

## **APPENDIX B**

Ballet Victoria Society – Application

Ballet Victoria Society – Final Report 2019

BC Black History Awareness Society – Application

Big Brothers Big Sisters of Victoria and Area – Application

Bridges for Women Society – Application

Bridges for Women Society – Final Report 2019

Burnside Gorge Community Association – Application

Burnside Gorge Community Association – Final Report 2019

Canadian Paraplegic Association (Spinal Cord Injury BC) – Application

Canadian Paraplegic Association (Spinal Cord Injury BC) – Final Report 2019

CanAssist at UVic – Application

CanAssist at UVic – Final Report 2019

Capital Region Food and Agriculture Initiatives Roundtable (CRFAIR) – Application

Cerebral Palsy Association of BC – Application

Cerebral Palsy Association of BC – Final Report 2019

Chinese Community Services Centre of Victoria (Saanich Legacy Foundation) – Application

CineVic Society of Independent Filmmakers – Application

Coastal Research Education and Advocacy Network – Application

Community Social Planning Council of Greater Victoria – Application

Creatively United for the Planet Society – Application

Crisis Intervention & Public Information Society of Greater Victoria (NEED2 Suicide Prevention) – Application

Crisis Intervention & Public Information Society of Greater Victoria (NEED2 Suicide Prevention) – Final Report 2019

Disaster Aid Canada (Soap for Hope) – Application

Drop the Plastic Society – Application

Fairfield Community Association of Victoria – Application

FED Urban Agriculture Society – Application

Fernwood Neighbourhood Resource Group – Application

Friends of Living and Learning Through Loss – Application

Friends of Living and Learning Through Loss – Final Report 2019

Greater Victoria Crossing Guards Association – Application

Greater Victoria Crossing Guards Association – Final Report 2019

Greater Victoria Sports Tourism Commission – Application

Greater Victoria Sports Tourism Commission – Final Report 2019

Greater Victoria Visitors and Destination Bureau (Destination Greater Victoria) – Application

Greater Victoria Visitors and Destination Bureau (Destination Greater Victoria) – Final Report 2019

Greater Victoria Volunteer Society (Volunteer Victoria) – Application

Jewish Community Centre of Victoria – Application

Junior Achievement BC (JABC) – Application

KidSport Greater Victoria – Application

KidSport Greater Victoria – Final Report 2019

Leadership Victoria Society – Application

LifeCycles Project Society – Application

LifeCycles Project Society – Final Report 2019

Living Edge Community – Application

Maritime Museum of British Columbia – Application

Maritime Museum of British Columbia – Final Report 2019

Oaklands Community Association – Application

Oaklands Community Association – Final Report 2019

Our Place Society – Application

Our Place Society – Final Report 2019

Pandora Arts Collective Society (PACS) – Application

Pandora Arts Collective Society (PACS) – Final Report 2019

Peers Victoria Resources Society – Application

Peers Victoria Resources Society – Final Report 2019

Peninsula Streams Society – Application

Power to Be Adventure Therapy Society – Application

Quadra Village Community Centre (Downtown Blanshard Advisory Committee) – Application

Refugee Sponsorship Program of the Anglican Diocese of BC – Application

Rent Smart Education and Support Society – Application

Society for Kids at Tennis (KATS) – Application

Society for Kids at Tennis (KATS) – Final Report 2019

Stigma Free Society – Application

Stigma Free Society – Final Report 2019

Story Studio Writing Society – Application

Story Studio Writing Society – Final Report 2019

Surfrider Foundation Canadian Chapter – Application

The Mustard Seed Street Church – Application

The Mustard Seed Street Church – Final Report 2019



The Proulx Global Education and Community Foundation – Application

The Proulx Global Education and Community Foundation – Final Report 2019

The Victoria Youth Empowerment Society – Application

The Victoria Youth Empowerment Society – Final Report 2019

Theatre SKAM Association – Application

Threshold Housing Society – Application

Tides Canada Initiatives – Application

Tides Canada Initiatives – Final Report 2019

Vancouver Island Counselling Centre for Immigrants and Refugee (VICCIR) – Application

Vancouver Island Local History Society – Application

Victoria Brian Injury Society – Application

Victoria Community Micro Lending Society – Application

Victoria Community Micro Lending Society – Final Report 2019

Victoria Compost and Conservation Education Society (CEC) – Application

Victoria Conservatory of Music – Application

Victoria Epilepsy and Parkinson’s Centre (Headway) – Application

Victoria Immigrant and Refugee Centre Society – Application

Victoria Immigrant and Refugee Centre Society – Final Report 2019

Victoria Innovation Advanced Technology & Entrepreneurship Council (VIATEC) – Application

Victoria Literacy Connection Society – Application

Victoria Literacy Connection Society – Final Report 2019

Victoria Native Friendship Centre (Bruce Parisian Library) – Application

Victoria Sexual Assault Centre – Application

Victoria Sexual Assault Centre – Final Report 2019

Victoria Tool Library – Application

Victoria Women’s Transition House Society (VWTH) – Application

Victoria Women’s Transition House Society (VWTH) – Final Report 2019



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Ballet Victoria Society  
Mailing Address: PO Box 8877 Victoria BC V8W 3Z1  
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: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### 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 max - **do not add extra pages**)

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." Our organizational mission statement 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 max - **do not add extra pages**)

Founded in 2002, we are a professional ballet company led by artistic director Paul Destrooper. BV entertains over 25,000 people each season with four main stage shows, tours, and school performances. BV fosters community inclusion in the arts by reducing ticket prices, donating tickets to charities, and delivering free, accessible shows to people facing barriers to access (seniors, new immigrants, people with disabilities). We also offer affordable, flexible dance education at our conservatory.

How many paid staff at organization? Full Time: 9 Part Time: 16  
How many volunteer staff at organization? 100+ (85 active) Total volunteer hours: 1482

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	6,500.00	Inclusive programming (Tea for Tutu)
Earned Revenue	452,230.00	Operating costs
Individual Donations/Fundraising	145,000.00	Operating costs
Corporate Donations/Foundations	108,000.00	Projects/productions, operating costs
Federal Funding (Canada Council, Canadian Heritage)	72,000.00	Touring, Equipment upgrades for Tea for Tutu and touring
Provincial Funding (BCAC, Community Gaming, Multiculturalism Grant)	114,000.00	Dancer fees, reduced ticket price, Tea for Tutu, Conservatory, Touring
Municipal Funding (CRD)	61,500.00	Operating costs
<b>Organization's Annual Budget</b>	<b>\$ 959,230.00</b>	



## 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 a new form of social/physical engagement to people with PD	Participant enrollment (measured each session)
Improve the emotional wellbeing of participants	Participant feedback (report improvement in mood and sense of belonging/welcome)
Improve the physical health of participants	Assessment of mobility by health professional
Develop a viable model for delivery of the program	Internal post-program assessment; outcomes suggest continuation of program
Inspire community members to engage in volunteerism	All sessions are adequately supported by volunteers; backup volunteer list created
Develop connections with other community organizations	Develop relationships with members of HeadWay and Parkinson's Wellness Project
Remove financial barriers for participants	Participants will not have to pay for sessions (common practice in Dance for PD is \$10/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: Facilitating Dance Activity for People with Parkinson's Disease

Who is your target audience? Over 1200 area residents with Parkinson's Disease

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

With members of the local Parkinson Wellness Project, we will continue an ongoing project to facilitate dance classes that promote physical, emotional, and psychological wellbeing through exercise and social engagement for community members with Parkinson's Disease. Instructors (BV dancers) will work from a proven methodology, New York-based "Dance for PD," to ensure that people with all levels of mobility will be able to fully engage with the program. The project preserves or restores dignity to those affected by Parkinson's, improves their emotional and physical health, and communicates a clear message that in dance, everyone is welcome.

Over 1,200 people in Greater Victoria have Parkinson's Disease. Local resources are limited, and Parkinson Society BC is "actively seek[ing] out exercise programs being offered in communities across British Columbia." They also specifically mention the need for all people diagnosed with PD to engage "in aerobic activity, along with other activities for strength, flexibility and balance." Recent peer-reviewed research has demonstrated Dance for PD's effectiveness in improving mobility and emotional wellbeing. Funds from the Strategic Plan Grant will be used for instructor fees and venue rental.

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



## 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 max - **do not add extra pages**)

The project directly addresses several measurable outcomes for Strategic Objective 5. Physical disabilities shut many people out of programming designed to improve fitness, but our facilitated dance lessons will give people with severe mobility issues a safe, enjoyable, and consistent way to become active. At the same time, our project will build small communities, in which dancers and instructors develop a sense of belonging through positive shared experiences. That sense of belonging is something we've cultivated in others through community engagement programs like Tea for Tutu, and we want to spread it further. Both the physical and emotional benefits of dance are particularly important for people with Parkinson's Disease, most of whom experience depression or anxiety. Applying the Dance for PD methodology, which has been demonstrated to impact emotional health, will improve the mental wellbeing of a group who need support. One final aspect of the project relevant to Objective 5 is its unique potential to concurrently improve participants' cultural literacy. They won't simply be exercising; they'll also be learning to express themselves artistically and developing knowledge of dance as an art form.

How many will benefit from the project or program? 30-60 (directly)

What percentage of residents benefit from this project or program? City of Victoria 70 % Greater Victoria 30 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 10000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (If applicable)
<b>Project or Program Costs</b>		
Instructor fees	7,200.00	Instructor X \$50/h X 2h/wk X 45 wks. Assistant instructor X \$30/h X 2h/wk X 45 wks.
Program manager	1,944.00	Salary for 4 wks (Co-ordinating w/ local Parkinson organizations and participants, managing staff)
Licensing, Music, and Insurance	695.00	Dance for PD registration, training, WCB (\$495), Insurance (\$150), Apple Music (\$50)
Accessible Parking and Transportation	3,630.00	Parking reservation (\$2820), transportation (\$810 -- transport for participant pickup)
Venue Rental and Equipment for Delivery	5,600.00	Studio (\$40/h X 90h X 1.5=\$5400) Tape and equipment for exercises (\$200)
Healthcare consultant/Program evaluation	675.00	One consultant (\$135/h X 5h) to assess impact of program
Advertising	1,920.00	Web publishing duties (\$20/h rate: image design, content management, newsletter)
Marketing	1,705.00	Communications (\$15.5/h X 90h = \$1395) and photography/video services (2h X 10days X \$15.5h = \$310)
Volunteer supporters	3,278.00	Support participants before/during/after classes (3 vols. at \$15.50/h X 1.5h/wk X 47 wks)
<b>A. Total Project or Program Expenses</b>	<b>\$ 26,647.00</b>	
<b>Administration</b>		
In-kind Administrative Personnel	1,395.00	1 person X \$15.5/h X 90h (registration, payment, scheduling)
Temporary contract bookkeeping	310.00	1 person X \$15.5/h X 2h/month X 10 months
<b>B. Total Administrative Expenses</b>	<b>\$ 1,705.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 28,352.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	6.01%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	10,000.00	Pending	Jennifer Lockhart	250-361-0396
CRD	1,500.00	Confirmed	James Lam	250-360-3215
BC Community Gaming	4,000.00	Pending	Grants Branch	250-356-1081
<b>A. Total Government Funding</b>	<b>\$ 15,500.00</b>			
<b>Corporate Sponsorships</b>				
Corporate Sponsorship (through Victoria Foundation)	5,000.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 5,000.00</b>			
<b>Matching Funds</b>				
Individual BV Donors	3,179.00	Confirmed	Multiple BV donors	For detail, call 250-380-6063
<b>C. Total Matching Funds</b>	<b>\$ 3,179.00</b>			
<b>In-Kind Contributions</b>				
Volunteer labour	3,278.00	Confirmed	Multiple BV volunteers	For detail/list, call 250-380-6063
<b>D. Total In-Kind Contributions</b>	<b>\$ 3,278.00</b>			
<b>Waived Fees and Charges</b>				
Admin personnel	1,395.00	Confirmed	BV volunteers	For detail, call 250-380-6063
<b>E. Total Waived Fees and Charges</b>	<b>\$ 1,395.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 28,352.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

This project is scalable. We will deliver as many classes to as many people as possible, as determined by our funding. We've already invested in the training for instructors, so we just require funds to rent the space and pay the instructors for their time.

