitate opportunities to form relationships, receive spiritual care, access crisis intervention and empower self-help. Therefore, we provide free case management to individuals working towards healthy and meaningful goals. These services enhance the quality of life for the homeless and working poor.

This grant is needed to fund two new projects of the Hospitality Centre. The first project is Beyond the Streets / Adventure is a Given, which is an opportunity for our community members to connect with nature and engage in conversation with our staff, thus acting as informal case management. The grant would go toward staffing, supplies, transportation, equipment and foodstuffs. The second project would be a drop-in coffee social program called "Cafe Shack". The money would be used towards development of the space and purchase of coffee machines. We would have a barista training program that could eventually lead to jobs for our community members.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The City of Victoria has been making substantial efforts to end chronic homelessness and to enhance the quality of life for the marginalized. The Hospitality Centre aligns with these objectives in that it aims to help break the cycle of poverty for the homeless and working poor by providing transformative care, in addition to providing essential services that enhance their quality of life. Both the Beyond the Streets program and Cafe Shack are new and creative approaches to facilitating wellness and belonging to the individual. By providing a warm cup of coffee, nourishment, conversations with staff, and several other social programs, the Centre facilitates social inclusion by welcoming all people and integrating them into the community, regardless of factors like income or addictions issues they may have faced in the past. The Centre also promotes community wellness by providing essential services, such as free haircuts and clothing, and case management. These are particularly critical services to provide to the working poor and homeless as they often cannot afford to pay for such services.

How many will benefit from the project or program? 1400

What percentage of Greater Victoria residents benefit from this project or program? 0.4 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $10,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Cafe Shack coffee machines	2,500.00	
Cafe Shack development of space for training program	2,500.00	
Beyond the Streets program	4,000.00	Supplies, transportation, equipment and foodstuffs.
A. Total Project or Program Expenses	$ 9,000.00	
Administration		
Personnel	1,000.00	Staffing costs for the Beyond the Streets program
B. Total Administrative Expenses	$ 1,000.00	
Total Expenses (A+B)	$ 10,000.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	10.00%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Plan Grant	10,000.00	Pending		
A. Total Government Funding	$ 10,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 10,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If we do not receive full funding, we will not be able to run both the Beyond the Streets program and the Cafe Shack program. We may attempt to fundraise money in order to run at least one of these programs.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: March 2018 To: March 2019

Project or program location: 625 Queens Avenue

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
August 2018	Complete Beyond the Streets - Adventure is a Given program.
March ~~October~~ 2019	Complete Cafe Shack renovation and development of barista training program.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 270 Total volunteer hours required: 14375

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Bruce Curtiss
Name

January 30, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: The Victoria Youth Empowerment Society (YES)

Mailing Address: 533 Yates Street, Victoria, B.C. V8W 1K7

Contact Person: Pat Griffin Email: pat.griffin@vyes.ca

Telephone: 250-383-3514 Website: www.vyes.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S29717

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 135848950RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Our mission is 2-fold;1st-to assist youth to remove themselves from the high-risk environment of the street & make the transition to healthier & more constructive life situations.2nd-to help youth/families make positive choices, which will prevent involvement in at-risk behaviour/connection w/the street scene. Our vision is to provide a continuum of care that empowers positive choices by multiple-barrier youth thru accessible, innovative, & proactive programs in partnership w/families/community.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since 1992, YES has supported 100's of youth/family members to transition into healthier life situations. YES offers: a safe place off the streets for at-risk/homeless youth, basic needs (shelter, food etc), support for youth aging out of care, life skills, residential detox, family counselling, an emergency shelter, street outreach downtown and counselling related to addictions, mental health, employment, housing, education, etc. In 2017, YES assisted over 2000 individual youth & 200 families

How many paid staff at organization? Full Time: 22 Part Time: 46

How many volunteer staff at organization? 25 Total volunteer hours: 2000

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 2,133,559.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Ministry of Children and Family	1,187,040.00	KEYS, Outreach, Life Skills, SIL, Alliance Club
Island Health	628,562.00	Specialized Youth Detox
Federal Grants	6,117.00	Summer Opportunities Program (SOP staff wages)
Municipal Grants	13,000.00	Youth Outreach Expenses
United Way	100,000.00	Alliance Club, Mental Health, Housing
Donations/membership/fundraisingMisc	71,220.00	Program and General Expenses
Grants (Newmans/Coast Capital)	35,499.00	Program and General Expesnes
Rental Income	92,121.00	Program and General Expesnes
Total Funding Sources	$ 2,133,559.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Crisis intervention/make youth aware/connect to services in a timely manner	#of outreach contacts& referral/connections to services-health/school/lifeskills/families/employment
Help w/immediate basic needs/secure emerg shelter/provide transportation	# assisted re: meals/laundry/clothing etc - #connected to emergency shelter
Provide opportunities to access social/recreational & cultural activities	# connected to community recreation/social programs
Improve ease of access to health services/provide harm reduction services	#connected to primary/mental health & addictions services Attendance at Harm/risk reduction sessions
To asist youth to obtain safe, appropriate housing	#connected to housing/transitional plans & return home. Participation in youth housing initiatives
Partner w/MYST officer, local police & other agencies re: high risk youth	Monthly reconnect meetings, regular debriefing w/MYST office, coordination of missing youth system

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: The Youth Services Outreach Team (YSOT)

Who is your target audience? High risk and marginalized youth

Brief description of the project or program and why the grant is needed. (1250 characters)

YSOT consists of 3 workers providing outreach services, in Victoria, for youth struggling w/multiple barriers. YSOT is a connection point for youth/families/social workers/community agencies/teachers & police. Services provided include: outreach on downtown streets/support in transitioning to independence/aid in securing safe housing/help to access health services/support for youth's educational/employment needs/linkage to mental health/substance use services & avenues to connect w/the broader community & recreational/leisure activities. Many youth who access downtown avoid govt agencies/health services & other care providers. Health Surveys (McCreary Centre) point out that street involved youth have; 'substantially higher levels of emotional distress/higher concern regarding appropriate housing/alcohol & drug use/mental health issues/family problems/turmoil re:sexual orientation/school problems & unemployment'. At present the only dedicated youth workers that regularly provide outreach in downtown Victoria is YSOT. This grant ensures that YSOT continues to provide outreach downtown forming relationships that will empower youth to make positive choices/participate in healthy activities & connect to appropriate services.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

ACCESSIBLE HEALTH Last year.-YSOT made 266 primary health-288 mental health/addiction referrals/connections. YES gives sessions on risk reduction/anxiety/depression for over 200 youth. Staff is trained in the administration of Naloxone/Suboxone. ENHANCED QUALITY OF LIFE-YSOT w/other YES programs offers: basic needs for over 800 youth/assisted 150 w/life skills /125 w/employment prep/100 were connected to school & provided funds for work/interview clothing/basic furnishings. YSOT helped start an Outlet Group for youth who identify as LGBTQ, a community kitchen & garden & Outings Group for access to art therapy/yoga/social/cultural activities. VICTORIA/CLOSER TO ENDING HOMLESSNESS. YSOT outreach/transportation & counselling is a starting point to address homelessness. YSOT assisted 157 youth to connect to housing/60 youth to transition to independence & 75 were mediated/reunified back to the family. YES is collaborating on 2 housing initiatives w/the Coalition & Anomura. ACCESSIBLE SPORTS/FITNESS BY CHILDREN/ADULTS–a Healthy Support Fund assists youth w/passes to recreational activities including Crystal Pool. A Down to Earth Group has been formed to provide access to paddle sports/kick boxing/rock climbing/hiking/fishing

How many will benefit from the project or program? 450

What percentage of Greater Victoria residents benefit from this project or program? 95 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 13,000.00

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Staff Wages/Benefits	153,900.00	
Utilities Expense	200.00	
Telephone/Cellular/Fax/ Internet/ Expenses	1,950.00	
Equipment	250.00	
Repair and Maintenance	1,750.00	
Office Supplies/ Postage/ Service Contract / Lease Expenses	380.00	
Parking/Mileage Expenses	13,000.00	
Program Supplies	4,500.00	
Miscellaneous/Staff Training	500.00	
A. Total Project or Program Expenses	$ 176,430.00	
Administration		
Administration	10,000.00	
Insurance Expense	1,300.00	
Professional Fees Expense	500.00	
Accreditation Expense	250.00	
Membership/Dues Expesnes	50.00	
Rent	8,200.00	
B. Total Administrative Expenses	$ 20,300.00	
Total Expenses (A+B)	$ 196,730.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	10.32%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Ministry of Children and Family	184,000.00	Confirmed	Suman Singh	250-952-6062
A. Total Government Funding	$ 184,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 184,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

YSOT will reduce outreach downtown & the partnership w/VicPD & Pacifica for youth in parks. Outreach enables YSOT to check in w/youth who may not access services & is a vital piece to ensure youth get the support they need. We advocated w/MCFD to include the downtown in their regional plan, in part because YSOT was supported by funding from the City. YSOT is committed to regularly providing outreach downtown & a cut could result in less youth accessing services & breaking the homelessness cycle.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: present To: ongoing

Project or program location: Office location : 533 Yates Street, Victoria B.C.

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
March 2018	CARF accreditation survey of program
March 2018	Initiate an Anxiety Group for youth who have identified anxiety as a key barrier
Ongoing	Continue to explore options w/ adult services for youth that are currently accessing their services
Ongoing	Continue to explore service & programming options for young adults aged 20-25
Ongoing	Continue to regularly provide outreach in the downtown core and "youth hangouts" throughout Victoria
Ongoing	Youth participation in Community Kitchen/Garden, Down to Earth & Healthy Support Funds & services

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 7 Total volunteer hours required: 140

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Patrick Griffin
Name

January 23 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Theatre SKAM Association

Mailing Address: Box 8563, Victoria BC, V8W 3S2

Contact Person: Matthew Payne Email: matthew@skam.ca

Telephone: 250-386-7526 Website: skam.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: 0671037

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 86848 4627 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Mandate: Founded in 1995, Theatre SKAM's mandate is to create a living, contemporary, professional theatre; to provide varied and provocative theatrical entertainment for audiences in Victoria and on tour; and to employ emerging theatre artists.

Mission: Known for our sense of fun, SKAM was formed in 1995 with a mission to create theatre that was innovative and entertaining, and above all - never boring.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since 1995 SKAM has served communities in Victoria and on tour. We attract audiences that crave innovative experiences in unique environments, presenting performances that introduce new viewpoints. We provide new artists with a professional experience, often times their first such experience. We nurture creativity and seek to provide platforms and mentorship for the growth of a diverse array of Victoria talent- including youth and children.
Theatre SKAM tours frequently, often abroad.

How many paid staff at organization? Full Time: _____ Part Time: 4

How many volunteer staff at organization? 35 Total volunteer hours: 500

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 384,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Canada Council, Core Funding	18,000.00	General operations
BC Arts Council	20,000.00	General operations
CRD Operating	38,000.00	General operations
Public Revenue Foundations and Projects	212,000.00	Annual Festival, Venue costs, Projects
Earned revenue (box office and classes)	96,000.00	Annual Festival, Venue costs, Projects, General operations
Total Funding Sources	$ 384,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Secure funding to employ five emerging artists	Count number of employees
Create 6 new professional short works	Count number of works artists were able to create
Reach new audiences	Improve data tracking to measure new audience
Double the audience from 2017	Continue audience tracking methods
Target new neighbourhood venues	Work with city staff to select appropriate locations, count new sites

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Pop Up Victoria Live Theatre Series

Who is your target audience? Residents and Visitors, notably families

Brief description of the project or program and why the grant is needed. (1250 characters)

Theatre SKAM has constructed a Pop Up Theatre - a micro theatre venue on the back of a pickup truck. The space is 7' x 10'. Audience and actors enter the theatre, and a short professional performance runs. Close quarters provide an intimate opportunity to introduce residents and visitors to high-quality theatre in an unlikely venue.

The proposed "Pop Up Victoria Live Theatre Series" enables SKAM to tour Victoria's parks and public spaces through the summer, offering a diverse range of ten-minute shows for all-ages audiences.

This grant enables programming the shows, planning the logistics, and seeking community partners (the City, community, and business associations) to host the Pop Up Theatre in unexpected places around the municipality. The Series raises the profile of artists, performers and professional theatre across the municipality and animates the landscape in a unique way.

SKAM has a proven track record, a strong reputation within the arts community, and a desire to seek out performers representing different cultures and backgrounds, including those from local First Nations communities.

The Pop Up Series is based on an established format proven at festivals and events. 2018 doubles our audience targets from 2017.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☑ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The project will:

- Invigorate public spaces: we host performances in neighborhoods and in the downtown business district. The mobility of the venue itself enables us to maximize the range of venues and target specific audiences where residents live, work and play. We collaborate with city staff to target locations in desired areas: Harbour Pathway, Centennial Square, Inner Harbour

- Offer inclusive access to arts activities: The Pop-Up enchants and surprises residents and visitors. Seeing a short live performance in a micro theatre breaks down barriers to enjoying arts and cultural events and leaves audiences with an increased sense of belonging and wellbeing. There are no dress codes or service fees - and with the intimate size of the theatre, all audience members are considered equal.