### 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 6, 2020 To: June 30, 2021

Project or program location: 643 Broughton Street, Victoria BC



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
January 2020 - June 2020	Pilot Phase: marketing, registering, scheduling, trial classes (SEPARATE PROJECT/BUDGET)
June 2020	Participant feedback sessions; internal review of procedures (SEPARATE PROJECT/BUDGET)
July 6, 2020	Class Delivery: 2/wk. 2 BV instructors & 2-3 volunteers run 60-min classes for 6-8 participants
December 2020	Midpoint Check-up: participant feedback and internal review generate opportunities to improve
June 2021	BV staff, healthcare professional assess mobility, conditioning, mood to evaluate the program
June 28, 2021	Final classes of season
July 2021	Close-out meeting: internal review to determine course for next season

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6+ Total volunteer hours required: 370

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: Acknowledgement Letter

### 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, 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)
2. Assemble **Assessment Documentation**:
  - ☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Ballet Victoria Society  
Mailing Address: PO Box 8877 Victoria BC  
Contact Person: Paul Destrooper Email: destrooper@balletvictoria  
Telephone: 250-380-6063 Website: www.balletvictoria.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Tea for Tutu  
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)

We are submitting this interim report for our ongoing project in order to qualify for the next round of Strategic Plan Grant applications. Our project is proceeding smoothly. We are at the halfway point, and so far our performances have been well received. We've completed one of our two planned bonus performances. Our project will be completed on schedule and on budget.

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

Our project aligned with each of the objectives mentioned in our application. So far, Tea for Tutu has provided 500 community members with barrier-free opportunities to engage socially in Victoria's arts scene, building a community that improves wellness for seniors and others. In doing so, Tea for Tutu engages more than 50 community volunteers and provided much-needed employment opportunities for local artists, which bolsters the health of local arts culture for artists and audiences.

### 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
Meet demand from target audience	Reduced number of interested patrons turned away due to capacity	Yes
Improve communication with with the community	Communication with more seniors residences and organizations	Yes
Serve a broader segment of target population	Increase number of first-time attendees, including seniors who live alone	Yes
Further reduce barriers for isolated seniors	Attendance on our Tea for Tutu shuttle service	Yes
Further reduce barriers for people with disabilities	Acquire, install, and employ improved lighting systems	Yes
Provide more opportunities for seniors to engage	Increase the number of performances from the previous season	Yes
Increase engagement of Victoria seniors in volunteerism	More seniors volunteer to assist BV and Tea for Tutu	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Seniors who face barriers to community engagement (physical/financial/social)  
What positive impacts were felt by your target audience? Social engagement, self-esteem, cultural enrichment  
How many have benefitted from the project or program? 500+  
What percentage of Greater Victoria Residents benefitted from this project or program? 80%  
How many volunteers have worked on this project or program? 59 What total hours did they work? 1820



## 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)
<b>Project or Program Costs</b>		
Dancer fees	4,600.00	Fees for BV dancers for 4 performances
Theatre rental	1,600.00	Kirk Hall daily rate \$400/d for 4 performance days
Accessible parking	656.00	Costs vary: parking sleeves for 4 performance days
Repair and maintenance of space and equipment	300.00	
Marketing and advertising	1,645.00	Mailing, personalized phone communication, co-ordination with residences
<b>A. Total Project or Program Expenses</b>	<b>\$ 8,801.00</b>	
<b>Administration</b>		
Temporary contract administrative personnel	725.00	Office administrative tasks (1 employee at \$15.50/h pay rate)
<b>B. Total Administrative Expenses</b>	<b>\$ 725.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 9,526.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
BC Community Gaming	2,500.00	Confirmed	Grants Branch	250-356-1081
City of Victoria	3,250.00	Confirmed	Peter Paine	250-361-0245
<b>A. Total Government Funding</b>	<b>\$ 5,750.00</b>			
<b>Corporate Sponsorships</b>				
Corporate donations	610.00	Confirmed	Thrifty's, Residences	250-380-6063 for info
<b>B. Total Corporate Sponsorships</b>	<b>\$ 610.00</b>			



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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
Individual donation	1,402.00	Confirmed	H. Steward	250-477-1034
<b>C. Total Matching Funds</b>	<b>\$ 1,402.00</b>			
<b>In-Kind Contributions</b>				
In-kind services	1,780.00	Confirmed	staff/volunteers	250-380-6063 for info
<b>D. Total In-Kind Contributions</b>	<b>\$ 1,780.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 9,542.00</b>			

### 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 on-stage thanks; programs

☐ 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

Paul Destrooper

Name

January 31, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: BC Black History Awareness Society  
Mailing Address: 987 Seapearl Place, Victoria, BC V8Y 2X4  
Contact Person: Paul Schachter Email: development@bcblackhistory.ca  
Telephone: 604-414-3496 Website: http://bcblackhistory.ca/; http://colourfulbusiness.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: 810072942RR0001

*\*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 max - **do not add extra pages**)

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 max - **do not add extra pages**)

BCBHAS was formed in 1994 to educate on the history & achievements of Black people in BC. The Society has put on hundreds of programs & events during Black History Month and throughout the year that have reached thousands of Victorians to instill appreciation of the contributions of persons of African ancestry to BC and Canada in the arts, education, government, sports, science and other fields. BCBHAS work has advanced diversity, equity and inclusion to create a welcoming environment for all

How many paid staff at organization? Full Time: \_\_\_\_\_ Part Time: 1  
How many volunteer staff at organization? 15 Total volunteer hours: 1500

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	15,000.00	Programs (grant pending)
Donations from individuals	4,000.00	Programs
Donations from corporations	1,000.00	Programs and equipment
Government grants and contracts	19,500.00	Programs
Member fees	500.00	Programs and operations
Government grants (pending)	20,000.00	Programs and operations
Corporate & non-profit sponsorship (pending)	20,000.00	Programs
Private grants and foundations (pending)	20,000.00	Programs
<b>Organization's Annual Budget</b>	<b>\$ 100,000.00</b>	



## 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
Showcase scope/variety of racial, Indigenous, immigrant (R-I-I) businesses	50 participant racial, Indigenous, immigrant businesses; number of attendees from public
Develop R-I-I participant skills and capacity	3 skills workshops; attendance of 50 participant racial, Indigenous, immigrant entrepreneurs at each
Network participant R-I-I entrepreneurs and established business	Number of established businesses with a presence at networking activities and exhibition; feedback
Remove barriers - provide opportunities for learning & positive interaction	Feedback from participants and public; >75% report positive interactions and new insights
Promote cultural exchange between diverse communities	Feedback from participants and public; >75% report better appreciation of different cultures
Improve ties between local businesses and R-I-I businesses and communities	Feedback from local business and diverse communities; >75% report improved connections
Increase awareness of rich dimensions brought to area by R-I-I businesses	Exhibition of products and services from wide diversity of R-I-I businesses
Promote welcoming, diversity and inclusion	Participant feedback; >75% report diversified customers & better relations w/ existing businesses

### 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: **Colourful Business 2020**

Who is your target audience? **Racial, Indigenous, new immigrant entrepreneurs; city and area residents; established businesspeople**

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

"Colourful Business" (CB2020) is an exhibition (Sept. 26, 2020 at Victoria Conference Centre) of the rich diversity of products & services brought to the area by racial, Indigenous and new immigrant (R-I-I) businesses. Entrepreneurship is a critical pathway to local economic and social inclusion. Multicultural businesses make the area vibrant and relevant for residents & visitors. CB2020 creates a welcoming environment by bringing the public in contact with R-I-I businesses to breakdown barriers & overcome past discrimination, negative attitudes and implicit bias. Cultural performances at CB2020 enhance public appreciation & create positive linkages. CB2020 builds capacity to aid R-I-I entrepreneurs' resilience and survival in Victoria with educational workshops on key subjects (e.g., financial literacy, social media marketing, compliance with regulations, human resources). CB2020 provides networking connections between R-I-I business & established businesses to help meet inclusion & diversity goals. Funding is required to deliver program free of charge to R-I-I participants & to cover venue costs, instructors, program material, outreach, promotion and publicity. Business sponsors are only adequate to cover partial program costs.

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 [2019-2022 Strategic Plan](#)).

- ☒ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☒ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☐ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)





## 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 max - **do not add extra pages**)

The project supports the Welcoming City Strategy by exhibiting the richness of Victoria's R-I-I businesses to promote interchange and collaboration across cultures. CB2020 brings established businesses, civic groups & residents together with R-I-I business to promote prosperity and integration for all. R-I-I businesses report that it is difficult to get acceptance by exposure to area communities. Giving R-I-I businesses a platform encourages residents to learn about them & stimulates an atmosphere where new immigrants, racialized populations and Indigenous communities are welcomed, respected and accepted. CB2020 augments the Business Hub's support of newcomers' entrepreneurial ambitions via focused capacity building. The objective of ensuring ethno-cultural diversity in funding supports is advanced by linking cultural performances and R-I-I business offerings. CB2020 supports Prosperity & Economic Inclusion goals of continuing support for diverse entrepreneurs and small businesses, as well as for buy local initiatives. Partners in CB2020 include Kulea Culture Society (NGO to reduce ethno-racial discrimination and stereotyping), Victoria Mayor's office, Here Magazine. Initial sponsors include Vic. Chamber of Commerce & Vancity.