We meet new attendees who are enthralled with the show, and are delighted when we explained that it is their tax dollars that contributed to the fact that we're presenting professional work in community parks by donation. The Series builds on previous endeavours and improves the City's reputation as a vibrant and attractive place to invest in.

The project is beyond our regular work and a direct response to the strategic priorities of the city.

How many will benefit from the project or program? 12,480

What percentage of Greater Victoria residents benefit from this project or program? 16 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $23,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Director/ Coordinator fee	4,875.00	
Four performers	19,500.00	
Technician	4,875.00	
Materials: Scenery, Costumes, Props	500.00	
Venue Costs	3,250.00	
Fuel	300.00	
A. Total Project or Program Expenses	$ 33,300.00	
Administration		
Operations Coordinator	2,520.00	
Permit costs	400.00	
Office supplies	250.00	
B. Total Administrative Expenses	$ 3,170.00	
Total Expenses (A+B)	$ 36,470.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	8.69%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Operating funding- federal, provincial	3,000.00			
Strategic Plan Grant	23,000.00			
BC Gaming Grants	3,595.00			
A. Total Government Funding	$ 29,595.00			
Corporate Sponsorships				
Earned revenue: fundraising	2,000.00			
Canada Summer Jobs	4,875.00			
B. Total Corporate Sponsorships	$ 6,875.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 36,470.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Our proposed budget includes graduating university students, receiving professional mentorship and support.

The proposed schedule (6 days x 13 weeks x 16 shows x 10 viewers) offers a chance to build momentum. We aim to be responsive to community requests and emerging partnerships within the City.

Though scalable, the project provides meaningful employment for 5 emerging professionals (important to Theatre SKAM). Full funding would enable us to achieve this objective.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: April 30, 2018 To: Sept 2, 2018

Project or program location: Various parks, parking lots, festivals and farmer's markets in the City of Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
April 30, 2018	Finalize programming and casting
April 30, 2018	First rehearsals begin
May 14, 2018	Shows begin
September 2, 2018	Shows conclude

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 40

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other: Preshow speeches

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Artistic Producer
Position

Matthew Payne
Name

Janaury 31, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Threshold Housing Society

Mailing Address: 1524 Fort Street, Victoria, BC, V8S 5J2

Contact Person: Jody Yurkowsky Pace Email: jody.yp@thresholdhousing.ca

Telephone: 250-383-8830 Website: www.thresholdhousing.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-26033

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: BN-876673369RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Mission: Threshold Housing helps at-risk youth attain self-reliance through long-term supportive transitional housing.

Mandate: To provide a program that offers youth the stability they need for school completion, work training, and employment. To augment the experience of being safely housed, Threshold provides innovative foundation skills programming and case planning to connect youth with community resources to assist them in achieving their goals, thus breaking the homelessness cycle.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Threshold Housing Society has been operating in the City of Victoria since 1992. In that time, THS has served roughly 475 at-risk youth. THS provides wrap-around services to youth at risk of homelessness and works on individualized case plans with them to get at the root of the issue that is putting them at risk and offering supports in an attempt to break the cycle of homelessness and poverty. In 2017, we received 124 referrals.

How many paid staff at organization? Full Time: 10 Part Time: 3

How many volunteer staff at organization? ~10 Total volunteer hours: ~750

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 1,012,300.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Government Funding	296,300.00	Housing, programming, rent supplement
Grant Revenue	230,000.00	Program dependent staffing and program costs
Donations and Fundraising	150,000.00	Housing, maintenance, administration
Housing	142,000.00	Housing maintenance and management
Investment/Other	28,140.00	insurance, property management, fees
Total Funding Sources	$ 846,440.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Increase support and connection to youth waiting to be housed	youth remain connected to THS and are subsequently housed
Enhance relationship and resources available to youth pre-admission	youth engage in case planning process and are linked to THS prior to being housed
Streamline intake process for youth seeking housing	timeline from application to acceptance reduced
Social isolation reduced for youth awaiting admission	youth engage in THS programming prior to admission
Staff efficiencies created allowing for more outreach activities	increased staff connection to youth in community and partner resources
Clear delineation between onboarding youth and outreach activities	more efficient intake process and enhanced knowledge of youth requiring services prior to admission

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Waitlist support for homeless youth

Who is your target audience? youth (aged 16-22) who are homeless or at risk of homelessness who cannot be immediately housed

Brief description of the project or program and why the grant is needed. (1250 characters)

Threshold Housing Society receives 120-150 applications for housing each year from youth who are homeless or at risk of homelessness. In an effort to best support these applicants, they are vetted immediately upon application regardless of space availability. This is done so that if they are not deemed to be a fit for the program they know as soon as possible and can continue to search for other options. We know there are few other options, yet staffing pressures limit what THS can do to support these youth.Those who ARE accepted may still face long waits until the next available spot opens and will have to "make do" until then. In many cases, when a spot does finally become available, we can no longer locate the applicant or they have found some sort of precarious or unsafe housing situation and decline the space. They often reemerge months later, but then the spot has been filled...
This project would allow for a 0.5FTE outreach position to support waitlisted applicants and engage in a more complete referral process for youth who are declined. This position would engage in case management, collaborate with other service providers, and support youth to participate in programming alongside housed THS youth thus reducing isolation.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

With little work experience and almost no credibility in the eyes of a landlord, it is almost impossible for young people to find a safe place to live. THS is constantly at capacity. Homeless youth often isolate to stay safe - and invisible. Providing youth who are still homeless support and connection while they wait for housing spots can greatly improve their quality of life and reduce social exclusion. Keeping vulnerable youth close to supports and providing mentorship at their most vulnerable time may make the difference between breaking away from homelessness or becoming further entrenched. Research demonstrates that 39% of homeless adults became homeless for the first time before the age of 18. The risk of chronic homelessness increases in concert with the length of each episode of homelessness and the perceived presence or lack thereof of supports. Furthermore, at-risk youth are more likely to change their life circumstances when there is at least one "anchor adult" in their life who supports them and believes in their resiliency. Getting youth off the street early is one more step towards stemming chronic homelessness and encouraging active civic engagement.

How many will benefit from the project or program? ~120 youth/year

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 34422.08

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
0.5 FTE outreach waitlist support worker 20hr/w @ $21.81 plus merc	34,651.20	
youth development workshops	7,500.00	first aid, WHMIS, FoodSafe, financial literacy, food literacy, etc ($125/youth, 5 youth/month)
youth engagement expenses	1,000.00	meeting youth in community settings (200 meetings per year at $5.00) for youth waiting placement
Mileage	1,350.00	2500km per year / 2 staff (~10km/day, 20 days per month, $0.54km)
youth crisis fund	3,000.00	$250 per month for ID replacement, application fees, etc
food	3,600.00	$300 per month used at programming events for dinners, lunches
1 FTE Mental Health Navigator	52,430.88	partially funded by Childrens' Health Foundation for intake/assessment role
honoraria for workshop facilitators	1,200.00	$100 per month for specialist presenters in life skill areas
A. Total Project or Program Expenses	$ 104,732.08	
Administration		
office supplies	1,200.00	$100 x 12
office space	10,710.00	25% of office space at Fort St dedicated to programming, staff space and youth consult
computer	700.00	laptop
phone and subscription	1,080.00	$90/month x 12
IT support	6,000.00	$500/month for server upkeep, IT support and data management software
B. Total Administrative Expenses	$ 19,690.00	
Total Expenses (A+B)	$ 124,422.08	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	15.83%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Civil Forfeiture	25,000.00	Pending	CFOGrants@gov.bc.ca	CFOGrants@gov.bc.ca
A. Total Government Funding	$ 25,000.00			
Corporate Sponsorships				
Home Depot Orange Door Project	25,000.00	Confirmed	Gail Bradley	416 609 0852
Children's Health Foundation	40,000.00	Confirmed	Bronwyn Dunbar	250-519-6921
B. Total Corporate Sponsorships	$ 65,000.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 90,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

The level of intensive intervention can be scaled down if partial funding is not achieved, however, staffing at current levels cannot facilitate outreach, support for housed youth and intake at the same time. This would mean that youth are accepted into the program are unable to be engaged in an outreach capacity until a space is available. Effectively they remain homeless and THS cannot provide support other than referral to them until a housing space becomes available.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: June 30, 2019

Project or program location: Throughout the city and in our main office at 1524 Fort Street

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
June 2018	Recruit and identify 0.5FTE outreach worker in competition for hire July 1
July 1/18 -June 30/19	Half time outreach staff works with Navigator to reach waitlisted youth
August 1 -onwards	Youth who would benefit from case management prior to admission are identified
August 1 - onwards	Youth are engaged in current Foundations programming
August 1 - onwards	Linkages to other services made for youth awaiting placement to alleviate situation
August 1- onwards	Half-time staff work with Navigator to create efficiencies in intake process
June 2019	Retention statistics for youth waitlisted with outreach compared to previous year with no outreach

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 1000

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	Interim Executive Director
Signature	Position
Jody Yurkowsky Pace	January 31, 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Tides Canada Initiatives Society - The Existence Project

Mailing Address: 3530 Lorraine Road

Contact Person: Marko Curuvija Email: Marko@theexistenceproject.ca

Telephone: 250-813-1434 Website: www.theexistenceproject.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-26747

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 13056 0188 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

MISSION A community connected through creativity
MANDATE A. To collaborate with organizations and individuals across the socio-economic spectrum of our community B. To deliver a public creative forum that engages whole communities through personal narratives and collaborative dialogue C. To create and share community generated artistic content with a direct focus on dispelling harmful stigma and overcoming its impact The Existence Project is a project of Tides Canada's shared platform.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

After just one year of piloting under a small government grant this project has received resounding support from all levels of the community. In this short time we have amassed over 35 pieces of impactful community generated content and incorporated over 60 participants (service clients, artists, students, business owners, politicians etc.), 4 volunteers, and 3+ service organizations toward our common goal.

How many paid staff at organization? Full Time: 2 Part Time: _____

How many volunteer staff at organization? 3 Total volunteer hours: 100

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 107,880.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☑ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Employment Social Development Canada	25,000.00	Salary Funding
Anawim House	8,000.00	Office Space, Workshop Space, Creative Supplies
Small corporate donations	1,500.00	Participant Honorariums
Individual Donations	2,000.00	Creative supplies, transport, meeting fees
Fundraising Events	4,500.00	Website Development, Administration Training
PLEASE NOTE	0.00	This represents 2017 income. We are projecting this year's budget to be approx. $107,880
Total Funding Sources	$ 41,000.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
80 + service organization clients participating in the forum	Evaluation, testimonial sheets and tracking form
20 + students, artists and engaged citizens participating in the forum	Evaluation, testimonial sheets and tracking form
Launch and maintain our website content stream	Completion, Ongoing
100 pieces of community generated content produced	Content Tracking Sheet
Over 1000 individuals engaged online	Social media and website analytics
Ongoing collaboration with 8+ service organizations	Organization tracking sheet, feedback form
Ongoing collaboration with 2 media organizations	Organization tracking sheet, feedback form

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: The Existence Project

Who is your target audience? Communities experiencing poverty/marginalization,engaged citizens,artists,students,service providers

Brief description of the project or program and why the grant is needed. (1250 characters)

A collaborative storytelling forum connecting communities across the socio-economic spectrum. Each forum is run in partnership with a host service organization that provides space and professional support in case of a crisis. Every forum is themed by a relevant storyteller and immerses 6+ clients of the host service provider, a student, engaged citizen and professional artist in communal dialogue. Participants then produce an associated creative reflection to be shared online and through print.

We've established a proven method for meeting the objectives of the 2018 Strategic Plan Grant mandate over the course of our year long pilot that will most efficiently and effectively utilize funding if received. We can demonstrate this through evaluation forms and testimonials of 70+ participants (available upon request). Our primary partner organization, Anawim House wrote: "This partnership has long-term viability for our organization, clients and community as a whole". The Existence Project has strong success indicators with a replicable model that fosters social inclusivity and community wellness alongside existing organizations in Greater Victoria, however additional time and resources are needed to achieve the impact we envision.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Social inclusion can be interpreted as: "the process of improving the ability, opportunity, and dignity of people, disadvantaged on the basis of their identity, to take part in society" (World Bank, 2013).

We facilitate social inclusion by creating a meaningful space for marginalized populations to engage with a wider community. Victoria lacks functional space for people experiencing marginalization to safely and consistently relate their experience in a public community forum. We work with established service providers and community members to fill that void. Typical misconceptions of what causes poverty and reinforces marginalization are deconstructed by interacting with storytellers in a facilitated setting, bridging social barriers that hide the commonality of our experiences. Likewise, mental illness and addiction prominently affect individuals across the socio-economic spectrum of Victoria (Vital Signs, p 17. 2017). By publishing the creative reflections that collaborative dialogue produces we transpose learnings from within The Existence Project into the public sphere, effectively building community wellness through dispelling harmful social stigma and overcoming its impact in the process.