How many will benefit from the project or program? 1100

What percentage of residents benefit from this project or program? City of Victoria 36 % Greater Victoria 36 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 15,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Colourful Business Project Manager	20,000.00	3 days/week for 10 weeks; 5 days/week for 2 weeks
Victoria Conference. Centre	8,500.00	Venue; Services & Equipment (Audio/visual; lighting; tables; internet; displays; risers)
Design and technology	9,400.00	CB2020 Website, Social Media, Brochures, Program, web host
Media advertising	6,500.00	TV, radio, newspapers, magazines (\$5,000); Social media (\$1,500)
Promotion & outreach	5,000.00	Posters, flyers, other publicity; banners & signs; conference program - 24 pg
Food and beverage	2,500.00	Conference participants only
Speaker/workshop leader fees	2,000.00	3 workshop leaders @ \$500 ea; 1 keynote @ \$500
Performance fees	5,000.00	5 cultural groups @ \$1000/group
Conference program material - participants	1,200.00	Packets for 50 participants @ \$24 ea
<b>A. Total Project or Program Expenses</b>	<b>\$ 60,100.00</b>	
<b>Administration</b>		
Accounting	850.00	Bookkeeping, payments and reports
Legal	1,200.00	Contracts and disputes
Registration system	500.00	Participants and public
General supplies	350.00	Paper, staples, clips, folders, labels, etc.
Postage, delivery and couriers	450.00	
Bank fees and credit service charges	350.00	
Insurance	1,200.00	Participant liability; public liability; loss
<b>B. Total Administrative Expenses</b>	<b>\$ 4,900.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 65,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	7.54%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	15,000.00	Pending		
Anti-racism action program (partner in Here Magazine proposal)	15,000.00	Pending	Fiona Bramble	250-896-0986
<b>A. Total Government Funding</b>	<b>\$ 30,000.00</b>			
<b>Corporate Sponsorships</b>				
Vancity	2,500.00	Confirmed	Andrea DiLuca Bustard (Vancity)	250-995-7562
Vic Chamber (\$1500), Black History (\$2000)	3,500.00	Confirmed	Stefanie Cara (Vic Chamber of Commerce)	250-360-3475
Other corporate	12,000.00	Pending		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 18,000.00</b>			
<b>Matching Funds</b>				
Victoria Foundation	15,000.00	Pending	Anna Glenney	250-381-5532
<b>C. Total Matching Funds</b>	<b>\$ 15,000.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
Victoria Conference Centre	2,000.00	Confirmed	Megan Sanders	250-361-1038
<b>E. Total Waived Fees and Charges</b>	<b>\$ 2,000.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 65,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

The planned activities and promotions will be scaled down. The primary impact on the program will be less effective public outreach.

### 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, 2020 To: October 31, 2020

Project or program location: Downtown Victoria (Victoria Conference Centre)



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
2020-07-15	Outreach campaign to established business community and NGOs for sponsors and networking
2020-08-15	Finalize funding; Finalize corporate, governmental and non-profit partners and sponsors
2020-08-15	Social media and traditional outreach campaign to promote CB2020 to public
2020-08-31	Finalize participant application process, selection of R-I-I businesses & networking businesses
2020-08-31	Completion of survey of applicant capacity needs and selection of workshop topics/presenters
2020-09-15	Finalize project material, program, equipment, services and logistics
2020-09-26	Colourful Business Exhibition 2020
2020-10-31	Distribute participant follow-up package with resources; Submit feedback results & evaluations

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours required: 2650

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: Colourful Business 2020 Program

### 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

**Paul Schachter** Digitally signed by Paul Schachter  
Date: 2020.01.30 09:07:23 -08'00'

Signature

**Treasurer**

Position

**Paul Schachter**

Name

**2020-01-30**

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Big Brothers Big Sisters of Victoria Capital Region

Mailing Address: 230 Bay St. Victoria BC V9A 3K5

Contact Person: Rhonda Brown

Email: rhonda.brown@bigbrothersbigsisters.ca

Telephone: 250-475-1117 ext 47

Website: www.bbbsvictoria.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: S0014971

Are you a registered Charity? ☒ Yes ☐ No

Charity Registration Number: 106793540RR0001

*\*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 max - do not add extra pages)

At Big Brothers Big Sisters (BBBS) our mission is to "enable life-changing mentoring relationships to ignite the power and potential of young people." We know that children and youth with various risk profiles, who are open to mentoring, benefit greatly from our programs. Young people with supportive developmental relationships experience growth, they are challenged to do better; they discover who they are and learn how to engage with and contribute to the world around them.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

(BBBS) has a 42-year history of serving youth 6-18 years in Greater Victoria. We are successful in supporting child development through 7 different in-school and community programs. In 2018-2019 we provided support to 614 youths, 358 good citizens invested their time and caring in the life of a child volunteering as mentors. Thousands of Victoria citizens through our history have been mentored or have been mentors and can speak to the benefits of the relationships ignited through our agency

How many paid staff at organization?

Full Time: 14

Part Time: 16

How many volunteer staff at organization? 3

Total volunteer hours: 75 hrs weekly

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	20,000.00	staff wages to support 25 new matches in Victoria
United Way	50,000.00	supports community mentoring & in school mentoring program wages, supplies rent & utilities
BC Gaming	145,000.00	specific amounts support 6 different programs wages, program supplies & volunteer screening
Grants	78,511.00	program specific grants support staff wages, program supplies, rent utilities, volunteer screening
Fundraising and Donations	282,090.00	event expenses including wages, net proceeds support program wages and supplies
Donation Center (clothing Collections)	970,770.00	related wages, trucks, gas, rent and utilities, product supply. Net revenue supports programs
Interest, Miscellaneous, Ammortization, Deferred capital	8,500.00	rent and utilities
pending grant requests	62,993.00	program specific grants- Go Girls, Game On, In School mentoring, Community Mentoring
Organization's Annual Budget	\$ 1,617,864.00	



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## 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
Identify youth in need & measure program impacts	completed Dev. Asset questionnaire, pre & post surveys and match monitoring casenotes
Match trained mentors with youth challenged by adversity	25 New matches have participated in introductory meetings, and establish weekly meeting schedule
Improve mental health; mentor expresses care shows youth they matter	Youth show more self-confidence, are happier & practicing self-compassion
Increase participation; activities challenge growth & provide encouragement	Youth make better decisions and demonstrate healthier lifestyle choices
Increased safety; mentor provides encouragement supporting goals	Youth complete tasks, plan for the future & can focus their attention
Improve Mental Health; mentor demonstrates respect & give youth a say	Youth have improved self-esteem & take personal responsibility for their actions
Increase belonging; activities connect youth with people, places & ideas	Youth demonstrate leadership, use their time constructively, & join school/community activities
To provide a consistent positive developmental relationship	Youth are supported in positive youth development and are at decreased risk of anti social behaviour

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Community Mentoring Program

Who is your target audience? youth 7-18 years, volunteers 19-80 years

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

In 2018-2019 we matched 167 youth from 143 families with a mentor in the Community Mentoring Program. 75% of the families were single parent, 20% were grandparents raising grandchildren, 21% of the youth had involvement with the Ministry for Children & Family Development. The youth were diverse in culture, 15% first nations, and struggled with 3 or more adversities; 39% learning or behavioural challenges, 54% socially isolated struggling with mental health challenges, 46% struggling to cope socially, 25% neglected or emotionally abused and 20% had dealt with the death of a family member. The youth meet weekly for 2 – 4 hrs with their mentor. Mentors make a 1 year commitment but on average stay in the match for 3.5 years. Community Mentoring provides prevention and intervention at a time of risk. Positive relationships with adults during this critical time increases resiliency improving school and life success. It promotes pro-social behaviour, improves mental health and responsible decision making. 111 youth are waiting for a mentor. Our goal is to grow this program serving an additional 25 city of Victoria 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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)                    |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - do not add extra pages)

Community mentoring is a preventative program which increases a sense of belonging and civic engagement for Victoria's most vulnerable youth. The program is free of charge and neighbourhood centered, its greatest impact is in mental health – increasing confidence, self-esteem and social emotional competencies. The program brings a community solution with volunteers providing a timely response to youth who have experienced troubled and chaotic lives, with many obstacles impeding their healthy development. Their adverse childhood experiences and negative social environments put them at risk of addiction, criminal activity, homelessness and poor health outcomes. Mentors give support through the long term offering a consistent source of caring and respect, opportunities for empowerment, leadership, safe interpersonal and physical boundaries, and high expectations for personal achievement. Through Community Mentoring families learn that they are part of a community who cares; mentors learn that their gift of time can affect change; neighbourhoods bear witness to generosity and acceptance; schools experience improved classroom engagement; and Victoria sees increased inclusivity, understanding and collaboration across cultures.

How many will benefit from the project or program? 6,100

What percentage of Greater Victoria residents benefit from this project or program? 6.6 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 20000 Must equal Total Funding Sources on page 4

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Program Salaries	145,750.00	3.35 FTE
benefits, employer expenses	18,280.00	for 3.35 FTE
program expenses- supplies & program delivery	3,000.00	supplies for program delivery, family intake materials etc
advertising & promotion	2,000.00	volunteer recruitment, social media, volunteer fairs, rack cards etc
Volunteer Expenses	2,500.00	applications, screening, training materials, training events
office supplies	2,500.00	photocopying, stationary, postage, etc
Insurance	1,250.00	program participant coverage
transportation	1,500.00	family interviews, home safety visits, match monitoring meetings
Program Expenses- activity costs & match events	2,000.00	tickets to games & events, admittance passes
<b>A. Total Project or Program Expenses</b>	<b>\$ 178,780.00</b>	
<b>Administration</b>		
rent and utilities	16,206.00	office and meetings space, utilities, IT
telephone	720.00	telus business connect x 4, equipment
Professional fees	2,000.00	BBBS Canada membership, database
<b>B. Total Administrative Expenses</b>	<b>\$ 18,926.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 197,706.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.57%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	20,000.00	Pending		250-356-1081
BC Gaming	75,000.00	Pending	David Pyatt	250-356-1081
PECSF	3,000.00	Confirmed	Melanie Wilson	250-886-7585
<b>A. Total Government Funding</b>	<b>\$ 98,000.00</b>			
<b>Corporate Sponsorships</b>				
Telus	15,000.00	Confirmed	Kathy Baan	250-388-8150
Unifor Social Justice	3,000.00	Confirmed	Mohammad Alsadi	416-718-8493
<b>B. Total Corporate Sponsorships</b>	<b>\$ 18,000.00</b>			
<b>Matching Funds</b>				
BBBS Social Enterprise	28,706.00	Confirmed	Rhonda Brown	250-475-1117
100 Women	36,000.00	Confirmed	Lisa Roughley	<a href="mailto:lisa@roughleyspeaking.com">lisa@roughleyspeaking.com</a>
United Way	15,000.00	Confirmed	Rachel Carroll	250-220-7363
<b>C. Total Matching Funds</b>	<b>\$ 79,706.00</b>			
<b>In-Kind Contributions</b>				
sport event passes, activity admittance	2,000.00	Pending	Lilaine Galway	250-475-1117
hockey games, museum passes, Bchart gardens, 2 for 1 passes				
<b>D. Total In-Kind Contributions</b>	<b>\$ 2,000.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 197,706.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - do not add extra pages)

If we do not receive full funding we will adjust the growth plan for the program and serve fewer children. Our largest expense is staff wages with matches assigned to a caseworker who monitors the match. The monitoring schedule is pre-determined by National standards and considers safety and risk. Without full funding our capacity is directly impacted.

### 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, 2020 To: June 30, 2021

Project or program location: Victoria - neighbourhood centered



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July - Sept 2020	volunteer Recruitment, screening and training
July - August 2020	Family Intake, orientation and child safety training
Sept - Dec 2020	Matching and match goal setting, pre-match surveys
Oct 2020 - June 2021	Match Monitoring and support through weekly visits
August - June 2021	supported referral and match support
Dec 2020 and June 2021	Evaluation, annual review, post match surveys
ongoing	match closures celebrations at the request of the match
July 2021	Report to Community Stakeholders

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 200 Total volunteer hours required: 15,000

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?