How many will benefit from the project or program? Direct 250 Indirect 4000

What percentage of Greater Victoria residents benefit from this project or program? 1.15 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $35000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Project Coordinator Salary	36,000.00	Responsible for program coordination, facilitation, volunteer coordination, public outreach
Creative Director Salary	36,000.00	Responsible for website development, creative content management, social media planning
Forum Space	5,000.00	
Participant and Storyteller Honorariums	2,640.00	10$ for clients, 50$ for storytellers per forum
Website Development	5,000.00	
Creative Supplies	2,500.00	Prints, story boxes, markers etc
Photography Expenses	1,200.00	Film, at discount by a professional photographer
Adobe Acrobat & Photoshop Subscription	240.00	
A. Total Project or Program Expenses	$ 88,580.00	
Administration		
Tides Canada overhead allocation	9,188.00	HR, governance, grants and financial management
Operational Costs	900.00	
Office Space	5,000.00	
Travel	1,000.00	
Volunteer Appreciation	1,000.00	
Fundraising Costs	1,300.00	
Transport	1,000.00	
B. Total Administrative Expenses	$ 19,388.00	
Total Expenses (A+B)	$ 107,968.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	17.96%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria 2018 Strategic Plan Grant	35,000.00	Pending		
BC Arts Council - Arts Based Community Development	10,000.00	Pending	Nicole Neidhardt	778-679-4549
CRD Project Arts Grant	10,000.00	Pending	Vincent Lam	250-360-3215
A. Total Government Funding	$ 55,000.00			
Corporate Sponsorships				
Catherine Donnelly Foundation	25,000.00	Pending	Anne Mark	416-461-2996 EXT 204
Van City Community Fund	10,000.00	Pending	Sienna Gilbert	250 995 7553
B. Total Corporate Sponsorships	$ 35,000.00			
Matching Funds				
Individual Donor (requested anonymity)	1,880.00	Confirmed		
C. Total Matching Funds	$ 1,880.00			
In-Kind Contributions				
Anawim House	10,000.00	Confirmed	Terry Edison Browne	250-818-4290
Website Developer	5,000.00	Confirmed	Adam Farqarson	250-813-1414
Moon Under Water Brew Pub	1,000.00	Confirmed	Clay Potter	250-380-0706
D. Total In-Kind Contributions	$ 16,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 107,880.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

High impact, refined, quality programming is the focus of this project- aligning a strategic focus in what participants we choose to engage in the workshop with a powerful, reflective creative process. As such, partial funding will still enable us to run our innovative programming, however, our capacity (and inherently impact) will be limited towards fewer groups.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: June 30 2019

Project or program location: Anawim House. 973 Caledonia Avenue, Victoria British Columbia. Additional providers as we move forward.

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 1st, 2018	Cement first 'host' organizations for The Existence Project, run bi-weekly programming thereafter
July 1st, 2018	Website launched for online content delivery
September 1st, 2018	Second media partnership cemented
October 1st, 2018	Cement second 'host' organizations for The Existence Project run bi-weekly programming thereafter
January 15, 2019	Second media partnership cemented
June 1st, 2019	Synethize data from eval and feedback forms to optimize future programming
Ongoing	Expansion, maintenance and improvement of online platform
June 15th	Cement two additional host organizations for next wave of programming

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4+ Total volunteer hours required: 250+

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☑ Other: On 3 select podcast episodes

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Director, Shared Platform

Signature

Position

Allison Andrachuk

January 30, 2018

Name

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Together Against Poverty Society

Mailing Address: 302 - 895 Fort Street

Contact Person: Douglas King Email: ed@tapsbc.ca

Telephone: 250-361-3521 Website: www.tapsbc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-25333

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 140709858RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

TAPS Mission: To better the lives of persons living in poverty through legal advocacy and public legal education.

VTAG Mission: A tenant rights group run by and accountable to people who do not own their homes in Greater Victoria

Brief history and role in benefitting residents of Greater Victoria (500 characters)

TAPS is the only organization in Victoria providing free, face-to-face legal advocacy for people with income assistance, disability benefits, employment standards, and tenancy issues. We help over 5,000 people in Victoria each year. TAPS helps all types of people - from professionals who have just lost their jobs, to people who have seen their health decline from living on income assistance.

How many paid staff at organization? Full Time: 7 Part Time: 3

How many volunteer staff at organization? 25 Total volunteer hours: 100/wk

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 541,500.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Law Foundation of British Columbia	160,000.00	Core funding. Income assistance and disability legal advocacy
Province of B.C. (Gaming)	75,000.00	Core funding. Residential tenancy legal advocacy
United Way of Greater Victoria	70,000.00	Core funding. Employment standards legal advocacy
Central Regional District	65,000.00	Outreach legal advocacy (housing first)
Donations	75,000.00	General
Memberships	1,500.00	General
General Unassigned Grants	95,000.00	Unassigned
Total Funding Sources	$ 541,500.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Establish assigned roles for Steering Committee	The Steering Committee has its own establshed heirarchy
Day to Day Operations	The Steering Committee has assumed day to day operations
Commications Passed Over	The Steering Commitee is given control of website/social media
Stable Funding Plan Established	A plan for ongoing and stable funding is created

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Victoria Tenant Action Group (VTAG)

Who is your target audience? Tenants in Victoria, especially those at risk of displacement

Brief description of the project or program and why the grant is needed. (1250 characters)

In 2017 TAPS created the Victoria Tenant Action Group (VTAG), a peer driven community tenant support group which provides legal education, peer support, and systemic advocacy on behalf of vulnerable rentors in Victoria. Throughout the course of 2017 TAPS recruited volunteers to help run VTAG, held events to increase membership, and provided legal education for the members of VTAG. TAPS also helped established guiding principles for the group, a Steering Committee to help operate the group, and held strategic plannings so the group could establish what kinds of support and advocacy it wanted to work on. In the course of establishing this entity it became clear to us that VTAG would be stronger if it was not just a peer driven group, but a peer run group, which can be an independent community organization operated by VTAG members, and able to grow outside of the boundaries of TAPS.

We are applying for this funding so that we can continue the VTAG project in 2018, and implement a plan to pass over control and operations of VTAG to the VTAG community members, once they have been adequately trained and supported. The funding would also establish a greater advocacy presence and voice for VTAG.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

This project will support the City's Strategic Plan by empowering neighbour residents and renters across Victoria to lead and implement a project with the potential for significant impact on housing affordabilty and renters rights, which are critically important in the midst of the current housing crisis. The advocacy of VTAG will also help to maintain, and potentially increase the range of affordable housing stock in Victoria, as VTAG establishes a social and political voice advocating for low-income renters. VTAG has also identified ways that it can provide peer support to vulnerable renters, such as attending move-in/out inspections, facilitating the return of damage deposits, and rallying on behalf of buildings who are facing renoviction and rent increases. We believe these are all initiatives that the City of Victoria would support and services it would ultimately provide if it had the resources to do so.

How many will benefit from the project or program? 50,000

What percentage of Greater Victoria residents benefit from this project or program? 60 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $12,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Staff wages and benefits	21,112.00	Staff 2 days/wk
Food and Honoraria	1,500.00	20-24 meetings/yr
Materials and Office Supplies	1,500.00	
Promotions/Graphics/Website	300.00	
A. Total Project or Program Expenses	$ 24,412.00	
Administration		
Meeting space, rent, internet and phone	1,200.00	
B. Total Administrative Expenses	$ 1,200.00	
Total Expenses (A+B)	$ 25,612.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	4.69%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding	$ 0.00			
Corporate Sponsorships				
Catherine Donnelly Foundation	10,000.00	Pending	Anne Mark	416-461-2996 x 204
B. Total Corporate Sponsorships	$ 10,000.00			
Matching Funds				
TAPS Donations	3,610.00	Confirmed		
C. Total Matching Funds	$ 3,610.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 13,610.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If we do not receive full funding we will have to try fundraising initiatives to get the amount of donations to cover the amount not offered. TAPS is typically able to round out our project grants with small amounts from donors, but to do so would have serious implications on our other programming.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: Mar 1, 2018 To: Mar 1, 2019

Project or program location: TAPS office and other community centres in Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Apr 1, 2018	Establish assigned roles and heirarchy
Aug 1, 2018	Handover Day to Day Operations
Nov 1, 2018	Commications Passed Over
Jan 1, 2019	Stable Funding Plan Established

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours required: 25/wk

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Douglas C. King
Name

January 31, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Vancouver Island Counselling Centre for Immigrants and Refugees Association

Mailing Address: 3939 St. Peter's Road. Victoria, B.C. V8P 2J9

Contact Person: Adrienne Carter Email: acarter@viccir.org

Telephone: 250-508-1710 Website: www.viccir.org

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☑ No Society Registration Number: S0065690

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Our mission is to provide professional, psychological counselling services to immigrants and refugees who suffer from trauma to the extent that their daily living is compromised and to assist in their integration into our multicultural community of Greater Victoria.
To provide ongoing training and counselling assistance to sponsorship groups, settlement workers, schools in the unique mental health needs of refugees.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

In 2015 Adrienne Carter returned to Victoria from years of mental health service abroad with Doctors Without Borders and Centre for Victims of Torture.
She proposed a project to assist Victoria's refugees and immigrants who experienced war trauma and torture, aware that mental health services were scarce for this population. The arrival of hundreds of Syrian refugees to the region increased the urgency.
Over 30 professional counsellors and interpreters stepped forward to offer their services.

How many paid staff at organization? Full Time: 0 Part Time: 0

How many volunteer staff at organization? 46 Total volunteer hours: 3640

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 214,220.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Interim Federal Health Program	9,600.00	All funds used to pay administrative overhead of %18,720 and
Donations	14,400.00	Administrative Assistant of $16,000 with the remainder
Client Payments	4,800.00	contributing to salaries of the clinician and interpreter
Honorarium	1,200.00	
Fund Raising - net	6,000.00	
Membership Fees (50 members)	500.00	
Total Funding Sources	$ 36,500.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Hire part time clinician to assist with trainings, supervision, counselling	Has the position fulfilled the need to serve in partnership with Director of Services?
Hire part time professional interpreter to coordinate group of interpreters	Has coordinator provided training and supervision to group of interpreters? How they benefited?
Hire part time Admin Assistant to coordinate clerical services & HR.	Has Admin Assistant been able to carry on all necessary clerical tasks for VICCIR?

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Vancouver Island Counselling Centre for Immigrants and Refugees. (VICCIR)

Who is your target audience? Refugees, immigrants, settlement organizations, sponsorship groups, schools within Greater Victoria.

Brief description of the project or program and why the grant is needed. (1250 characters)

• Grant is requested to create three part time paid positions.
(a) counsellor to assist Director of Services with training, community outreach and supervision.
(b) Coordinator of interpreters to provide training and supervision to the clinical interpreters.
(c) administrative assistant to carry all major clerical duties and coordinate the non-professional volunteers.
• Volunteers will still remain the backbone of the organization.
• We have a well qualified group of professional counsellors and interpreters who provide therapeutic services to our clients including children of all ages, teens, individual adults, couples and entire families. Various modes of therapy is being offered including individual, family and group therapies.
• Our clients come from all over the world, many are newly arrived refugees from Syria. They are referred by settlement agencies, sponsorship groups, schools, medical centres and self-referred.
• We provide training on refugee mental health issues, supervision and consultation to our own counsellors and to other professionals in the community. Better understanding of refugee issues helps in the integration into our communities.
• Our offices are located in a rented space within St. Peter's Church.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

• Offering trauma counselling to people who experienced the horrors of war will help them heal and increase their capacity to participate fully in their lives and integrate into our communities.
• VICCIR offers a team of dedicated mental health specialists with expertise working with highly traumatized people.
• Consultation with schools revealed that youth refugees often miss school, children become aggressive towards their peers or isolate themselves. Several of them expressed suicidal ideations.
• Settlement agencies report that some work places find that their new refugee employees are sometimes unable to manage basic tasks.
• We know that people who suffer from unresolved trauma become more vulnerable to social isolation, depression, anxiety, aggressive behaviors, suicidal ideations and reduced capacity to learn. These symptoms can result in a diagnosis of Post Traumatic Stress Disorder.
• Emotionally stable and psychologically healthy people will be able to integrate into their new communities easier. Assisting traumatized newcomers will also reduce crime rates, decrease substance abuse and lower rates of family violence.

How many will benefit from the project or program? 3,000 estimated

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 49,720

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Program Staff Wages	51,500.00	clinician and interpreter both half time
In kind Wages	128,000.00	Services Director, Counselors, interpreters
A. Total Project or Program Expenses	$ 179,500.00	
Administration		
Overhead and Insurance	18,720.00	rent ($12,000), website, phone,office supplies, insurance ($1,920)
Administrative Assistant half time	16,000.00	
B. Total Administrative Expenses	$ 34,720.00	
Total Expenses (A+B)	$ 214,220.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	16.21%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
	0.00			
A. Total Government Funding	$ 0.00			
Corporate Sponsorships				
	0.00			
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
See Section 4 for detail description	36,500.00			
C. Total Matching Funds	$ 36,500.00			
In-Kind Contributions				
Services Director, Counselors, Interpreters	128,000.00			
D. Total In-Kind Contributions	$ 128,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 164,500.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

- Our services are provided pro bono by professionals. Due to increased demands we must now hire a few paid staff.
- We hope that our application will succeed, but realize the need to look for other sources of funding. We recently applied for a gaming grant and also working on our application for Charitable Status.
- If we receive partial funding, we will prioritize the staff who will get hired first. The rest will continue working in a volunteer capacity until necessary funding is obtained.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: June 30, 2019

Project or program location: 3939 St. Peter's Road. Victoria, B.C. V8P 2J9

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
ASAP before July, 2018	Completion of Strategic Planning by the Board. Get HR policies completed. Further explore research.
July, 2018-June, 2019	Hire the three part time staff. Prepare job descriptions. Evaluate success of the positions.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 46 Total volunteer hours required: 4500

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Adrienne Carter
Signature

Director of Services
Position

Adrienne Carter
Name

January 30, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Vancouver Island South Film & Media Commission

Mailing Address: 201-514 Government Street

Contact Person: Kathleen Gilbert Email: kdgilbert@filmvictoria.co

Telephone: 250-386-3976 Website: www.filmvictoria.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☒ Yes ☐ No Society Registration Number: S-0035847

Are you a registered Charity? ☐ Yes ☐ No Charity Registration Number:

☒Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered

Organization mission/mandate (500 characters)

The Vancouver Island South Film & Media Commission (VISFMC) creates jobs and economic development by marketing the locations, crew, talent, business community and services of Greater Victoria to the international film and television industry. The commission develops the necessary infrastructure for production, communication, standards of practice and workforce training for the municipalities of the Capital Region and supports the growth of local production services and expertise.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

The VISFMC was established by Brian Small CEO of The Victoria Chamber of Commerce, following the filming of "Five Easy Pieces" in 1971. It was the first Film Commission in BC and remains longest running in the Province. In 1996, we registered as a not for profit society and hired our first full-time Film Commissioner. The Film Industry in British Columbia currently brings $2.6 Billion a year to the economy and employs over 65,000 BC residents. We help bring this industry to Greater Victoria.

How many paid staff at organization? Full Time: 3 Part Time:

How many volunteer staff at organization? 32 Total volunteer hours: 1160

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No

What is the organization's annual budget? $ 267,792.00

Did your organization receive a grant from the City of Victoria in the prior year? ☒ Yes ☐ No

If yes, has the Final Report been completed? ☒ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Province of BC (Creative BC)	40,000.00	Operations
District of Saanich	25,000.00	Operations
Fundraising	10,000.00	Events and operations
District of Oak Bay	10,000.00	Operations
Township of Esquimalt	3,000.00	Operations
City of Langford	2,000.00	Operations
Other Municipalities	3,550.00	Operations
Thrifty Foods Smile Card	1,000.00	Computer and office equipment
Total Funding Sources	$ 94,550.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Create Prosperity through Economic Development	Number of productions (32), direct spending ($10M estimated), job creation
Engage and Empower the Community	Attendance at career fair (1800) and training workshops (full)
Strive for Excellence in Land Use	Available space for production studio facility, database of film locations
Nurture Our Arts, Culture and Learning Capital	Use of services by local productions, increase in membership
Innovate and Lead	Initiatives: new marketing campaign aimed at community engagement

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Economic Development

Who is your target audience? Domestic and international film producers, local crew businesses, residents, municipal government

Brief description of the project or program and why the grant is needed. (1250 characters)

The Film Commission is a creative sector economic development office that promotes Greater Victoria in domestic and international markets to attract film, television and media production to Victoria and the Capital Region. On a modest budget, and with immense effort, we helped generate an estimated $10 Million in direct economic impact in 2017 and over $30 Million since 2015. With increased investment, these numbers have the potential to increase dramatically.

The Film Digital Media Industry in British Columbia currently brings $2.6 billion a year into the economy and employs over 65,000 BC residents. With the help of the community, local and provincial governments and the addition of a film studio there is no reason why the CRD cannot attract a minimum of 10% of that $2.6 billion, which would represent $260 million in direct spend to the Region. Generating this level of sustainable economic impact requires an immense effort to sell the locations, services and expertise of the region to producers, and to provide extensive logistical support once a major production arrives. In order to pursue and win a share of this growth industry, we require adequate and sustainable investment from the municipalities we serve.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- [4] Engage and Empower the Community (3.22)
- [4] Create Prosperity through Economic Development (3.00)
- [ ] Facilitate Social Inclusion and Community Wellness (3.67)
- [4] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- [ ] Engage and Empower the Community (3.22)
- [4] Create Prosperity through Economic Development (3.00)
- [ ] Facilitate Social Inclusion and Community Wellness (3.67)
- [ ] Nurture Our Arts, Culture and Learning Capital (2.56)
- [ ] Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Create Prosperity and Economic Development: Film productions spent an estimated $10 Million dollars last year on wages to area residents, location rentals, local products and services, and municipal fees. This direct economic impact is multiplied with the secondary spending of those businesses and individuals. With investment in infrastructure and services to attract productions, Greater Victoria could take a much larger share of the $2.6 Billion industry in BC. Island based production companies and supporting businesses have the potential to make Greater Victoria a production centre as well as a preferred destination for international productions.

The work of the film commission attracts skilled workers to the region, creates jobs for local professionals and opportunities for youth to train in entry level positions. In a time when traditional resource industries are in decline, the film industry has the highest employment growth of any sector in BC. In 2018, we hosted the region's first Film & Television Career Fair, attended by 1800 people seeking employment in the industry. Municipal support to develop the local skilled labour pool is critical to create sustained employment growth from creative sector industries.

How many will benefit from the project or program? all residents

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ January 30, 2018

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Audit, Insurance and Bambora Fees	12,175.00	
Trade Shows, Marketing, Meeting and Event Expenses	16,000.00	funding partners will be sought
Wages and Benefits	173,058.00	3 full time, 1 contract bookkeeper, 2 co-op students
Rent	10,800.00	
Travel	500.00	
A. Total Project or Program Expenses	$ 212,533.00	
Administration		
Postage and Office Supplies	1,842.00	
Telephones/Internet	3,820.00	
Equipment and Software	3,500.00	new photocopier
Professional Development, Memberships, Subscriptions	3,218.00	
Staff/Board/Volunteer Appreciation	1,000.00	
B. Total Administrative Expenses	$ 13,380.00	
Total Expenses (A&B)	$ 225,913.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	5.92%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Province of BC	60,000.00	Pending		
Victoria	60,000.00	Pending		
Nine other municipalities	53,700.00	Pending		
A. Total Government Funding	$ 173,700.00			
Corporate Sponsorships				
Corporate Sponsorship	20,000.00	Pending		
Membership, Fundraising and Events	16,000.00	Pending		
Work Subsidy & HST Rebate	6,000.00	Pending		
B. Total Corporate Sponsorships	$ 42,000.00			
Matching Funds				
Partners will be sought to match funds	8,713.00			
C. Total Matching Funds	$ 8,713.00			
In-Kind Contributions				
BC Ferries	1,500.00			
D. Total In-Kind Contributions	$ 1,500.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A&B&C&D&E)	$ 225,913.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☒ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Without full funding, the Film Commission would have to significantly reduce hours and services, translating into fewer film productions in the city, reduced local spending, and fewer jobs for local crew. Any reductions would result in layoffs and service cuts, at a time when the potential for industry growth has never been higher. 2018 could be a pivotal year for film in Victoria as we are working with several local groups to establish a film studio for the Region. Now is the time to invest.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: January 1, 2018 To: December 31, 2018

Project or program location: 514 Government Street, 2nd Floor, Victoria BC, V8V 2L7

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
January 25, 2018	Film Commission AGM and Board of Directors Election
February, 2018	Launch of new business sponsorship program (Lights, Camera, Revenue)
April, 2018	Launch of new website and marketing/community awareness campaign (We Love Film Too)
April 31, 2018	Half year production report submitted to CreativeBC
April, 2018	Regional Film Industry Career Fair
Ongoing	Skills training and workplace safety workshops (with GT Hiring Solutions)
Ongoing	Development of a regional production studio with supporting services
December, 2018	Annual Online Auction Fundraiser

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 30 Total volunteer hours required: 1000 - 1200

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- [4] Website
- ☐ Newspaper Advertisement
- [4] Social Media
- [4] Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other: Event Signage, Web promo video

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Kathleen Gilbert
Digitally signed by Kathleen Gilbert
DN: cn=Kathleen Gilbert, o=Vancouver Island South Film & Media Commission, ou, email=kdgilbert@filmvictoria.com, c=CA
Date: 2018.01.31 10:16:20 -08'00'

Signature

Film Commissioner

Position

Kathleen D. Gilbert

Name

January 30, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: VIATEC(Victoria Innovation, Advanced Technology & Entrepreneurship Council)

Mailing Address: 777 Fort Street, Victoria BC, V8W 1G9

Contact Person: Dan Gunn, Molly Pilchar Email: dgunn@viatec.ca, mpilchar@viatec.ca

Telephone: (250) 483-3214 Website: www.viatec.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-27100

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Our mission is to serve as the one-stop hub that connects people, knowledge and resources to grow and promote the Greater Victoria technology sector (Victoria's biggest industry)

Brief history and role in benefitting residents of Greater Victoria (500 characters)

VIATEC started in 1989. We work closely with our members to offer a variety of events, programs and services. We also serve as the front door of the local tech sector and as its spokesperson. To better support locatl innovators, we recently acquired a building (Fort Tectoria) where we offer flexible and affordable office space to emerging local companies, along with gathering/event space for local entrepreneurs

How many paid staff at organization? Full Time: 8 Part Time: 6

How many volunteer staff at organization? 20 Total volunteer hours: 140

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 1,638,700.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Memberships	270,500.00	Operations
Services (Job postings, room rentals)	123,600.00	Operations
Project income (Facilities, program fees)	251,600.00	Program expenses, building expenses and upkeep
Events	208,000.00	Event costs and execution
BCIC	400,000.00	Venture Acceleration Program and RevUp
NRC-CAIP	385,000.00	Venture Acceleration Program and RevUp
City of Victoria Strategic Grant	50,000.00	Economic Development and Promotion Activities
Total Funding Sources	$ 1,688,700.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Regional and sector promotion	Website traffic, subscription numbers, media coverage
Networking and connections	Member and event partcipation, intros made, collaborations (with government, founders, investors)
Talent acquisition and recruitment	Salary survey, recruitment support (job postings outreach), partnership with post-secondary orgs
Education and mentoring	Venture program metrics, community workshops and programming, leadership development

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: VIATEC 2018 Strategic Programming

Who is your target audience? Greater Victoria companies, entrepreneurs, start ups and stakeholders focused on tech and innovation

Brief description of the project or program and why the grant is needed. (1250 characters)

VIATEC is committed to supporting and growing Greater Victoria's tech sector and has been recognized by the City's Ec Dev task force as a leader in this. We've invested heavily in promoting our city and economy, providing excellent value to the City for their support. We are requesting added support this year to increase our capacity and value we can provide to the community, and undertake a new Economic Impact Study and local Salary Survey - reports critical to measuring the growth and impact of the sector.

Our areas of focus include:
1) Regional and Sector Promotion: Serve as the primary promoter and definitive source of information on the local tech sector.
2) Networking and Connections: Offer top quality networking and community building opportunities by connecting members through events and introductions, plus topic specific information as requested.
3) Talent: Raise awareness of the career opportunities available within local tech companies by targeting experience workers and recent graduates while also promoting technology careers and innovation to students.
4) Education and Mentoring: Provide timely, valuable information through seminars and connect interested members with experienced volunteer mentors and advisors

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☑ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

VIATEC, alongside the City"s Business Hub, has been identified by the City of Victoria as the lead in propelling the strategic actions identified in the Technology portion of the City's 2015 Economic Action Plan (pg 27). Our areas of focus directly align with objectives outlined for the report's Technology goals: Focus on affordability and liveability, support and foster a community of peers, spread the message that Victoria is a thriving hub of innovation, establish home-grown innovative companies, identify potential investors (locally and abroad) and facilitate their introduction to the community, and facilitate their introduction to the community, and determine baseline metrics for tracking progress,

Our operations, including ownership and operation of Fort Tectoria, and our desk share and Accelerator programs, further support the City's economic development objectives to: Make Victoria the easiest place in Canada to start a business, create a downtown hub for large and small businesses, grow and support Victoria's entrepreneurs, start-ups and social enterprises, ensure investment opportunities to start-ups, scale ups and businesses; have available incubation spaces

How many will benefit from the project or program? thousands

What percentage of Greater Victoria residents benefit from this project or program? 20-25 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $50,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Office supplies	28,000.00	
Rent/Property taxes/Strata	295,000.00	
Utilities and Operating Expenses	85,500.00	
Insurance	9,000.00	
Maintentance, Computers, Telephones & Communications	27,500.00	
Marketing and Events (outreach, workshops, promo material, etc)	311,000.00	
Venture Acceleration Program	364,558.00	
RevUP Program	23,200.00	
Other programs (non-BCIC funded)	89,000.00	
A. Total Project or Program Expenses	$ 1,232,758.00	
Administration		
Salary + Benefits	445,483.00	
Executive Director Travel (if applicable)	10,000.00	
B. Total Administrative Expenses	$ 455,483.00	
Total Expenses (A+B)	$ 1,688,241.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	26.98%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
BCIC	400,000.00	Pending	Michelle Gaetz	(250) 483-3214
A. Total Government Funding	$ 400,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
CAIP	385,000.00	Pending	Michelle Gaetz	(250) 483-3214
C. Total Matching Funds	$ 385,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 785,000.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