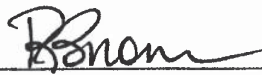
- ☒ Website
- ☐ Newspaper Advertisement
- ☒ Social Media
- ☒ Newsletter

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: Volunteer training 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

Rhonda Brown  
Name

Jan 6, 2020  
Date



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## 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: Heather Forbes Email: heather@bfws.ca  
Telephone: 250-385-7410 ex. 109 Website: www.bfws.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-0031183  
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 13601 9148 R0001

*\*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 max - do not add extra pages)

Bridges is a gutsy, innovative, community agency that inspires diverse women impacted by violence, abuse and trauma to reclaim their lives and build economic security. We provide healing, education and employment readiness programs designed to meet the unique needs of women affected by trauma. In addition, we provide education, training and consulting to community agencies, employers and governments and collaborate with a wide range of partners to continually improve our services.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

For over 30 years, Bridges has played an integral role in women survivors' healing and rebuilding journeys by delivering the award-winning Bridging Employment Program to over five thousand diverse women. Three locations have been established, in Downtown Victoria, Westshore, and Sooke, and pop-up programs are delivered across W'SANEC and Salish territory reserve communities, as well as online in order to reach women across BC.

How many paid staff at organization? Full Time: 20 Part Time: 2  
How many volunteer staff at organization? 40 Total volunteer hours: 650

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	40,000.00	Indigenous Bridging Program
Ministry of Advanced Ed & Skills Training	672,000.00	Pre-Employment Professional Skills
WorkBC	240,000.00	Counselling and Mentoring
Federal Government Grants	337,000.00	Capacity Research, Seniors Program
BC Gaming Grant	22,000.00	Advocacy and Crisis Intervention
Victoria Foundation & United Way	75,000.00	Mentoring & Indigenous Bridging Program
North Island Employment Foundations Society	90,200.00	Online Bridging Program
Fundraising events, donations & sponsorship	111,500.00	Client Advocacy, Programming, Administration
<b>Organization's Annual Budget</b>	<b>\$ 1,587,700.00</b>	<b>Total: \$1,587,700.00</b>



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## 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
Support healing for Indigenous women survivors of trauma	Number of Indigenous women connected to trauma counseling
Increase resilience of Indigenous women survivors of trauma	Number of Indigenous women connected to Bridges programs and/or referred to partner agencies
Increase connection to culturally-appropriate supports for Indigenous women	Number of Indigenous women accessing cultural education and employment training

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: **Indigenous Bridging Program**

Who is your target audience? **Self-identified Indigenous women living in Victoria**

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

The Indigenous Women's Bridging Program aims to inspire First Nations and Métis women living in Victoria who have been impacted by violence, abuse and intergenerational trauma, including the legacies of residential schools and colonization. Our trauma-informed, women-centered and culturally safe program increases the skills and knowledge of First Nations and Métis survivors to break the cycle of violence, isolation and poverty, develop problem-solving and parenting skills, and prepare for the workplace. While Bridges has been delivering Bridges to Employment programs since 1989, we began offering programs specialized for Indigenous women approximately 4 years ago. Bridges is the only agency providing supportive employment programs to Indigenous women in BC. The program focuses on cultural education promote heritage and culture, lifelong learning and employment skills, and includes trauma counseling to support healing and resilience. We work with various Indigenous partner agencies, including the Métis Nation of Victoria, Tsartlip First Nation and the Pauquachin First Nation, to inform our cultural curriculum, and we partner with Victoria Women's Transition House and 1Up Single Parent Resource Centre to recruit participants.

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 [2019-2022 Strategic Plan](#)).

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> <b>Reconciliation and Indigenous Relations (4.75)</b> | <input checked="" type="checkbox"/> <b>Health, Well-Being and a Welcoming City (4.50)</b> |
| <input type="checkbox"/> <b>Affordable Housing (6.00)</b>                                 | <input type="checkbox"/> <b>Climate Leadership and Environmental Stewardship (5.25)</b>   |
| <input checked="" type="checkbox"/> <b>Prosperity and Economic Inclusion (3.88)</b>       | <input type="checkbox"/> <b>Sustainable Transportation (5.63)</b>                         |
| <input type="checkbox"/> <b>Strong, Liveable Neighbourhoods (5.50)</b>                    |   |

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.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> <b>Reconciliation and Indigenous Relations (4.75)</b> | <input type="checkbox"/> <b>Health, Well-Being and a Welcoming City (4.50)</b>          |
| <input type="checkbox"/> <b>Affordable Housing (6.00)</b>                                 | <input type="checkbox"/> <b>Climate Leadership and Environmental Stewardship (5.25)</b> |
| <input type="checkbox"/> <b>Prosperity and Economic Inclusion (3.88)</b>                  | <input type="checkbox"/> <b>Sustainable Transportation (5.63)</b>                       |
| <input type="checkbox"/> <b>Strong, Liveable Neighbourhoods (5.50)</b>                    |   |





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Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective.  
(1250 characters max - **do not add extra pages**)

The Indigenous Bridging Program supports the City of Victoria's overall vision of Victoria as a thriving, inclusive and happy city that practices authentic reconciliation with local First Nations and Indigenous peoples. Specifically, the program directly contributes to the Strategic Plan Objectives of: Reconciliation and Indigenous Relations; Health, Well-Being and a Welcoming City; Prosperity and Economic Inclusion; and, indirectly, Affordable Housing. The program contributes to increased Indigenous involvement and inclusion in economic development by supporting Indigenous women to enter the workforce. Further, it increases support for Indigenous culture and viewpoints by supporting Indigenous women to connect with their cultures and creates opportunities for Indigenous small business owners by providing connections to entrepreneurial training. Supporting Indigenous women to enter the workforce contributes to the City's desired outcome of employers being able to find qualified, employment-ready workers and helps lift Indigenous women above the poverty line and towards living wage employment. Finally, contributing to the employability of Indigenous women indirectly supports their ability to afford stable and appropriate housing.

How many will benefit from the project or program? 30 (~90% COV residents)

What percentage of residents benefit from this project or program? City of Victoria 0.03 % Greater Victoria 0.08 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 40,000.00 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Wages & Benefits	106,900.00	Bridges employees - Professional trauma counselor & facilitator
Guest Lecturers	4,000.00	Honorarium to elders
Program Supports	6,000.00	Field trip transportation, childcare, nutrition
Program Supplies	2,000.00	Cultural arts supplies
<b>A. Total Project or Program Expenses</b>	<b>\$ 118,900.00</b>	
<b>Administration</b>		
Rent, utilities, computer lab, HR, accounting	25,100.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 25,100.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 144,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	17.43%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	40,000.00	Pending		
Indigenous Services Canada	20,000.00	Pending	Brenda Shestowsky	aadnc.pupa-upp.aando@canada.ca
Civil Forfeiture	30,000.00	Pending	Civil Forfeiture Grants	CivilFO@gov.bc.ca
<b>A. Total Government Funding</b>	<b>\$ 90,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
United Church of Canada Healing Fund	15,000.00	Pending	UCC Healing Fund	healing@united-church.ca
United Way	35,000.00	Confirmed	Rachel Carrol	ci.fund@uwgv.ca
Bridges Fundraising	4,000.00		Heather Forbes	heather@bfws.ca
<b>C. Total Matching Funds</b>	<b>\$ 54,000.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 144,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - do not add extra pages)

Without full funding, Bridges will offer a modified version of this program. The agency will attempt to secure alternate funding, however if efforts are not successful, program activities will be prioritized based on program participants' needs. If we don't offer this service, the most marginalized groups of women will fall through the cracks and remain in cycles of violence, isolation and poverty.

### 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 2020 To: June 30 2021

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



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
September 2020	Outreach and intake for Indigenous women survivors of violence and trauma
June 30, 2021	Provide support for up to 30 Indigenous women survivors of violence and trauma
June 30, 2021	Deliver up to 20 cultural education and employment workshops
June 30, 2021	Delivery of up to 10 trauma counseling sessions for each participant
June 30, 2021	Carry out follow-ups and individual support for group participants
June 30, 2021	Provide referrals to external agencies and other supports for Indigenous women

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2 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

Valerie St. John

Name

January 31 2020

Date





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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto: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: Heather Forbes Email: heather@bfws.ca  
Telephone: 250-385-7410 Website: www.bfws.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Indigenous Bridging

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 was intended to start in the fall of 2019 but its start was delayed until January 2020 due to staffing transitions. It will still meet its intended completion date of June 2020. In addition, in response to shifts in client demand, we have extended the target population beyond Métis women to include all self-identified urban Indigenous women. Taken together with our parallel program offered in the reserve communities of the Tsarlip, Tsawout, T'Sou-ke and Pacheedaht Nations, this means that no Indigenous women living in Greater Victoria should fall through the cracks.

Our upcoming milestones include:

February 29, 2020: Outreach and intakes of Indigenous women survivors of trauma  
June 30, 2020: Delivery up to 15 trauma counseling sessions to up to 30 Indigenous women survivors of trauma  
June 30, 2020: Deliver weekly cultural education and employment workshops from March - June 2020  
June 30, 2020: Undertake follow-ups and further support Indigenous group participants

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

The Indigenous Women's Bridging Program will meet the City's 2019 Strategic Plan objective to facilitate social inclusion and community wellness. This will be done by enhancing quality of life, providing accessible health services to Victoria's most marginalized people, and by contributing to ending chronic homelessness. The program will enhance the quality of life of Indigenous women by building cultural pride and will support wellness via trauma counseling and emotional management training.

### 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 stability for Indigenous women survivors of abuse and trauma	Number of Indigenous women accessing trauma counseling sessions	
Reduce accessibility barriers	Number of Indigenous women accessing childcare and nutrition support	
Increase supports for Indigenous women survivors of abuse and trauma	Number of Indigenous women accessing cultural and employment training	

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Indigenous women in Victoria BC living with trauma

What positive impacts were felt by your target audience? access to counseling, supports, training

How many have benefitted from the project or program? pending (30 target)

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

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



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## 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)
<b>Project or Program Costs</b>		
No expenditures as of Jan 31 2020		
Projected program costs:		
Wages and benefits	88,350.00	Professional trauma counselors and facilitators
Program support	6,000.00	Childcare and nutrition for program participants
Miscellaneous	13,000.00	Program supplies, cultural arts supplies, food, computer equipment
Travel	2,250.00	Transportation for field trips
Honorariums	5,400.00	Elder honorariums (including elders traveling from across BC and Alberta)
<b>A. Total Project or Program Expenses</b>	<b>\$ 115,000.00</b>	
<b>Administration</b>		
No expenditures as of Jan 31 2020		
Projected administration costs	11,500.00	Rent, utilities, human resources, accounting
<b>B. Total Administrative Expenses</b>	<b>\$ 11,500.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 126,500.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
Community Gaming BC	22,000.00	Confirmed		
City of Victoria	30,000.00	Confirmed		
Indigenous Services Canada	50,000.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 102,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			



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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
United Way of Greater Victoria	10,000.00	Confirmed		
Fundraising	4,500.00	Confirmed		
Government: Civil Forfeiture Grants	10,000.00	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 24,500.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 126,500.00</b>			

### 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.

Signature

Executive Director

Position

Valerie St. John

Name

January 31 2020

Date





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## 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 max - **do not add extra pages**)

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 max - **do not add extra pages**)

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? 300+ Total volunteer hours: 3500+

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	125,000.00	Youth Outreach, Youth and Adult Recreation, Community Dev't, Family Self Sufficiency
Government of Canada	39,500.00	Early Childhood, Licensed and Unlicensed Camp Programs
Province of BC - BC Housing, MCFD, Gaming	630,000.00	Family Services, Family Self Sufficiency, Childcare, Youth Services, Community Dev't, Seniors
School District #61	410,697.00	School Based Youth and Family Counselling; Community School programs
Registration Fees	425,000.00	Recreation staff, instructor fees and Child care costs
Foundations/Grants/Fundraising/Donations	232,470.00	Children, Youth, Family and Senior Programs
Rental Income	31,300.00	Building equipment and Facility staff
Interest & other	24,500.00	Administrative costs
Organization's Annual Budget	\$ 1,918,467.00	





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## 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:

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Family Self Sufficiency  
Who is your target audience? Low-income families receiving a housing subsidy

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

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 [2019-2022 Strategic Plan](#)).

- ☐ Reconciliation and Indigenous Relations (4.75)  
☒ Affordable Housing (6.00)  
☒ Prosperity and Economic Inclusion (3.88)  
☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)



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Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective.  
(1250 characters max - **do not add extra pages**)

Families participating in the FSS program are offered the tools and supports needed to create a healthy and financially stable future for their families. FSS builds on participants' existing strengths and addresses barriers that have historically held them back. In addition to financial barriers, FSS looks at physical, emotional and other health related areas impacting success. Through programs at BGCA, FSS families have access to food security programs including a weekly meal and recreation opportunities. 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. This directly contributes to having fewer families living below the poverty line. 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.

How many will benefit from the project or program? 100

What percentage of Greater Victoria residents benefit from this project or program? <1 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 20000

**Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
FSS Coordinator and 2 FTE Advisors	132,220.00	inclusive of employer costs and extended medical benefits
Materials and supplies	3,000.00	Workshop supplies; 1-on-1 support; food; bus tickets
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
Travel and Communicaitons	720.00	mileage to travel to work shop locations and cell phone use
<b>A. Total Project or Program Expenses</b>	<b>\$ 141,160.00</b>	
<b>Administration</b>		
Insurance, communications, finance, IT support, janitorial	27,060.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 27,060.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 168,220.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	16.09%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	20,000.00	Pending		
BC Housing	60,000.00	Confirmed	Heidi Hartman	250-475-7550
<b>A. Total Government Funding</b>	<b>\$ 80,000.00</b>			
<b>Corporate Sponsorships</b>				
United Way of Greater Victoria	30,000.00	Confirmed	Danella Parks	250-385-6708
Sisters of Charity	6,000.00	Confirmed	Angela Rafuse	no # listed
Community Grants including Anonymous Donor	48,000.00	Pending		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 84,000.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
Burnside Gorge Community Association	4,220.00	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 4,220.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 168,220.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

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, 2020 To: June 30, 2021  
Project or program location: Burnside Gorge Community Association, 471 Cecelia Road



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2020 - December 2020	Recruitment of families into FSS
July 2020 to June 2021	(ongoing) One on One work with Advisors to look at goals and execute action plans
Oct/Nov 2020&Feb/Mar 2021	Financial literacy training
July 2020 to June 2021	Monthly review of income, expenses, savings and debt
July 2020 - June 2021	(ongoing) Skill building workshops and one on one practice
July 2020 - June 2021	(ongoing) Assist families in building community connections to meet needs and access resources
December 2020 & June 2021	Program evaluation

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6 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: \_\_\_\_\_

### 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

Suzanne Cole  
Signature

Executive Director  
Position

Suzanne Cole  
Name

Jan 29, 2020  
Date





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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto: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 Association

Mailing Address: 471 Cecelia Road

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: Family Self Sufficiency

Is the project or program completed?

☒ Yes If yes, what is the completion date? Dec 31st - Year 2 of 3

☐ 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)

FSS aligned most closely with Facilitating Social Inclusion and Community Wellness. Participants benefit from financial literacy education, building skills around budgeting & spending plans, and setting goals for themselves and their families. With the support of FSS Advisors, participants worked with their existing strengths to address barriers that have historically held them back and develop the tools and supports needed to build healthy financial futures for themselves and their children.

### 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
Increased employability	80% of participants increase employability (incl. related skills)	Yes
Increased Financial Stability (increased income, savings or reduced debt)	90% increased financial stability (incr. income, savings, reduced debt)	Yes
Increased financial literacy skills (budgeting, planning)	90% have increased financial literacy skills	Yes
Increased health and well-being of families	80% report increasing overall health of family members	Yes
Increased connectedness within the community	90% make community connections to assist with program goals	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? low-income families receiving housing subsidy within Greater Victoria

What positive impacts were felt by your target audience? reduced isolation, improved financial literacy/stability, increased confidence

How many have benefitted from the project or program? 91

What percentage of Greater Victoria Residents benefitted from this project or program? <1

How many volunteers have worked on this project or program? 4 What total hours did they work? 16



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## 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)
<b>Project or Program Costs</b>		
Staff Salaries	97,863.00	Includes employer costs and extended benefits
Communications	366.00	cellphone expense
Travel	20.00	Mileage paid to workshop locations
Program Supplies	1,701.00	Workshop supplies; bus tickets; grocery cards
Child care	250.00	Child care paid so parent could attend workshops
<b>A. Total Project or Program Expenses</b>	<b>\$ 100,200.00</b>	
<b>Administration</b>		
Operating expenses	19,800.00	Insurance, janitorial, book keeping, office supplies, , IT support
Program promotion and marketing	720.00	in kind printing, marketing, promotion
Facilities Use	3,500.00	in kind rental
<b>B. Total Administrative Expenses</b>	<b>\$ 24,020.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 124,220.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	20,000.00			
BC Housing	60,000.00			
<b>A. Total Government Funding</b>	<b>\$ 80,000.00</b>			
<b>Corporate Sponsorships</b>				
Vancity Foundation	10,000.00			
United Way of Greater Victoria	30,000.00			
<b>B. Total Corporate Sponsorships</b>	<b>\$ 40,000.00</b>			



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## Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Burnside Gorge Community Association	4,220.00			
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)	\$ 124,220.00			

### 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: Feb 2020

☐ 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.

Suzanne Cole

Signature

Executive Director

Position

Suzanne Cole

Name

Jan 29, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Canadian Paraplegic Association (BC), operating as Spinal Cord Injury BC  
Mailing Address: 817A Fort Street, Victoria, BC V8W 1H6  
Contact Person: Susie Jackson Email: sjackson@sci-bc.ca  
Telephone: 604-326-1223 Website: www.sci-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-26026  
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 11883 5024 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 max - **do not add extra pages**)

Since 1957, we have worked tirelessly to improve the lives of people living with a spinal cord injury or related physical disability. Our mission is to help these individuals adjust, adapt and thrive, whether they are dealing with a new injury or struggling with the ongoing challenges of living and aging with a physical disability. We do this by providing answers, social connections, educational opportunities and unique life experiences.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

For 32 years, staff member Scott Heron has counseled thousands of individuals and their families in Greater Victoria who have experienced the trauma of a spinal cord injury. In 2001, he expanded his role to be the Peer Support Coordinator for the area. Working out of a satellite office, he puts on peer activities that bring people together. Scott has lived with his own injury for a long time and draws upon this first-hand knowledge to help others adjust, adapt and thrive.

How many paid staff at organization? Full Time: 16 Part Time: 5  
How many volunteer staff at organization? 294 Total volunteer hours: 1,300

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	10,500.00	Victoria Peer Support Program Funding
Government Funding	497,872.00	Access North Project and Program Funding
Projects and Sponsorships	409,684.00	Program Funding
Foundation Donations	344,228.00	Operating Expenses and Program Funding
Gaming Grant	250,000.00	Program Salaries and Expenses
General Donations and Bequests	171,801.00	Program Funding
Fee for Service / Facility Recovery / Memberships	155,640.00	Operating Expenses
Community Groups and United Way Grants	123,401.00	Program Funding
<b>Organization's Annual Budget</b>	<b>\$ 1,963,126.00</b>	





## 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
People form supportive relationships.	Increased attendance at coffee group sessions and peer events.
People gain knowledge and self-confidence in managing their challenges.	Gather testimonials and stories of impact from program participants.
People gain a better understanding of accessible community resources.	Participants make use of our SCI Information Database to learn about accessible resources.
People participate more in the local community.	Attendance at peer events and stories of participants taking part in other activities beyond ours.
People have a more active, healthier lifestyle.	Observation of changes in people's behaviour and outlook on life with a spinal cord injury.

## 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 Program**

Who is your target audience? **People with a spinal cord injury or related physical disability, and their families and friends.**

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Adjusting to life in a wheelchair is extremely difficult. It impacts everything from emotional and physical well-being to relationships and community participation. People often become isolated, inactive, depressed and unaware of available opportunities. Through our Peer Support Program, we connect people with others who have experienced similar challenges and found ways to succeed. The program is ongoing throughout the year. We host six "Bean There" coffee groups that meet monthly. Participants discuss the personal challenges they face and share ideas on overcoming them. It's a great way to learn from those who have been there. We also host larger annual "Life Changer" events that bring people together in a relaxed social setting and provide opportunities to try activities they may not have thought possible because of their disability. These include outings in the local community and adapted recreational activities like kayaking and fishing. Further, we provide weekly one-on-one counselling for newly injured patients at Victoria General Hospital. This is a critical time. Many are nervous about leaving the hospital and returning home, but we help them prepare for the difficult transition back to community living.

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



## 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 max - do not add extra pages)

Our Peer Support Program fits perfectly with the City's strategic plan. All our activities aim to build supportive relationships, facilitate a sense of belonging and provide access to community resources. We bring vulnerable people together and show that life after a spinal cord injury can be full and rich. A tremendous amount of learning happens at our gatherings. People's eyes are opened to what is possible with an injury, whether it's going out to cheer on the local hockey team or getting back to nature by fishing at a nearby lake. In the short term, participants gain the necessary emotional support, self-confidence and practical wisdom to successfully adjust to their injury. And over the longer term, they become more socially and physically active, engage more in their local communities and, ultimately, improve their mental health and quality of life. Perhaps our impact is best summed up through the words of a program participant: "You are a real lifesaver. Sometimes just hearing a friendly voice that knows exactly what you are going through is enough to keep you going. It makes a difference big time to know that you don't have to face your ordeal alone. Thanks to you, I finally feel like I belong."