As a not-for-profit, our programming is largely impacted by the availability of funding. Areas that may be affected by partial or no funding:
- Scope and extent of Salary Survey and Economic Impact Study - These reports will be invaluable in collecting the metrics outlined in the City's Ec Dev Action Plan
- Capacity for providing sponsored venue space and staff time to community and not-for-profit groups to provide educational or community-benefit workshops and event

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: April 1, 2018 To: March 31, 2019

Project or program location: Greater Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Regional Promotion
Spring/Summer 2018	Reports Issued: Victoria Salary Survey and Economic Impact Study
June 2018	VIATEC Technology Awards
September 2018	Experience Tectoria Investor's Summit
February 2019	Discover Tectoria Tech Expo/Capital Mission
Monthly	VIAfest monthly mixers
Ongoing	Program execution: Accelerator, leadership development
Ongoing	Tech and community events and programming at Fort Tectoria

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? Approx 20 Total volunteer hours required: 140

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☐ Social Media
- ☐ Newsletter
- ☑ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

CEO

Position

Dan Gunn

Name

January 31, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Brain Injury Society

Mailing Address: Units C, D & E, 830 Pembroke St, Victoria, V8T 1H9

Contact Person: Krissi Spinoza Email: krissis@vbis.ca

Telephone: 2505989339 Website: www.vbis.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name:

Mailing Address:

Telephone: Email:

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-0018491

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 122452121RR 0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Whether it's caused by a concussion or a car accident, a tumor or trauma, a stroke or some other cause, brain injury can have a severe impact on a person's life. The Victoria Brain Injury Society (VBIS) is a local charity that has been providing support to brain injury survivors and their families for over thirty years. Our mission is to provide community-based programming, education and advocacy to survivors, to empower them to move toward emotional, economic and social self-reliance.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Victoria Brain Injury Society (VBIS) was established in 1983. Since that time demand for our services has grown and we now provide information, education and support to over 50 brain injury survivors and their families each week. This support helps individuals understand their brain injury, develop coping strategies for the challenges they face, advocate on their behalf, and provide a place that "gets it".

How many paid staff at organization? Full Time: 5 Part Time: 2

How many volunteer staff at organization? 90 Total volunteer hours: 7164

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 362,068.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Island Health - Brain Injury Program	139,022.00	Case management, ABI 101, administration
Grants	156,382.00	Specific programs eg Music Therapy
Donations and fundraising	58,121.00	Programs, rent, insurance, administration, etc
Contract Funding	440.00	Support for ICBC clients
Social purpose real estate	3,045.00	Programs, rent, insurance, administration, etc
Other	5,058.00	Programs, rent, insurance, administration, etc
Total Funding Sources	$ 362,068.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Train 5 new peer supporters	5 new peer supporters trained
Provide peer support to over 300 people	300 brain injury survivors receiving peer support
Peer support helps people feel connected to their community	95% of individual surveyed report feeling more connected to the community as a result of peer suppor
Peer support helps improve people's health	75% of people surveyed reported improved health outcomes as a result of peer support

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Peer Support

Who is your target audience? Brain injury survivors

Brief description of the project or program and why the grant is needed. (1250 characters)

Many brain injury survivors have tremendous skills & talents. The Peer Support program embraces this, & uses group support led by volunteer brain injury survivors who truly understand the trials & challenges of living with a brain injury. A peer supporter is available to anyone who wishes to drop in. Mentorship & group support, tips & advice for living with brain injury, suggestions of community resources & compensatory strategies & the provision of a safe space are all provided to brain injury survivors.

This funding would allow us to train 5 new peer supporters who would then join our team of 12 current peer supporters. This will allow the team to provide support to approximately 30 brain injury survivors each month. Peer support training is a ten week course that provides skills in active listening, conflict resolution, community resources etc. After completing this course peer supporters would be mentored & supported in their role by being paired with more experienced peer supporters & regular check-ins with the Program Facilitator.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Accessible health services - Both peer supporters & individuals accessing peer support are often marginalized within society; many have experienced homelessness & are living in poverty without family support & employment. Peer support provides a non-judgmental space in which individuals discuss health & well-being. Peer supporters encourage & assist survivors to access other health services & can explain referral mechanisms. The drop-in nature of peer support particularly lends itself to an easy point of access for those who are leading chaotic lives - there are no appointments to schedule or difficulties navigating complex referral mechanisms.
Enhanced quality of life - Peer support enhances the quality of life for both peer supporter & individuals they then support. Many of our peer supporters have gone on to find paid work & employment after gaining skills & confidence through peer support. The connections that peer support makes possible increases the sense of social connectedness for individuals.
Ending chronic homelessness - 19% of individuals surveyed in the CRD's PIT homeless count described needing support with a brain injury. Peer supporters are trained to help people find and maintain housing.

How many will benefit from the project or program? 300

What percentage of Greater Victoria residents benefit from this project or program? 99 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 12000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Wages for program facilitator & support	9,068.28	
Volunteer Support	390.00	
Peer Supporter	15,600.00	
Room for peer support delivery including property taxes	9,620.00	
Peer Support Manuals	528.36	
A. Total Project or Program Expenses	$ 35,206.64	
Administration		
Phone	567.29	
Insurance	523.38	
Office and general supplies	586.67	
Client computer support	1,937.78	
B. Total Administrative Expenses	$ 3,615.12	
Total Expenses (A+B)	$ 38,821.76	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	9.31%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	12,000.00	Pending		
A. Total Government Funding	$ 12,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
VBIS Fundraising	10,831.61	Confirmed		
C. Total Matching Funds	$ 10,831.61			
In-Kind Contributions				
Volunteer Support	390.00	Confirmed		
Peer Supporters	15,600.00	Pending		
D. Total In-Kind Contributions	$ 15,990.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 38,821.61			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

We will reduce the amount of training and support provided to peer supporters by reducing the number of new trainees we take on.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: August 2018 To: June 30 2019

Project or program location: 830 Pembroke Street

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
August	Advertise and recruit to peer support training, prepare training materials
Sept, Oct Nov	Provide 10 weeks of training to peer supporters
Dec	Hold a graduation ceremony for new peer supporters
Dec	Evaluate the peer support training program and revise it for future use
Jan-June 2019	Mentor and support new peer supporters in providing support to brain injury survivors
June 2019	Evaluation

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours required: 800

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Krissi Spinoza
Name

31 January 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Community Micro Lending Society

Mailing Address: 216-852 Fort St., Victoria, BC

Contact Person: Nancy Wyeth Email: info@communitymicrolending.ca

Telephone: 250-216-2605 Website: www.vcml.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-55894

Are you a registered Charity? ☐ Yes ☑ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Victoria Community Micro Lending Society (CML) was formed with the aim of reducing poverty and enhancing individual empowerment through self-employment while also building a vibrant local economy and fostering sustainable business. CML achieves these ends by providing entrepreneur training, making and facilitating the making of micro loans to citizens unable to obtain credit from financial institutions and by providing volunteer mentorship and staff support to all borrowers.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Over the past 8 years CML has helped close to 500 people navigate the world of self-employment through financing, training, workshops, advising, coaching and business plan preparation which can break a cycle of poverty and create a life path that was not open before. CML has given 14 entrepreneur training programs to various communities including immigrants, refugees, indigenous, women who have experienced trauma and abuse, and specific youth cohorts of the previously mentioned populations.

How many paid staff at organization? Full Time: 1 Part Time: 1

How many volunteer staff at organization? 15 Total volunteer hours: 400

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 72,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Contract Services (entrepreneur training programs)	27,450.00	Payment of facilitator, business coaching, mentorship administration
Corporate Sponsorships	5,900.00	Supporting CML clients thorugh business advising and assistance
Donations	29,848.00	Supporting CML clients thorugh business advising and assistance
Fundraiser event	8,400.00	Supporting CML clients thorugh business advising and assistance
Interest and fees from loans	1,650.00	Supporting developments in loan program
Total Funding Sources	$ 73,248.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Complete business plan	Completed business plan presented at final event
Increase knowledge of photography	Participation at photography session as well as final evaluation
Increase comfort level with website design	Increased web presence of participants, Final evaluation asking participants to rate this increase
Gain knowledge of online sales options	Final evaluation asking participants to rate this knowledge
Understand how to best use social media to increase sales	Final evaluation requesting documented changes in social media use
Learn marketing strategies	Final evaluation asking participants to rate this knowledge
Increase comfort in networking situations	Participant attendance at networing event and post event self-report
Learn sales strategies	Final evaluation asking participants to rate this knowledge

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Victoria Makers Build Your Business

Who is your target audience? Makers in Victoria who have their product but are experiencing difficulties making sufficient sales

Brief description of the project or program and why the grant is needed. (1250 characters)

Our 12 participants will be Victoria makers to whom we will provide the skills and knowledge to successfully grow their businesses. Many in this community are poised to launch into a bright future of self-employment as makers, but they lack the knowledge and abilities to capitalize on this opportunity. They lack business skills, knowledge of online sales techniques and platforms, and the confidence to grow their business.

Our program will meet the specific needs of these makers. We will provide them with the information they need to be in the maker market and grow their business. We will begin with extensive recruitment activities through community partner organizations to reach indigenous, immigrant and marginalized populations.

The 24 hours of instruction will first cover the basics of how to run a business effectively including: competitive analysis, bookkeeping, cash flow, customer service, marketing and setting prices. As makers require specific knowledge to sell online and at markets we will also cover effective business strategies and knowledge about websites, social media, and photography. Post workshop support will include business coaching and mentorship which greatly increase participant's probabilities of success.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ **Engage and Empower the Community (3.22)**
- ☑ **Create Prosperity through Economic Development (3.00)**
- ☐ **Facilitate Social Inclusion and Community Wellness (3.67)**
- ☑ **Nurture Our Arts, Culture and Learning Capital (2.56)**
- ☐ **Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)**

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ **Engage and Empower the Community (3.22)**
- ☑ **Create Prosperity through Economic Development (3.00)**
- ☐ **Facilitate Social Inclusion and Community Wellness (3.67)**
- ☐ **Nurture Our Arts, Culture and Learning Capital (2.56)**
- ☐ **Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)**

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The City of Victoria was named an Etsy Maker City in 2016 and the creative economy here plays an increasingly important role. Victoria is known for welcoming and appreciating makers for the cultural and social importance of their art, their contribution to the strong tourist market and their increasing economic impact. Major local tourist attractions include many summer markets that showcase independent makers and Indigenous art. Tourists seek out the local, homemade products that represent the west coast lifestyle and character they enjoy while visiting. There are also many galleries, studio spaces, events and small businesses that benefit financially from the growing maker population.
We see an opportunity to expand the creative economy and make an impact supporting segments of the maker community that are marginalized and encounter difficulties turning their product into a viable and sustainable business. Many makers from these marginalized segments currently rely on government financial support. We will empower these marginalized makers to not only create amazing products, but to build strong and sustainable businesses which allow them to be included in the thriving Victoria economy.

How many will benefit from the project or program? 50

What percentage of Greater Victoria residents benefit from this project or program? 40 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $13730

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Classroom facilitation and guest speakers	4,500.00	8 sessions including multiple expert guest speakers
Mentorship administration	2,400.00	12 participants x $200
Project Coordinator salary for 15 weeks	3,750.00	$25/hr x 10 hrs/wk x 15 weeks
Individual business coaching	3,600.00	12 participants x 5 hrs each x $60/hr
Workshop food and beverage and materials	560.00	Food and beverage $50/session, materials $20/session x 8 sessions
Promotion	200.00	Posters, flyers, printing
Space rental for sessions	1,120.00	$40/hour for 3.5 hours x 8 sessions
Overhead cost	400.00	Phone, internet, insurance, office supplies for 4 months
Office rent	800.00	$200/month x 4 months
A. Total Project or Program Expenses	$ 17,330.00	
Administration		
General administration	1,600.00	
B. Total Administrative Expenses	$ 1,600.00	
Total Expenses (A+B)	$ 18,930.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	8.45%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	13,730.00	Pending		
A. Total Government Funding	$ 13,730.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Mentorship administration	1,000.00	Confirmed	Nancy Wyeth	250-216-2605
Overhead and rent	1,200.00	Confirmed	Nancy Wyeth	250-216-2605
Workshop space rental	500.00	Pending		
D. Total In-Kind Contributions	$ 2,700.00			
Waived Fees and Charges				
Instructor and guest speaker	1,000.00	Confirmed	Nancy Wyeth	250-216-2605
Business coaching	1,500.00	Confirmed	Nancy Wyeth	250-216-2605
E. Total Waived Fees and Charges	$ 2,500.00			
Total Funding Sources (A+B+C+D+E)	$ 18,930.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Not receiving full funding will mean our participants will receive less business coaching and mentorship which is an integral component of their success after gaining the knowledge during the program.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: August 1, 2018 To: May 15, 2019

Project or program location: Victoria Community Micro Lending Society

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
August 1 - September 30	Promotion through all community partners; recruitment and registration
October 1 - November 30	8 three hour sessions covering all topics relevant to maker businesses
December 1-30	Makers attend christmas craft fairs
December 1-30	Final evaluation analysis, report writing
Dec 1, 2018- May 15, 2019	Continued business coaching and mentorship administration

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours required: 126

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other: Recruitment promotion materials

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director
Position

Nancy Wyeth
Name

January 26, 2018
Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Compost and Conservation Education Society (Operating as the Compo

Mailing Address: 1216 North Park Street Victoria BC V8T 1C9

Contact Person: Marika Smith Email: info@compost.bc.ca

Telephone: 250-386-9676 Website: www.compost.bc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-33486

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 89670 2289 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The Compost Education Centre (CEC) promotes composting, soil conservation, local food production, and urban sustainability by providing information and resources on composting and waste reduction strategies, organic gardening and rainwater harvesting education to City of Victoria and Capital Regional District (CRD) residents. This is accomplished by being an educational & retail resource through our demonstration site in Fernwood, community outreach programs and workshops for children and adults

Brief history and role in benefitting residents of Greater Victoria (500 characters)

The Compost Education Centre has provided a wide range of services to City of Victoria residents for the past 25 years. These services have included free educational literature about on-site composting and waste reduction, interactive site tours, workshops, presentations, and programs for elementary and high schools in Victoria. Victoria residents of all ages are also able to tour our sustainable systems and compost demonstration site to gain a better understanding of sustainable initiatives.