How many will benefit from the project or program? 632

What percentage of residents benefit from this project or program? City of Victoria 0.63 % Greater Victoria 0.18 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 10,500 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Victoria Peer Program Coordinator Salary	62,640.00	One full-time staff member to deliver program in Victoria.
Provincial Peer Program Lead Salary	5,500.00	Portion of salary for recreation therapy planning in Victoria.
Peer Program Manager Salary	6,500.00	Portion of Provincial Manager's salary for Victoria.
Event Planning and Hosting	11,910.00	Cost of facility rentals, adapted equipment, refreshments, etc.
Event Insurance	500.00	Insurance to cover liabilities that may result from participation in peer activities.
Staff and Volunteer Mileage	4,000.00	Peer activities take place at various locations in Greater Victoria.
Promotional Materials	800.00	Posters, invitations and social media communications for peer events.
Telecommunications	960.00	Used by staff and volunteers to capture statistics, impact stories, photos, etc.
<b>A. Total Project or Program Expenses</b>	<b>\$ 92,810.00</b>	
<b>Administration</b>		
Rent	8,190.00	Reduced rent and access to meeting space within the Victoria Disability Resource Centre.
Professional Development	2,700.00	Attendance at relevant conferences and workshops.
Miscellaneous Office Expenses	900.00	Office supplies, printing, postage, etc.
<b>B. Total Administrative Expenses</b>	<b>\$ 11,790.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 104,600.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	11.27%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	10,500.00	Pending	Jennifer Lockhart	250-361-0396
Province of BC - gaming grant	36,000.00	Confirmed	David Horricks	250-953-3078
Provincial Employees Community Services Fund	5,000.00	Pending	Gillian Henuset	250-356-1736
<b>A. Total Government Funding</b>	<b>\$ 51,500.00</b>			
<b>Corporate Sponsorships</b>				
Victoria Foundation grant	13,000.00	Confirmed	Rudi Wallace	250-381-5532
Sara Spencer Foundation grant	650.00	Confirmed	Gail Simpson	sspencer@enh.bc.ca
<b>B. Total Corporate Sponsorships</b>	<b>\$ 13,650.00</b>			
<b>Matching Funds</b>				
SCI BC Fundraising	28,490.00	Pending	Shelley Milstein	604-326-1222
<b>C. Total Matching Funds</b>	<b>\$ 28,490.00</b>			
<b>In-Kind Contributions</b>				
Victoria Disability Resource Centre	6,000.00	Confirmed	Wendy Cox	250-595-0044
<b>D. Total In-Kind Contributions</b>	<b>\$ 6,000.00</b>			
<b>Waived Fees and Charges</b>				
BC Ferries (Sunset Dinner Cruise)	1,100.00	Confirmed	Zoe King	250-381-1401
Victoria Royals (Hockey Nights)	860.00	Confirmed	Duncan Gardiner	250-220-2600
Power to Be (Outdoor Recreation)	3,000.00	Confirmed	Carolyn MacDonald	250-385-2363
<b>E. Total Waived Fees and Charges</b>	<b>\$ 4,960.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 104,600.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

Our Peer Support Program is such an essential element of what we do that we would find ways to keep it going, although we would have to scale back on some activities. Likely, we would hold off on introducing the new family event we had hoped to have. And we would probably host one "Hockey Night", rather than two. We truly believe in the power of peer support not only for people living with a spinal cord injury, but also their family and friends, and the community as a whole.

### 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 2020 To: June 2021

Project or program location: City of Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2020 / August 2020	6 sessions of "Peer Fishing" - opportunity to get back to nature and fish from an accessible pier
July 2020 / Sept 2020	2 "Outdoor Recreation" events are held - opportunity to try adapted kayaking
October 2020	"Family Lego" event is held - time for families to bond and participate together in an activity
October 2020 / May 2021	2 sessions of cooking classes are held - use of adapted kitchen tools & info on proper nutrition
Nov 2020 / Feb 2021	2 "Hockey Night" events are held - dinner followed by cheering on the Victoria Royals
January 2021	"Procrastinator's Holiday" luncheon is held - share a meal with peers and celebrate the holidays
March 2021	"Sunset Dinner Cruise" event is held aboard BC Ferries - gives couples a chance to reconnect
July 2020 to June 2021	monthly meetings for 6 different "Bean There" support groups & weekly visits with patients at VGH

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: 275

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?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Website      | <input type="checkbox"/> Sponsor Plaque  |
| <input type="checkbox"/> Newspaper Advertisement | <input checked="" type="checkbox"/> Annual Report  |
| <input checked="" type="checkbox"/> Social Media | <input checked="" type="checkbox"/> Other: <u>Logo on promotional materials and acknowledgement at peer activities</u> |
| <input checked="" type="checkbox"/> Newsletter   |  |

### 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

Chris McBride

Name

January 21, 2020

Date





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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Canadian Paraplegic Association (BC), operating as Spinal Cord Injury BC

Mailing Address: 817A Fort St, Victoria

Contact Person: Susie Jackson

Email: [sjackson@sci-bc.ca](mailto:sjackson@sci-bc.ca)

Telephone: 604-326-1223

Website: [www.sci-bc.ca](http://www.sci-bc.ca)

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Peer Support Program

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)

Our program is on going throughout the year and will be complete by the end of the funding cycle. We will continue to host monthly "Bean There" coffee support meetings for six separate groups. These gatherings connect people who are struggling with others who have successfully adjusted to living with a spinal cord injury. In addition, we have several peer activities planned that are still to come, including a "Procrastinator's Holiday" luncheon, a "Hockey Night", a "Sunset Dinner" cruise aboard BC Ferries, an adapted cooking class in an accessible kitchen and a family event at the local aquarium. The outing to the aquarium replaces the adapted family surfing adventure we had hoped to do last summer. We were not able to coordinate this activity because of limited availability at the facility we have worked with in the past. All these activities will help people feel less isolated, build their confidence and get back to being active in the community.

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

Yes, we align with the "facilitate social inclusion and community wellness" objective. So far, we have hosted 8 sessions of fishing from an accessible pier at a local lake, 2 sessions of adapted kayaking, a cooking class, a night out to cheer on the Victoria Royals, and monthly "Bean There" support meetings for six separate groups. These activities brought vulnerable people together to reduce isolation, increase community participation and show that life after an injury can be full and rich.

### 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
People form supportive relationships.	Increased attendance at coffee group sessions and peer events.	Yes
People gain knowledge and self-confidence in managing their challenges	Gather testimonials and stories of impact from program participants.	Yes
People gain a better understanding of accessible community resources.	Participants use our SCI Info Database to learn of accessible resources.	Yes
People participate more in the local community.	Peer event attendance and participants take part in activities beyond ours.	Yes
People have a more active, healthier lifestyle.	Observation of changes in behaviour and outlook on life with an injury.	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? People with a spinal cord injury or related physical disability, and their families and friends.

What positive impacts were felt by your target audience? Supportive relationships, learning to adjust, awareness of accessible activities

How many have benefitted from the project or program? 255 to date (six months into the program)

What percentage of Greater Victoria Residents benefitted from this project or program? 0.07% (to date)

How many volunteers have worked on this project or program? 8 What total hours did they work? 131



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## 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)
<b>Project or Program Costs</b>		
Victoria Peer Program Coordinator Salary	31,320.00	One full-time staff member to deliver program in Victoria.
Peer Program Manager Salary	3,250.00	Portion of Provincial Manager's salary for Victoria.
Provincial Peer Program Lead Salary	2,750.00	Portion of salary for recreation therapy planning in Victoria.
Event Planning and Hosting	3,807.00	Cost of facility rentals, adapted equipment, refreshments, etc.
Event Insurance	246.00	Insurance to cover liabilities that may result from participation in peer activities.
Staff and Volunteer Mileage	2,193.00	Peer activities take place at various locations in Greater Victoria.
Promotional Materials	111.00	Posters, invitations and social media communications for peer events.
Telecommunications	427.00	Used by staff and volunteers to capture statistics, impact stories, photos, etc.
		NOTE: ABOVE EXPENSES ARE TO DATE (six months into the program)
<b>A. Total Project or Program Expenses</b>	<b>\$ 44,104.00</b>	
<b>Administration</b>		
Rent	4,244.00	Reduced rent and meeting space within the Victoria Disability Resource Centre.
Professional Development	392.00	Attendance at conferences and workshops.
Miscellaneous Expenses	690.00	Office supplies, printing, postage, etc.
		NOTE: ABOVE EXPENSES ARE TO DATE (six months into the program)
<b>B. Total Administrative Expenses</b>	<b>\$ 5,326.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 49,430.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	4,500.00	Confirmed	Jennifer Lockhart	250-361-0396
Province of BC - Gaming	18,000.00	Confirmed	David Horricks	250-953-3078
Provincial Employees Community Services Fund	2,500.00	Confirmed	Gillian Henuset	250-356-1736
<b>A. Total Government Funding</b>	<b>\$ 25,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			





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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
SCI BC Fundraising	19,000.00	Confirmed	Shelley Milstein	604-326-1222
<b>C. Total Matching Funds</b>	<b>\$ 19,000.00</b>			
<b>In-Kind Contributions</b>				
Victoria Disability Resource Centre	3,000.00	Confirmed	Wendy Cox	250-595-0044
<b>D. Total In-Kind Contributions</b>	<b>\$ 3,000.00</b>			
<b>Waived Fees and Charges</b>				
Victoria Royals (Hockey Night)	430.00	Confirmed	Duncan Gardiner	250-220-2600
Power to Be (Outdoor Recreation)	2,000.00	Confirmed	Carolyn MacDonald	250-385-2363
<b>E. Total Waived Fees and Charges</b>	<b>\$ 2,430.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 49,430.00</b>			

### 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 Logo on promo 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.

Signature

Executive Director

Position

Chris McBride

Name

January 22, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: CanAssist at the University of Victoria

Mailing Address: CARSA, PO Box 1700, STN CSC, Victoria, BC, V8W 2Y2

Contact Person: Emily Cabrera Email: canassistdev@uvic.ca

Telephone: 250-853-3948 Website: www.canassist.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: 108162470RR0001

*\*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 max - do not add extra pages)

CanAssist strives to be a highly respected national resource that collaborates with UVic researchers and students, as well as diverse external partners, to provide people who experience physical or cognitive barriers with innovative technologies, programs and services that address unmet needs and increase independence, inclusion and well-being.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

CanAssist was established in 1999 as a small volunteer venture that filled a need among people with disabilities who could not find assistive technologies to meet their specific challenges. Over the years, CanAssist has provided assistance to thousands of people with disabilities and their families through creating assistive technologies for personal use, broad impact technology, and programming and projects that promote inclusion and independence.

How many paid staff at organization? Full Time: 20 Part Time: 5

How many volunteer staff at organization? 4 Total volunteer hours: 1200

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	40,000.00	TeenWork program (this application)
Philanthropic Support	600,000.00	Various programming (Assistive Technology Development & TeenWork)
Government Sector Funding	2,460,000.00	Projects and salaries
Organization's Annual Budget	\$ 3,100,000.00	





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## 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 number of youth served	Measured in CanTrack; 30 youth or more being served at all times
Increase number of youth served with mental health challenges	Measured in CanTrack; an average of 30% of participants identify as having mental health challenges
Participating youth to obtain part-time paid employment	Measured in CanTrack; 90% or more youth to obtain paid employment
Improved sense of wellbeing for participants	Self evaluation and questionnaire to participants at beginning and end of program
Improved outlook and reduces stress about youth's future for families	Self evaluation and questionnaire to families at beginning and end of program
Increased employer engagement	Engage with 200 employers per year to seek jobs for youth participants
Provide presentations to local businesses on TeenWork and Inclusion	Speak to 20 or more local businesses about the 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: TeenWork Program  
Who is your target audience? youth with disabilities and mental health challenges facing barriers to employment

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

TeenWork, a program of CanAssist, fills a critical gap in the employment field for youth with disabilities and mental health challenges, as no other like-program exists in BC. TeenWork helps participants find and retain meaningful, paid employment during high school, thereby changing the life path of participants by enabling them to build skills, financial self-sufficiency, confidence and independence. For young people aged 15 to 24 who have a disability, only 32% are employed, which is half as many as those aged 15 to 24 without a disability (Statistics Canada, 2011). However, one of the most significant predictors for employment in adulthood for people with disabilities is paid employment during high school (Wehman, Sima, Ketchum, et al., 2015). TeenWork is an innovative evidence-based, proactive option to influence these statistics. With a 92% employment rate during their time in the program, TeenWork participants are much more likely to be employed and successful in adulthood. Our program in Greater Victoria relies on grants in order to operate, and with new funding we would like to grow the number of participants over the next five years to have even more youth participate in our program and reduce our waitlists.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)      | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)              |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - do not add extra pages)

TeenWork addressed the goals laid out in the city's objective of "Health, Well-Being and a Welcoming City", specifically the outcomes of increasing a sense of belonging and participation, fewer living below the poverty line, a deepened understanding and welcoming of diversity, and increase of people feeling a part of the community. TeenWork participants practice and improve on the "soft" skills that will allow them to become effective employees and citizens. These skills include teamwork, communication and problem solving. The program also enhances participants' social skills and self confidence in multiple areas of their lives. Further, community inclusion is increased amongst participants as they form relationships with coworkers and contribute to their community. TeenWork also supports employers around inclusion, helping to dispel negative myths about hiring people with disabilities. This increases employers' confidence in making disability-related accommodations in their workplace. TeenWork helps shift the negative perception of people with disabilities in the workforce and in society at large. As participants successfully obtain paid employment, it becomes less likely that they will rely on government supports into adulthood.