How many paid staff at organization? Full Time: 3 Part Time: 1

How many volunteer staff at organization? 106 Total volunteer hours: 1100

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 214,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Capital Regional District	91,100.00	Program Staff Wages, Advertising, Outreach
Community Gaming Grant	25,000.00	Program Staff Wages
Victoria Foundation	16,500.00	Healing City Soils Program
Hummingbird Foundation	5,000.00	School and Youth Programs
TD Friends of the Environment	4,000.00	School and Youth Programs
Total Funding Sources	$ 141,600.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Increasing awareness and education through a specific focus on soil steward	Install 105 hands-on worm composters in classrooms
Encourage solutions to significant environmental challenges	Book and facilitate 145 sustainability superstars workshops
Directly educate 2,500 COV youth	Book and facilitate 145 sustainability superstars workshops
Encourage urban food production though school gardens	Encourage the use of classroom compost to plant food gardens

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Sustainability Superstars

Who is your target audience? Preschool through to Grade 12 classrooms and home learners - Children and youth aged 3-18 years

Brief description of the project or program and why the grant is needed. (1250 characters)

Sustainability Superstars is a core year-round program that engages children and youth aged 3 to 18, and teaches participants about soil stewardship and environmental sustainability. The workshops give students the information, and skills they need to unearth the ways that soil is part of the food we eat, the air we breathe, the water we drink, and the houses we live in. Through stewardship of a classroom worm composting bin, learners are directly connected to the compost cycle and soil network, and food production. This grant will subsidize the cost of program materials and workshops to ensure they are affordable and accessible to preschools and daycares, schools and home learners within the City of Victoria. The purpose of this project is to increase the accessibility of experiential environmental education. Direct, hands-on learning opportunities increase youth engagement, and encourage feelings of community connection, and individual empowerment. This project frames environmental education through a solutions based learning approach. Participants build soil stewardship skills as a result of managing a worm compost and sowing seeds in the spring, all while reducing their classroom waste by as much as 50%.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☑ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☑ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

This program supports the City of Victoria's strategic goal for school lands and facilities to be enhanced for benefits such as community wellness and recreation,greenspace, and urban food systems. This program directly addresses the issue of soil health and waste reduction through composting with classroom worm bins. Soil health is an integral part of combating and adapting to climate change, food security, drought resistance, and biodiversity. Food waste from classrooms is diverted, supporting the City's intent to handle waste in a more responsible way both economically and ecologically. Additionally, the compost created in the classroom worm bins may used in the creation of school food gardens, a goal addressed in the Growing in the City initiative which supports and promotes urban food production on private and public land. This program also aligns with the City of Victoria's strategic goal of encouraging more youth to become engaged within the broader community. The community impacts of this project are far reaching. Individual students, classroom communities, and schools will benefit from increased access to experiential learning and will find themselves empowered by the solutions-based approach.

How many will benefit from the project or program? 10,500

What percentage of Greater Victoria residents benefit from this project or program? 40 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $8250

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Classroom Worm Bins - fully equipped with bedding and red wrigglers	7,085.00	
orm Composting and Soil Superstars workshop delive	10150	
Promotional Materials and Advertising	725.00	
Educational Materials - teacher packages and student handouts	1,075.00	
Volunteers ($15/hr x 50 hrs) - classroom assistance	750	
A. Total Project or Program Expenses	19785	
Administration		
Reporting and Program Tracking	1,075.00	
B. Total Administrative Expenses	1075	
Total Expenses (A+B)	20860	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	5%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	8,250.00	Pending	grants@victoria.ca	
Capital Regional District	4,815.00	Confirmed	Britt-Marie Phaneuf	bphaneuf@crd.bc.ca
A. Total Government Funding	$ 13,065.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Victoria Compost Education Centre	2795	Confirmed	Marika Smith	250-386-9676
Hummingbird Foundation	5,000.00	Confirmed	See letter attachment	
C. Total Matching Funds	$ 9,195.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	20860			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

If we do not reach our full funding goals, we will not be able to fully subsidize the classroom vermicomposting bins and we may have to also reduce the amount of Sustainability Superstars workshops we deliver to schools within the City of Victoria. A primary goals of the Compost Education Centre is to be able to offer accessible programming for all demographics and school classroom budgets. Full program funding maximizes our capability to be fully inclusive and reach a much broader audience.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: September 1, 2018 To: August 31, 2019

Project or program location: Daycares, Home Learners, Preschools, Elementary, Middle and High Schools in Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Sept 01/18- July 31/19	Booking and facilitation of 145 Sustainability Superstars Program workshops
Sept 01/18- July 31/19	Installation of 105 classroom worm composting bins
August 1-31, 2019	Statistical compilation and program reporting

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 225

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other: workshop flyer

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Executive Director

Signature

Position

Marika Smith

Name

March 7th, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Conservatory of Music

Mailing Address: 900 Johnson St. Victoria BC V8V 3N4

Contact Person: Jane Butler McGregor Email: butlermcgregor@vcm.bc.ca

Telephone: 250-386-5311 Website: www.vcm.bc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S6880

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 10817 2255 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Founded in 1964, the Victoria Conservatory of Music (VCM) is a regional community music school and among the largest federally registered charitable organizations in Victoria. Vision: A centre for excellence and enjoyment of music through education, performance and music therapy. Mission: To enrich lives through music in a thriving community accessible to all. The VCM realizes its mandate through live performances in all genres of music, and through its six outstanding areas of programming.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

For over 50 years, VCM has provided inspirational music education for students of all ages and abilities in Greater Victoria. The positive impact of VCM radiates throughout Greater Victoria, offering classical and contemporary music education as well as delivering community outreach programming to children and families who are geographically and/or financially restricted, teaching children the fundamentals of music, while also developing transferable skills to improve academic performance.

How many paid staff at organization? Full Time: 61 Part Time: 124

How many volunteer staff at organization? 200 Total volunteer hours: 2200

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 5,222,299.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Tuition Revenue	3,237,974.00	Operating - payroll, maintenance, utilities
Other Revenue	54,050.00	Operating - payroll, maintenance, utilities
Events Revenue (Rentals, Concerts)	258,499.00	Operating - payroll, maintenance, utilities
Sub-Leases Revenue	55,576.00	Operating - payroll, maintenance, utilities
Fundraising Revenue	1,301,775.00	Operating - payroll, maintenance, utilities
Total Funding Sources	$ 4,907,874.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Maintain access to music education in 5 elementary schools	Creation a CMJ mobile lab to serve 5 current schools in the program
Increase the number of children exposed to music education	Providing CMJ in 1 additional school
Increase in the number of students interested in music ensembles	Percentage of students participating in music ensembles
Improvement in social behaviour of children participating in CMJ	Qualitative observation of behaviour from school teachers
Improvement in academic performance in children participating in CMJ	Number of students with increased academic standing as reported by school teachers

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Children's Music Journey

Who is your target audience? Under privileged school children

Brief description of the project or program and why the grant is needed. (1250 characters)

The VCM's Children's Music Journey (CMJ) Program engages children (grades K to 5) within Greater Victoria primary schools serving marginalized communities, with a music software-based program, that sequentially develops musical knowledge and ability to perform live. Delivered via VCM outreach since 2013, CMJ brings the many benefits of music to children who would not otherwise have access to it, having now served over 1000 children across 8 schools, using existing school computers with portable electronic piano keyboards. George Jay Elementary now has a sustainable resident CMJ program, with more schools hoping to achieve the same, however, the CMJ program is faced with a new challenge as schools lose their computer labs to classroom sets of Google Chromebooks (not compatible with music education software). To continue offering CMJ in these schools, the VCM needs to build a mobile CMJ Lab that can be taken into every school, enabling principals to continue demonstrating creative growth and enhanced learning capacity in their students, thanks to CMJ, while also showing how essential it is for the technology in schools to be compatible with this revolutionary education-based music software, in order to obtain a sustainable model.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

This program directly supports the Objective "Facilitate Social Inclusion and Community Wellness" and Outcome "Enhanced quality of life" by providing underprivileged school children in Victoria the opportunity to experience the benefits of the creative expression of music, and through a consistent presence of the program in each school, help achieve a sustainable model that allows all students in each school access. Evidenced-based research shows conclusively that music education equips children with the foundational abilities to learn, to achieve in other core academic subjects and to develop the capacities, skills and knowledge essential for lifelong success. Of all the arts, over 25 years of research has proven that learning music has the unique ability to help children push past their limitations and barriers. Teachers in schools where the CMJ program has been offered report significant positive changes in behaviour of the children participating in the program. CMJ program guides and inspires students to discover the expressive power of music and reach potentials not yet realized. Building the foundations of confidence, focus and courage in children has the potential for enhancing their quality of life.

How many will benefit from the project or program? 300

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 9500

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Program delivery	9,547.20	Instructors: 216 hours @ $44.20/hr (45min sessions)
Production Costs (Setup/Strike/Maintenance/Evaluations)	3,049.80	138 hours @ $22.10/hr
Mileage	900.00	Instructor travel costs to schools
Software - CMJ 123 Full titles for mobile devices	4,800.00	24 workstations @ $200 each
Equipment for mobile lab	22,338.00	24 refurbished MS Surface Pro 4 @ $850 each + tax
A. Total Project or Program Expenses	$ 40,635.00	
Administration		
CMJ Program Coordinator & Admin Support	6,203.00	Department Head and Admin Assistants for implementing the program
B. Total Administrative Expenses	$ 6,203.00	
Total Expenses (A+B)	$ 46,838.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	13.24%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	9,500.00	Pending		
BC Gaming Grant	12,500.00	Pending	CommunityGamingGrants	250-356-1081
Corporation of the District of Saanich	2,500.00	Pending	Finance Department	250-475-1775
A. Total Government Funding	$ 24,500.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
VCM - CMJ Restricted Fund & Donations	22,338.00	Pending	Chris Kask, CFO	250-386-5311
C. Total Matching Funds	$ 22,338.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 46,838.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

The City of Victoria funding is for CMJ operating costs so we would have to reduce the number of classes in each of the two Victoria schools down to 1 class per school. This reduces our ability to reach additional students and to provide significant numbers to collect evidence of improvement in behaviour and academic standing that can be used to present to the school trustees the value of the program and need for funds to be raised or allocated to bring the program into the schools.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: September 2018 To: June 2019

Project or program location: Schools serving marginalized communities in Greater Victoria

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2018	Funding Secured, Equipment and Software Acquisitioned
August 2018	Schools engaged, classes scheduled
September 2018	Start of first term of program
February 2019	Start of second term of program
April 2019	Start of evaluations
June 2019	Program wrap up

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 0 Total volunteer hours required: 0

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other: VCM Annual Academic Course Calendar

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

CEO

Position

Jane Butler McGregor

Name

Jan 30, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Curling Club (VCC)

Mailing Address: 1952 Quadra Street, Victoria, BC V8T4C2

Contact Person: Paul Dixon, General Manager Email: gm@victoriacurlingclub.com

Telephone: 250-386-6396 Website: www.victoriacurlingclub.com

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: S-0003658

Are you a registered Charity? ☐ Yes ☐ No Charity Registration Number: _____

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The objects of the Victoria Curling Club are to promote, organize, conduct and manage the game of curling, to promote the welfare of club members and those interested in the sport of curling, and by fostering other branches of the sport and social welfare for the benefit of the community generally.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

In operation since 1952, VCC provides curling ice for its members and the public between September and April, and rents out the facility to members and users. In the summer, we offer dry space rental for City of Victoria Parks and Recreation programs, the Times Colonist, and community events. VCC is a centre for both recreational and high-performance curling. We provide safe and social opportunities for physical activity for both seniors and youth/school programs.