How many will benefit from the project or program? 600

What percentage of residents benefit from this project or program? City of Victoria .65 % Greater Victoria .02 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 40,000 Must equal Total Funding Sources on page 4

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Salaries	199,900.00	Program management and job coach salaries, incl. benefits
Evaluation	10,000.00	Program self assessments and third party evaluations
Materials and supplies	4,600.00	
Travel	3,500.00	Staff mileage
Office Space	42,000.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 260,000.00</b>	
<b>Administration</b>		
CanAssist Administration	10,000.00	
UVic infrastructure and support	16,500.00	Development and Accounting support
<b>B. Total Administrative Expenses</b>	<b>\$ 26,500.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 286,500.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.25%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - Include pending requests</b>				
City of Victoria	40,000	Pending	Peter Paine	250-361-0245
Children's Health Foundation of Vancouver Island	50,000	Confirmed	Bronwyn Dunbar	250-940-4950 ext. 103
Kiwanis Club of Oak Bay	2,000	Confirmed	Darlene Newburg	dar.obkwa@gmail.com
First West Foundation	10,000	Pending	n/a	604-539-5914
Individual Donations	6,000	Confirmed	Emily Cabrera	250-853-3948
<b>A. Total Government Funding</b>	<b>\$108,000</b>			
<b>Corporate Sponsorships</b>				
Shaw Communications	20,000	Confirmed	Courtney Cathcart	403-716-6501
Telus Community Investment Program	40,000	Pending	Kathy Baan	250-388-8150
Coast Capital Savings	30,000	Pending	Melissa Stolz	250-483-8128
Coastal Community Credit Union	20,000	Pending	Kristin Hocking	250-716-2834
<b>B. Total Corporate Sponsorships</b>	<b>\$110,000</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>				
<b>In-Kind Contributions</b>				
University of Victoria	58,500	Confirmed	Robin Syme	250-721-7123
CanAssist	10,000	Confirmed	Robin Syme	250-721-7123
<b>D. Total In-Kind Contributions</b>	<b>\$68,500</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>				
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$286,500</b>	<b>Should equal Total Program Expenditures</b>	<b>page 3</b>	

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 max - do not add extra pages)

With only a portion of the requested funding there would be a reduced capacity to provide this highly personalized and effective employment support to vulnerable youth. The program has an ongoing waitlist of young people with disabilities and mental health challenges who would greatly benefit from receiving TeenWork's support. While TeenWork would continue to support as many youth as possible, potential participants would need to wait longer to start with the program.





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## Strategic Plan Grant Application Form

### 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, 2020 To: June 30, 2021

Project or program location: Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
July 2020	Prepare resources and research for promoting the benefits of inclusive hiring practices to employers
August 2020	Begin outreach to employers in the Greater Victoria area
Ongoing	Begin the youth intake process, contacting referrals and setting up meetings with parents and youth
Ongoing	Initiate group workshops as part of the Discovery and Job Development stages
Ongoing	Assist youth participants in applying for jobs, resume building, interview practice
Ongoing	Provide on-site workplace job coaching and maintenance until youth are independent in their jobs
April 2021	Follow up with participating businesses, youth and families, for evaluation of program
May 2021	Compile evaluation results and make any improvements as needed

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 150

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: Presentations to local businesses and service groups

### 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

Robin Syme

Digitally signed by Robin Syme  
Date: 2020.01.07 11:15:28 -08'00'

Signature

Robin Syme

Name

Executive Director

Position

January 7, 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)
2. Assemble **Assessment Documentation**:
  - ☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: CanAssist at the University of Victoria

Mailing Address: PO BOX 1700, STN CSC

Contact Person: Emily Cabrera

Email: canassistdev@uvic.ca

Telephone: 250.853.3948

Website: www.canassist.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: TeenWork Youth Employment

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 is an ongoing program with rolling intakes. Youth that began at the start of July 2019 graduate at different intervals depending on their level of need. While some have already moved on from the program, new youth have been added to the program to ensure all our job coaches have a full caseload and that we are serving as many youth as possible. Currently, TeenWork is on schedule for "completing" the project as per the outlined dates in the application but as this is a program with rolling intake, all stages of the program can be happening at any given time.

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

TeenWork heavily aligns with the strategic objective to "Facilitate Social Inclusion and Community Wellness". Evaluations from our program show that youth participating in the program experience an increased self confidence in their abilities, enhanced social skills, and community inclusion is increased as they form relationships with coworkers and contribute to their community. Employers also experience greater confidence in making disability-related accommodations in their workplace.

### 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
More than 90% of program participants will achieve paid employment	Statistics from CanAssist's database, CanTrack	Yes
Youth will improve their social connections and inclusion in the community	Questionnaires provided to youth and families before and after employment	Yes
Families will have an improved outlook and reduced stress about youth	Questionnaires provided to youth and families before and after employment	Yes
Local employers will improve community inclusion and their own reputation	Questionnaires provided to employers	Yes
Youth will gain valuable life skills to benefit them throughout their lives	Questionnaires provided to youth and families before and after employment	Yes
TeenWork will benefit youth, families, employers and the community	Formal evaluation conducted by UVic graduate student to measure success	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Youth and young adults facing barriers to employment

What positive impacts were felt by your target audience? 93% of participants secured paid employment, improved social integration

How many have benefitted from the project or program? 590 individuals including participants, employers and families

What percentage of Greater Victoria Residents benefitted from this project or program? .64%

How many volunteers have worked on this project or program? 4 What total hours did they work? 1200



## 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)
<b>Project or Program Costs</b>		
Salaries	149,584.00	Salaries for Job Coaches and program manager
Cellphones	569.00	Cellphones for work purposes
Materials and supplies	466.00	Curriculum development
Transportation	49.00	Mileage (lower than anticipated as no longer a part of the program expenses)
Training	1,750.00	Cultural perspectives training for all TeenWork staff
<b>A. Total Project or Program Expenses</b>	<b>\$ 152,418.00</b>	
<b>Administration</b>		
Evaluation and Scaling	7,500.00	Ongoing program evaluation and improvements
<b>B. Total Administrative Expenses</b>	<b>\$ 7,500.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 159,918.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	7,000.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 7,000.00</b>			
<b>Corporate Sponsorships</b>				
Local Service Clubs	11,000.00	Confirmed	Emily Cabrera	250-853-3948
Banks/Corporate	42,500.00	Confirmed	Emily Cabrera	250-853-3948
Other (full detail attached)	30,918.00	Confirmed	Emily Cabrera	250-853-3948
<b>B. Total Corporate Sponsorships</b>	<b>\$ 84,418.00</b>			





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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
CanAssist at the University of Victoria	10,000.00	Confirmed	Robin Syme	250-721-7123
University of Victoria	58,500.00	Confirmed	Robin Syme	250-721-7123
<b>D. Total In-Kind Contributions</b>	<b>\$ 68,500.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 159,918.00</b>			

### 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 Presentations

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

Date: February 2020

☐ 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

Robin Syme

Name

December 16, 2019

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Capital Region Food and Agriculture Initiatives Roundtable (CRFAIR)

Mailing Address: 46002 Quadra Street, Victoria BC, V8T 5G7

Contact Person: Linda Geggie Email: lgeggie@crfair.ca

Telephone: 250-896-7004 Website: www.crfair.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-0061135

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 max - **do not add extra pages**)

CRFAIR is a coordinating backbone of the Good Food Network in the Capital Region. We work to promote healthy and sustainable Food Systems through a collective impact strategy working to increase food literacy, healthy food access and build a vibrant local food economy.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

CRFAIR was initiated in 1997 bringing people and organizations from across the food system together to identify and act on challenges and opportunities. The early years were connecting people through roundtables, events and an annual forum that grew the food movement in Victoria. This led to advocacy and work to develop supportive food forward City policy and OCP as well as initiatives like the Good Food Network, Downtown Public Market, Farm to School Network, Flavour Trails and Foodlands Trust

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

How many volunteer staff at organization? 100 Total volunteer hours: 1000 plus

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	0.00	
Foundations/Vancity	62,000.00	Salaries, office expenses and Local Food Economy Programs
Government Grants	102,000.00	Salaries, office expenses and Food Access Programs
donations and sponsorship	15,000.00	Good Food Summit
Events Revenue	10,000.00	Good Food Summit
Service Contracts	150,000.00	Food Access and Food Literacy Programs
Interest	1,200.00	banking interest
Organization's Annual Budget	\$ 340,200.00	



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## 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
Link growers and food businesses to available infrastructure	50 food and farm businesses linked to infrastructure (storage, processing, marketplace)
support economic opportunities for urban producers and makers	2 Food Connect Events evaluations demonstrate 15 business linkages
support increase in sales for producers and makers	Hub infrastructure and On-line Market Place Plus increases sales for growers and makers
increase healthy local food available for residents	increase in food availability (increase in sales)

### 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: Local Food Connect

Who is your target audience? producers, makers, processors, chefs, farmers markets, retailers in Greater Victoria

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

Local Food Connect links food producers, makers, processors with necessary aggregation, storage and processing infrastructure as well as build business relationships to grow these businesses and the circular local food economy. In 2020 a Feasibility study was conducted that looked at infrastructure availability and needs of produce and processors in Greater Victoria. This study led to the development of the Center for Food Security and Innovation Hub Business Plan. Currently the hub has developed a licensed commercial processing kitchen and storage and is moving forward its business plan to build further cold storage and an online marketplace to connect local food businesses along the supply chain, from urban and rural farms, to food makers, to farmers markets, to retailers, restaurants and food trucks. This involves meeting the current and developing needs of Victoria based farm and food businesses. In 2020 the key activities are outreach and linkages for local businesses to Food hub processing, storage and aggregation infrastructure, development of an Online Marketplace Plus supporting supply chain linkages, and two seasonal Food Connect Business Mixers for Victoria food businesses, from producers through to retailers.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)      | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)              |   |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





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Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective.  
(1250 characters max - do not add extra pages)

This project will specifically support the City of Victoria to implement its strategic plan objective to improve Health and Wellbeing by working to implement the 2020 Priority (17b) to "support food infrastructure including farmers markets, and storage and distribution". It will further advance the Prosperity and Economic Inclusion with its Ongoing Priority to "Support economic opportunities for urban agriculture producers, farm businesses and farmers markets". It links growers, makers, processors and food businesses to necessary infrastructure in development at the new food security hub and other locations in Victoria. It also informs the development of the hub in meeting the equipment, storage, labour training, and marketing needs directly in relation to City of Victoria business needs and priorities. The support for developing the use of the Viewfield Food Hub is also identified by the Victoria Urban Food Table in its 2020 priorities and they indicated support for this application at their January 27, 2020 meeting.