How many paid staff at organization? Full Time: 2 Part Time: 11

How many volunteer staff at organization? 30 Total volunteer hours: 2000

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 465,000.00

Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☑ No

If yes, has the Final Report been completed? ☐ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Community Gaming Grants	41,800.00	Program operation primarily focusing on seniors and youth
New Horizons for Seniors Grant	18,300.00	Roof repair and reconstruction 2018
Participaction 150	400.00	Open House program, September 2017
Total Funding Sources	$ 60,500.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Upgrade to safety certifications of staff	Completion of coursework - Ice Plant Operator courses, OFA training
Upgrades to refrigeration plant safety	Completion of work through Accent Refrigeration
Lower overall cost of operation of plant	"VFD's" installed on brine pump and chiller; lower Hydro bills starting in September 2018

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Victoria Curling Club Refrigeration Plant and Safety Upgrades

Who is your target audience? All users of the VCC facility, and the community as a whole from a safety perspective.

Brief description of the project or program and why the grant is needed. (1250 characters)

Both WorkSafe BC and TechSafe BC are looking at all public facing ice facilities with greater scrutiny, and in order to remain viable, the VCC must look to improve and upgrade our aging refrigeration plant, and provide continuing education to our staff to meet the requirements laid out in various safety and regulatory orders. The VCC, as a private, non-municipally run facility, is faced with significant capital expenses relating to these orders. Beyond Community Gaming Grants, our funding is primarily through members and users of the facility, and these funds are used on an annual basis to simply keep the building operational. Excess capital expenditures require sources of funding beyond our annual budget.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The VCC currently hosts over 25,000 individual site visits in the course of a year, through participation in its curling programs and rentals. We host the Greater Victoria Curling Academy, providing high-school credits to area youth; provide free curling sessions to every child at Central Middle School; host various other school groups - high school, ESL, and continuing education programs. The Special Olympics have a weekly session at the club, including an all-area bonspiel for participants annually. Our daytime leagues provide a recreational opportunity for seniors in the community - curling and physical activity in general have been shown to have a developmentally positive impact on participants, encouraging better states of health and happiness. In short, we are a fully-inclusive facility, encouraging anyone to enjoy the sport of curling.

How many will benefit from the project or program? Approximately 2000

What percentage of Greater Victoria residents benefit from this project or program? 90 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $40000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Ice Facility Operator Course	2,000.00	Training upgrade for Ice Technician and General Manager
Real-time controls install for plant	19,500.00	24 hour remote monitoring control and warning system for leak detection, etc.
Piping and Instrumentation Drawings	3,500.00	Required by safety authorities
Ammonia Leak Radius Study	3,000.00	In conjunction with first responders; required for "risk assessed" status
Variable Frequency Drives	12,000.00	For brine pump and chiller - currently run 24/7, will enable energy savings
A. Total Project or Program Expenses	$ 40,000.00	
Administration		
B. Total Administrative Expenses	$ 0.00	
Total Expenses (A+B)	$ 40,000.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	0.00%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding	$ 0.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 0.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

Without full funding, the VCC will still need to complete the various components of this project, but will be required to prioritize based on requirements from both TechSafe BC and WorkSafe BC. The VCC runs the risk of being unable to meet requirements should bureaucratic guidelines shift (as has recently occurred) or deadlines change. Our facility, and thus our programs, could be shut down as a result of operating within previously acceptable norms.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: October 31, 2018

Project or program location: Victoria Curling Club

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
01July	Ordering various machinery and contracting with Accent Refrigeration to do scope of work required
August - September	Training courses completed prior to ice installation for 2018-19 season

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 20-30

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

	General Manager
Signature	Position
Paul Dixon	January 31, 2018
Name	Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Immigrant and Refugee Centre Society

Mailing Address: 1004 North Park Street Victoria BC V8T 1C6

Contact Person: Amarjit Bhalla Email: amarjit@vircs.bc.ca

Telephone: 250-361-9433 Website: www.vircs.bc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No Society Registration Number: S-24281

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 892568783RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

VIRCS' mission is to assist in the settlement and adjustment of immigrants and refugees in Canada, and to provide services designed to increase the newcomer's participation in Canadian society, by assisting the newcomer to overcome barriers. We are working with the Victoria Community Micro Lending Society (CML). Through the provision of education, financing and ongoing support, CML helps local people without access to traditional supports to start and grow their businesses.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Since 1989 VIRCS has helped immigrants, refugees and visible minorities settle and adapt to new lives in Victoria. The multicultural staff annually serve an average of 3000 clients. VIRCS provides a wide range of services, with everything from settling in Victoria to finding a job. VIRCS has positive relationships with other organizations, service providers, and the local business community and their work has enormous benefits as the community is becoming increasingly diverse and vibrant.

How many paid staff at organization? Full Time: 20 Part Time: 4

How many volunteer staff at organization? 270 Total volunteer hours: 12400

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 1,228,885.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Citizenship and immigration of Canada	355,774.00	Settlement Program
Service Canada	399,500.00	Youth employment and welcome garden project
Department of Justice Canada	43,611.00	Domestic Violence against newcomer women
BC Gaming	100,000.00	Project Enable, ESL and Healthy women & Healthy Community
United Way	100,000.00	Project enable & welcome garden project
Foundation	115,000.00	Project Enable, Volunteer program and Healthy women & Healthy Community
Training and Service charges	39,500.00	ESL
Fundrasing & donation	75,500.00	Supporting VIRCS programs
Total Funding Sources	$ 1,228,885.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Participants complete business plan	Presentation of business plan at final graduation event
Participants increase readiness for self employment	Exit evaluation questions regarding business knowledge comfort
Participants learn personal and business financial literacy skills	Completion of financial component of business plan
Participants develop self-confidence required to be self-employed	Exit evaluation questions regarding self condidence and self esteem
Participants develop a community of peer support	Regular attendance and participation at sessions
Participants share knowledge with wider immigrant community	Participants report how many people they have shared the knowledge with
Visit City of Victoria Business Hub	Visit to Business Hub Occurred with majority of participants present
Participants attend networking session	Attendance at networking session

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Immigrant Entrepreneur Training Program

Who is your target audience? Immigrants and refugees who are interested in self employment

Brief description of the project or program and why the grant is needed. (1250 characters)

The Immigrant Entrepreneur Training Program will provide 12 newcomers with the ability and knowledge required to start a business while encouraging the inclusion of immigrants and refugees in Victoria's economy. This will in turn inspire a multicultural business landscape and build a vibrant and healthy community. We recently finished a similar workshop with 14 participants and we had an overwhelming response from clients we could not accommodate in the program. This shows a strong need for future workshops by newcomers who often possess strong entrepreneurial spirit but experience difficulties securing employment and fully integrating into the economy.

The 24 hours of instruction will cover an introduction to entrepreneurism, values-based business, competitive analysis, SWOT, basic bookkeeping, cash flow, customer service, leadership, marketing, setting prices, websites, social media, and business financing.

Post workshop support includes business coaching and mentorship which greatly increase participant's probability of success. Self-employment is often the best option for immigrants and this workshop will help them be part of a community where people can afford to live, work, and play.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☑ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☐ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

The program will not only empower the 12 participants and their families but will also affect their ethnic communities and those who interact with their businesses. It will contribute to greater economic inclusivity and increased multicultural awareness and respect.

Our program includes a session on community economic development, values-based business and the social enterprise model. New businesses started with this approach contribute to a strong local economy and encourage other newcomers to develop businesses with similar values. This program will prepare more people to start a small business which impacts the whole city as it strengthens the local economic base.

Building the strength of the immigrant entrepreneur community will increase the multiculturalism and vibrancy of downtown as well as strengthen the image of Victoria as a welcoming and multicultural community.

To foster two way engagement with the City, the program incorporates a visit to the Business Hub as well as building awareness of the various ways the City interacts with business owners. The positive relationships can motivate and encourage participants to open their businesses in downtown Victoria and be active participants in the community.

How many will benefit from the project or program? 185

What percentage of Greater Victoria residents benefit from this project or program? 100 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 15875.00

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Project Coordinator salary	7,444.00	$24.95/hr x 30 hrs/Wk x 8 Wks plus 10.5% wage benefits
Professional fees / Program faciliators	12,600.00	8 sessions, individual business coaching and mentorship administration
Workshop supplies	400.00	$50/session x 8 sessions
Promotion	134.00	Posters , flyers, printing and pamphlets
Child Care service	348.00	$14.50/hr x 3 hours workshop x 8 workshops
Office rent	500.00	$250/month x 2months
Workshop space rental	1,200.00	$150/session x 8 sessions
Daycare space rental	400.00	$50/session x 8 sessions
Overhead cost	200.00	Phone,fax, internet, office supplies
A. Total Project or Program Expenses	$ 23,226.00	
Administration		
based on 10% of the total budget	2,323.00	
B. Total Administrative Expenses	$ 2,323.00	
Total Expenses (A+B)	$ 25,549.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	9.09%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	15,875.00	Pending		
A. Total Government Funding	$ 15,875.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
C. Total Matching Funds	$ 0.00			
In-Kind Contributions				
Victoria Immigrant and Refugee Centre Society	3,374.00	Confirmed		
D. Total In-Kind Contributions	$ 3,374.00			
Waived Fees and Charges				
Victoria Community Micro Lending Society	6,300.00	Confirmed		
E. Total Waived Fees and Charges	$ 6,300.00			
Total Funding Sources (A+B+C+D+E)	$ 25,549.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

With both VIRCS and VCMLS inputting a large amount of in-kind contributions we have capped our ability to provide any other services in kind. We would search for other funding sources, and would likely have to reduce the instruction hours provided which would negatively impact the outcomes.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: Sept. 8, 2018 To: Dec. 21, 2018

Project or program location: Victoria Social Innovation Centre, 1004 Bay St.

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Sept.8-Oct. 6	Promotion of program and recruitment of participants.
Oct.6-Nov.24	24 hours of in class sessions
Nov. 24-Dec.21	Wrap-up, evaluation, reporting
December 2018	Networking session
Nov. 24-Dec.21	Organize mentorship and business coaching connections
Jan-June 2019	Business coaching and mentorship continue

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: 280

Can the project or program occur without volunteer support? ☐ Yes ☑ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☑ Other: Promotional poster sent to various organizations and individuals

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Executive Director

Position

David Lau

Name

January 29, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Sexual Assault Centre

Mailing Address: #201, 3060 Cedar Hill Road Victoria, BC V8T 3J5

Contact Person: Lane Foster, Resource Development Coordinator Email: lanef@vsac.ca

Telephone: 250 - 383 - 5545 Ext. 125 Website: www.vsac.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: #S-18942

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: #10822 0054 RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

The Victoria Sexual Assault Centre (VSAC) is a feminist organization committed to ending sexualized violence through healing, education, and prevention. We are dedicated to supporting women and all Trans survivors of sexual assault and childhood sexual abuse, through advocacy, counseling, and empowerment.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

Established in 1982, VSAC is uniquely positioned as the only community-based sexual assault centre in Greater Victoria serving girls, women and Trans, Two-Spirit and Gender Diverse survivors. Our long history of community partnerships and collaboration has led to the development of many innovative programs including BC's first and only integrated sexual assault clinic and a Community-based Response Network with 7 partner agencies in Victoria, among others.

How many paid staff at organization? Full Time: 5 Part Time: 16

How many volunteer staff at organization? 0-no vol staff,74 reg vol Total volunteer hours: 0 (6980 reg)

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 1,418,301.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
Provincial Governmen-Contracts	564,158.00	Client Services - counseling, victim services
Government Grants	194,504.00	Crisis line, prevention, education, and clinic
Foundations and Community Grants	349,199.00	Prevention, education, and clinic
Fundraising and Earned Revenue	289,500.00	Discretionary
Partner Revenues, VCRC	20,940.00	Clinic Partner
Total Funding Sources	$ 1,418,301.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
Reduce wait times for recent survivors to access crisis support	w/n 3-5 day for recent survivors
Enhance partnerships and outreach	apprx. 1 per month - workshops/meetings
Survivors feel welcomed prior to receiving crisis support (reception)	Reception staff increase in hours to maintain positive physical presence
Sexual Assault Response Team volunteers receive comprehensive training	Post-training formal assessment
Community partners informed in trauma-informed practice	Trainings and feedback for community partners

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: Next Steps for Survivors: Justice and Healing

Who is your target audience? Marginalized women (Indigenous, refugee, w/ disability, street-involved) & Trans survivors

Brief description of the project or program and why the grant is needed. (1250 characters)

The focus of our project is to meet the urgent service demand and ongoing vital growth of our crisis support, victim services (justice), group counseling, and trauma-processing counseling programs, as well as our reception. Additionally, this funding will work to ensure these services remain accessible, reduce wait-lists, prevent a decrease in staffing hours, and promote utilization by marginalized women and Trans survivors. Because our clinic has been incredibly successful (demand increase of 173%) we have experienced a backlog of our downstream programs, such as crisis support and victim services, resulting in longer wait times to all our programming. VSAC's crisis support and victim services programs provide an essential foundation for the subsequent stages in a survivor's journey toward healing and justice. Crisis support provides survivors with a basic sense of safety and stability, both internally and externally through: identifying and developing resources; learning skills to deal with triggers, flashbacks, and emotions; and developing healthy coping skills. VSAC has the only Victim Services Justice Support team in Greater Victoria that specializes in serving women and Trans survivors of sexualized violence.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☑ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the **primary** objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Facilitate social inclusion and community wellness: Primarily, it is those communities that are most targeted for sexualized violence that lack access to medical, forensic, crisis support and/or justice services after a sexual assault because of institutional and systemic barriers they face at hospitals and police stations. These communities include girls, women, and Trans people for whom the experiences and impacts of sexualized violence are deeply intertwined with other forms of systemic violence such as racism, colonialism, classism, and various other forms of discrimination.

Outcome 1- Enhanced quality of life. This project will achieve this by increasing early intervention for survivors to mitigate the longterm effects of trauma and by increasing the number of survivors who feel better equipped, resourced and connected to community supports to heal from their trauma(s).

Outcome 2- Accessible health services for Victoria's most marginalized populations. This project will ensure this by engaging in community outreach to increase utilization and awareness of VSAC's services for marginalized communities at the same time as ensuring these marginalized populations access to downstream services occur in a timely manner.

How many will benefit from the project or program? 6000

What percentage of Greater Victoria residents benefit from this project or program? 7.5 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 70,000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Program salaries	174,266.00	Please refer to attached budget document for details
Lease plus utilities, janitorial services, alarm system	36,300.00	
Internet, It and support, and telephone pager cell	12,600.00	
Postage and Courier, and medical materials and supplies	4,000.00	
Promotion and publications, and program supplies	10,900.00	
Travel	4,500.00	
Outreach, partner development, community engagement	8,000.00	
Volunteer training, recognition, supports	4,000.00	
Evaluation and reporting	3,000.00	
A. Total Project or Program Expenses	$ 257,566.00	
Administration		
Oversight finance and accounting	18,302.00	7 hours per week
Management	12,000.00	4 hours per week
Audit	2,000.00	
Insurance	3,500.00	
B. Total Administrative Expenses	$ 35,802.00	
Total Expenses (A+B)	$ 293,368.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	12.20%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Ministry of Public Saftey	46,200.00	Confirmed	Diane Nguyen	604-660-5300
District of Saanich	35,000.00	Pending		
Civil Forfeiture	30,000.00	Pending		
A. Total Government Funding	$ 111,200.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
United Way	60,000.00	Pending	Rachel Caroll	250-220-7360
Zonta	5,000.00	Pending	Carole Didier	cjdidier@shaw.ca
Victoria Child Abuse Prevention (3rd party rental fees)	18,000.00	Confirmed	Sandra Bryce	250-385-6111
C. Total Matching Funds	$ 83,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 194,200.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

This grant from the City of Victoria would provide key operational support so we can provide survivors of sexual assault with healing and justice support services in a timely manner. If we do not receive full funding, we anticipate the need to source additional funding through other matching funds or our donor base in order to ensure that our downstream services can be accessed quickly by survivors. This will put significant caseload pressure on our staff as well as delay healing for survivors.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: August 2018 To: July 2019

Project or program location: #300B, 3060 Cedar Hill Road Victoria, BC V8T 3J5

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Reducing wait times for crisis support, victim services, groups, & trauma-processing counseling
Aug 2018 - July 31 2019	Increase Clinic Coordinator hours to enhance partnerships and outreach
Aug 2018 - July 31 2019	Increase hours for reception
January 2019 - May 2019	Sexual Assault Response Team volunteer training
August 2019	Annual program evaluation and report writing
Ongoing	Community partnership development, collaboration and consultation
Ongoing	Outreach to marginalized populations
Ongoing	Social Inclusion Workshops

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 60 Total volunteer hours required: 6344

Can the project or program occur without volunteer support? ☐ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☑ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: E-news and blog

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Makenna Rielly

Signature

Executive Director

Position

Makenna Rielly

Name

January 31, 2018

Date

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Women's Transition House Society (VWTH)

Mailing Address: 100-3060 Cedar Hill Rd

Contact Person: Elizabeth O'Brien Email: elizabetho@vwth.bc.ca

Telephone: 250.592.2927 ext. 214 Website: www.transitionhouse.net

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

Please note: This section is only applicable to those applying on behalf of a neighbourhood group.

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☑ Yes ☐ No Society Registration Number: 11648

Are you a registered Charity? ☑ Yes ☐ No Charity Registration Number: 108173501RR0001

**Must provide society number and Certificate of Good Standing or Charity Registration Number and CRA Canadian Registered Charities details page showing charity status as registered*

Organization mission/mandate (500 characters)

Victoria Women's Transition House Society, working collaboratively, provides shelter, support, counselling and education to women of all ages, with or without children, so that they can live free from the effects of abuse in intimate relationships. The Society strives to prevent and eliminate abuse through education, advocacy and partnerships.

Brief history and role in benefitting residents of Greater Victoria (500 characters)

VWTH has served Greater Victoria for 43 years by providing emergency shelter, counselling and support to women of all ages, with or without children, leaving abusive relationships. We provide programs for children who witness abuse; women proceeding in the justice system; transitional housing for older women; and a 24-hour Crisis Line. Supported by a robust volunteer program, we operate from six sites, including the police and courthouse locations. We serve approximately 7500 clients annually.

How many paid staff at organization? Full Time: 15 Part Time: 56

How many volunteer staff at organization? 70 Total volunteer hours: 2976

SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☑ No

What is the organization's annual budget? $ 2,871,814.00

Did your organization receive a grant from the City of Victoria in the prior year? ☑ Yes ☐ No

If yes, has the Final Report been completed? ☑ Yes ☐ No Only those organizations that have submitted a complete Final Report for evaluation will be considered for new funding.

What other sources of funding do you receive and how is it used?

Funding Sources	$ Amount	Use
BC Housing	1,013,507.00	Emergency Shelter/Third-Stage Housing/Homelessness Prevention
Ministry of Justice	561,920.00	RDVU/Victim Services/STV Counselling/Children Who Witness Abuse
Ministry of Children & Family Development	32,675.00	Children Who Witness Abuse Programs
Grants	419,158.00	VWTH Programs, Services & Operations
Fundraising/Special Events	73,320.00	VWTH Programs, Services & Operations
Individual Donations/Bequests	654,000.00	VWTH Programs, Services & Operations
Other Income & Investment Income	117,234.00	VWTH Programs, Services & Operations
Total Funding Sources	$ 2,871,814.00	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

What are the project or program key objectives and how will the organization measure success. This criteria will be used on the Final Report to measure the success of the project or program's objectives and the External Grant Review Committee will be evaluating based on the success using these measures.

Objective	Measure of Success
To increase women's access to immediate outreach support	The number of clients who access our outreach service throughout the 12-month program period
To increase women's access to critical community services and resources	The number of clients who accessed our outreach services and were referred to other resources
To increase the number of women who can receive affordable counselling	The number of clients who received counselling (individual and group)

SECTION 6. PROJECT OR PROGRAM INFORMATION

When completing this section, please note the External Grant Review Committee will take into consideration the following:

1. Council's Weighted Strategic Plan Objectives
2. Weighted Assessment Criteria
   a. Capacity of an organization to deliver the project (20%)
   b. Evidence of need (20%)
   c. Community impact (30%)
   d. Project feasibility (30%)

Project or program title: VWTH Housing & Outreach Program (HOP)

Who is your target audience? Women who are impacted by domestic abuse and violence

Brief description of the project or program and why the grant is needed. (1250 characters)

VWTH Housing & Outreach Program (HOP) assists women survivors of domestic abuse who are in immediate need to find safe and stable housing as well as necessary support services to rebuild their lives. Women who are entering or exiting our emergency shelter are at the highest risk of returning to abusive situations or becoming homeless, especially if they have children. This project will also respond to a critical gap in available services for women who have already received immediate emergency shelter, but lack a support system to keep them housed long-term.

A Strategic Grant will enable us to provide a range of additional supports that are tailored to each client's needs. Our outreach workers will provide women in crisis with support services, including advocating with landlords and applying for housing wait-lists; moving women out of temporary housing; opening bank accounts, budgeting, and applying for financial assistance; accessing legal resources; finding affordable counselling; and identifying other key support services. The project will reduce housing barriers for abuse survivors so that they can rebuild their lives and reintegrate successfully into the community.

Select the weighted Strategic Plan Objective that the project or program aligns with or supports (for further explanation of the objectives and outcomes, refer to the 2015-2018 Strategic Plan).

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that the project or program aligns with or supports.

- ☐ Engage and Empower the Community (3.22)
- ☐ Create Prosperity through Economic Development (3.00)
- ☑ Facilitate Social Inclusion and Community Wellness (3.67)
- ☐ Nurture Our Arts, Culture and Learning Capital (2.56)
- ☐ Enhance and Steward Public Spaces, Green Spaces and Food Systems (3.11)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective. (1250 characters)

Victoria's current housing crisis has hit our region's vulnerable populations the hardest, and a growing number of women in our community are in severe need of housing and support services. With a vacancy rate of less than 1%, many agencies are at capacity, and women survivors of domestic abuse are at high risk of homelessness. Without the necessary supports in place, they are more likely to return to abusive relationship or else end up homeless. Children who experience homelessness are also more vulnerable to housing instability as adults. Our program helps break the inter-generational cycle of abuse by providing personalized support, including housing advocacy, identification of critical health and wellness services, and access to key community resources. The program provides women in immediate need with a foundation from which to work towards their highest levels of well-being. It gives one of Victoria's most marginalized groups the necessary security and community connectedness to allow them to start to heal and experience enhanced quality of life. By helping women navigate a housing market in crisis, the project works towards ending chronic homelessness in Victoria and helps build a vibrant and healthy community.

How many will benefit from the project or program? 200

What percentage of Greater Victoria residents benefit from this project or program? 0.05 %

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2017, Council approved $537,500 Strategic Plan Grant awards ranging from $1,000 to $50,000 with the average grant awarded of just under $9,500.

Total project or program amount requested: $ 50000

Prepare a detailed breakdown of all budget expenses and funding sources below.

BUDGET EXPENSES	$ Amount	Details (if applicable)
Project or Program Costs		
Outreach Counsellors Salary and Benefits	49,195.00	
Direct Program Management Support	6,594.00	
Evaluation and reporting	1,598.00	
Program expense, including grocery vouchers	1,250.00	
Transportation, including client bus passes	1,162.00	
A. Total Project or Program Expenses	$ 59,799.00	
Administration		
Management and Support Salaries and Benefits	6,378.00	
Facilities, IT and Communications	4,538.00	
Printing and Photocopying	620.00	
Office and Related	565.00	
B. Total Administrative Expenses	$ 12,101.00	
Total Expenses (A+B)	$ 71,900.00	
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	16.83%	

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	50,000.00	Pending	Natalie Goulet	250-361-0554
A. Total Government Funding	$ 50,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	$ 0.00			
Matching Funds				
Canadian Women's Foundation	20,000.00	Pending		
Other fundraising	1,900.00	Confirmed		
C. Total Matching Funds	$ 21,900.00			
In-Kind Contributions				
D. Total In-Kind Contributions	$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	$ 0.00			
Total Funding Sources (A+B+C+D+E)	$ 71,900.00			

Partial funding may be available. Will the project occur without full funding by the grant? ☑ Yes ☐ No

If you do not receive full funding, what is the impact to the organization and project or program. Please provide an explanation below. (500 characters)

The costs involved in running the program are fixed; however, if given partial funding, we would consider shortening the duration and scope of the project in order to offer this much-needed service to the community.

SECTION 8. PROJECT OR PROGRAM TIMELINE

To be eligible, projects or programs must be substantially completed within July 1 to the following June 30 each year.

Project or program dates From: July 1, 2018 To: June 30, 2019

Project or program location: VWTH Shelter; VWTH Community Office; partner locations (e.g. YWCA of Vancouver Island - Downtown Branch)

Finance
1 Centennial Square
Victoria, BC V8W 1P6
E grants@victoria.ca

Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2 - 20th, 2018	Set up administrative processes for program expansion (3 weeks)
July 2018 - June 2019	Ongoing screening of new clients
July 2018 - June 2019	Ongoing referral of clients for community services and drop-in support group
July 2018 - June 2019	Ongoing counselling, advocacy and education
July 2018 - June 2019	Ongoing expansion and and solidification of relationships with landlords and property managers
December 14 - 31, 2018	Mid point evaluation & report
June 14 - 30th, 2019	Final program evaluation & report

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2 Total volunteer hours required: 52

Can the project or program occur without volunteer support? ☑ Yes ☐ No

SECTION 10. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the City's funding support?

- ☑ Website
- ☐ Newspaper Advertisement
- ☑ Social Media
- ☑ Newsletter
- ☐ Sponsor Plaque
- ☑ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Signature

Development Director
Position

Susan K.E. Howard
Name

January 31, 2018
Date