How many will benefit from the project or program? 50 local growers/food bus

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 12,000 of \$40,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages.**

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Local Food Connect Coordinator	12,500.00	( 500 hours x \$25 per hour)
Outreach and Communications Expenses	2,000.00	(printed materials, web and social media)
2 Local Food Connect Events	3,000.00	(location, food, facilitation, music, rentals)
Development of online market place-testing	7,000.00	(platform selection, fees, and pilot testing)
Project business advisory	4,800.00	(8 people x \$30 x 20 hours)
Evaluation	2,000.00	(external evaluation 40 hours x \$50)
Project Management CRFAIR and Mustard Seed Food Hub	2,500.00	(25 hours x 2 x \$50 hours)
office /meeting space	2,400.00	(\$200 x 12 months)
<b>A. Total Project or Program Expenses</b>	<b>\$ 36,200.00</b>	
<b>Administration</b>		
incremental accounting costs	750.00	(15 hours x \$75)
incremental administration costs	1,500.00	(60 hours x \$25)
incremental insurance costs	300.00	2 events
incremental insurance costs	200.00	additional premise use
communications platforms	300.00	10% of cost
equipment use	500.00	computer, printer, camera,
operating costs	250.00	%of water, heat, building maintenance, cleaning
<b>B. Total Administrative Expenses</b>	<b>\$ 3,800.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 40,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.50%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - Include pending requests</b>				
City of Victoria	12,000.00	Pending <input type="checkbox"/>		
<b>A. Total Government Funding</b>	<b>\$ 12,000.00</b>			
<b>Corporate Sponsorships</b>				
Vancity	5,000.00	Confirmed <input type="checkbox"/>	Moira Teevan	6048777620
<b>B. Total Corporate Sponsorships</b>	<b>\$ 5,000.00</b>			
<b>Matching Funds</b>				
Victoria Foundation	14,200.00	Confirmed <input type="checkbox"/>	Rudi Wallace	250-381-5532
Investment Agriculture	4,000.00	Confirmed <input type="checkbox"/>	Michelle Kosh	250-940-6150
<b>C. Total Matching Funds</b>	<b>\$ 18,200.00</b>			
<b>In-Kind Contributions</b>				
Business Advisory	4,800.00	Confirmed <input type="checkbox"/>	various	
<b>D. Total In-Kind Contributions</b>	<b>\$ 4,800.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 40,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

The funding from COV is primarily for coordination and mixer events. If we do not receive this funding there will be a gap in the ability to connect the growers, processors and food business in the City of Victoria to the infrastructure resources currently available and being developed. This infrastructure is there but a business relationship facilitator and two mixer events would build the circular economy connections that will increase local food availability to City of Victoria residents.

### 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, 2020 To: June 30, 2020

Project or program location: 1183 Fort Street, and 808 Viewfield



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
June 2020	Project Launch with communications to local food growers and business
June 2020	Local Food Connect Business Mixer Held at Food Hub (Fall Season crops)
July to August	Hub Tours and Outreach to Urban Growers through Networks and Farmers Markets
September to December	Online Marketplace Plus User Advisory formed and development of appropriate platform
January 2021	Second Local Food Connect Business Mixer Held (2020 season crops)
March 2021	Online Market Place launched Connecting growers to markets
June	Evaluation and Final Report

### 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: on all program related communications 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

Linda Geggie

Name

Executive Director

Position

January 30, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Cerebral Palsy Association of BC

Mailing Address: 330-409 Granville Street

Contact Person: Elizabeth Specht, Executive Director Email: exec@bccerebralpalsy.com

Telephone: 604-408-9484 Website: www.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 max - **do not add extra pages**)

Our Mission: 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 the 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 max - **do not add extra pages**)

The organization has been delivering Adapted Yoga for youth and Dance Without Limits for children in Victoria since 2013 and 2018 respectively. We have a Youth Navigator program providing peer to peer advocacy when needed. Additionally, CPABC provides and education bursary, campership program, and assisted devices fund that are available to people living with cerebral palsy throughout BC, including Victoria.

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

How many volunteer staff at organization? 15 Total volunteer hours: 1000

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	6,000.00	Members Gatherings
Corporate	60,000.00	Programs and Operations
Gaming Revenue	150,000.00	Programs and Operations
Private Donations, Grants and Foundations	102,000.00	Programs and/or Operations
Other Fundraising Activity	8,500.00	Programs and Operations
Clothing Program	6,500.00	Programs
Other (investment income)	2,500.00	Programs
United Way	1,000.00	Programs
Organization's Annual Budget	\$ 336,500.00	



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## 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 Member Gathering Events	Two events are delivered within the year
Engage 30 members per event	Number of attendees
To involve parents, caregivers, families	Members that attend with their families and caregivers
Increase opportunities for new social outlets	Members report increased social networks and decreased social isolation
Provide member supports	Members who apply for services as well as attend programs
Increase families & caregivers networks/supports	Feedback from parents and caregivers 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: **Members Gathering**

Who is your target audience? **Victoria residents that have cerebral palsy and other disabilities and their families**

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

The organization intends to host two Members Gathering in Victoria to connect with our membership as well as create a support network for them within the community. Historically, we have been a Vancouver-based organization and are now focusing on expanding our

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - **do not add extra pages**)

The chosen City of Victoria's Strategic Plan Objective is "Health, Well-Being and a Welcoming City." After hosting our first Members Gathering in Vancouver in October 2019, we noticed a significantly positive outcome – It is hard to put a value on sense of community.

How many will benefit from the project or program? 200+ (family)

What percentage of residents benefit from this project or program? City of Victoria 10 % Greater Victoria 7 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 12000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages.**

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Facilitation Fees	3,000.00	\$1000 x two sessions, plus graphic facilitator \$500x two
Volunteer Expenses	500.00	food, bus tickets, appreciation, survey
Venue Rentals, Insurance, Snacks	3,000.00	two sessions, day long rentals, food for all participants
Equipment, Supplies, Postage	800.00	laptop, projector, screen, post-it flip charts
Coordination of Program Logistics, recruit volunteers, training for facilitator	2,500.00	70 hours averaged at \$35/hr including MERCS
Publicity, promotion, advertising, IT	1,000.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 10,800.00</b>	
<b>Administration</b>		
Evaluation and Bookkeeping	1,000.00	
Printing, Copying	200.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 1,200.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 12,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	10.00%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	6,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 6,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
CPABC	3,000.00	Confirmed		
TMX (designated funds)	3,000.00	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 6,000.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 12,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

Due to the importance of this event, we will continue to seek funds on an ongoing basis and if necessary, money can be allocated from other streams. We also raise funds through events like Scotiabank Charity Challenge that can be dedicated to the two events. We may seek in-kind contributions for meeting space/ venues. If funding is exhausted, we will consider delivering one Members Gathering rather than two.

### 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 2020 To: May 2021

Project or program location: To be determined based on availability



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July - September 2020	Event planning, promotion, recruitment of volunteers
October 2020	Deliver first event
November 2020	Self-evaluate event and adjust for next time accordingly
December 2020	Connect with attendees to understand effectiveness of event
January - March 2021	Event planning, promotion, recruitment of volunteers
April 2021	Deliver second event
May - June 2021	Evaluate event by talking to attendees and understanding how to improve overall services

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 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

**Denzil Muncherji** Digitally signed by Denzil Muncherji  
Date: 2020.02.05 18:42:00 -08'00'

Signature

**Director of Operations**

Position

**Denzil Muncherji**

Name

**February 5, 2020**

Date



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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto: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 BC  
Mailing Address: 330-409 Granville St.  
Contact Person: Elizabeth Specht Email: exec@bccerebralpalsy.com  
Telephone: 604-408-9484 Website: www.bccerebralpalsy.com

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Adapted youthYoga & Dance  
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 Dance Without Limits and Adapted Yoga is an ongoing program and has yet to have its Winter 2020 session. The first session occurred in Fall 2019. The next session will occur in Winter 2020. The anticipated end date for the program will be June 18th, 2020.

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

Yes. The program engaged and empowered the community as well as facilitated social inclusion and community wellness. The Adapted yoga group has formed a strong and reliable network within each other and treats them as true support systems. The dance group has created a community and is inclusive along with being fun and a important chance to be physically active. Both programs are free, inclusive and continue to grow thanks to the funding and our partnerships.

### 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
To deliver 2 sessions each of dance & yoga	Two sessions each of dance and yoga are delivered	No
to engage up to 10 participants per class	Number of participants, attendance and return attendance	Yes
To involve parents, caregivers, families where possible	from instructors, parents and caregivers; 90% report satisfaction	Yes
To improve participants strength, posture and mobility	from participants; 90% reported increased physical wellbeing	Yes
To increase participants' mood, self-confidence	from participants; increased social networks and decreased social isolation	Yes
To challenge negative stereotypes and understandings of disabilities	Program promotional materials and impact stories developed and shared	Yes
To increase families and caregivers networks and supports	Feedback from parents & caregivers; report increased networking	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Children and youth with disabilities  
What positive impacts were felt by your target audience? A real sense of community, a greater network, increase in physical activity  
How many have benefitted from the project or program? 100  
What percentage of Greater Victoria Residents benefitted from this project or program? 5%  
How many volunteers have worked on this project or program? 4 What total hours did they work? 70







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## 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.

Signature

Executive Director

Position

Elizabeth Specht

February 6, 2020

Name

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Saanich Legacy Foundation

Mailing Address: PO Box 48204

Contact Person: Nora Butz

Email: admin@ccscvictoria.ca

Telephone: 778-403-2411

Website: www.ccscvictoria.ca

### SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: Chinese Community Services Centre of Victoria (CCSC)

Mailing Address: 655A Herald Street, Victoria, BC V8W 1R5

Telephone: 250 889-8329

Email: Admin@ccscvictoria.ca

### SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☐ Yes ☐ No

Society Registration Number: 868879149RR0001

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 max - do not add extra pages)

To build a strong Chinese community by bringing all generations into a welcoming and inclusive environment, connecting and building community, sharing skills, social and cultural activities.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

Opened March 2019 as a gathering place in Victoria's historic Chinatown we've facilitated a diverse range of workshops, celebrated Lunar New Year, Asian Heritage, Moon Festival, and Car-Free YYJ

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

How many volunteer staff at organization? 20 Total volunteer hours: 2500

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	1000.00	CCSC Grand Opening March 2019
Donations	24000.00	fundraising
In Kind	4000.00	volunteers
Organization's Annual Budget	30,000.00	





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## 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
Gather Victoria Chinese family histories	Immigration and settlement timeline
Facilitate community dialogues	20-25 participants per session sharing family histories
Involve multi-generations - youth to elders	Parents and young people talking -sharing experience and do
Record oral and photographic histories	Sound files and visual archive
Celebrate Victoria ' s Chinese Diaspora	Experiences recorded and accessible for historical reference
Increase social & cultural connections	Percentage increase in Centre participation

### 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: Chinatown Histories - Telling Our Stories, Sharing Our Lives

Who is your target audience? Greater Victoria ' s Chinese community

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

This grant will enable creation of a visual timeline of the histories and lives of Chinese Victorians who since the early 1800 ' s immigrated and settled in Greater Victoria and beyond. We will capture experience and endeavours in building community in Victoria. Using popular and participatory activities we will gather stories and media, recording and creating a historical reference. Monthly workshops and dialogues will focus on community members ' personal and collective realities. Stories will be creatively transferred to a timeline of past and living history. Funding will assist with costs for advertising, accessible meeting space, insurance, facilitation, materials and refreshments.

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - do not add extra pages)

This project will affirm and value Chinese immigrant and settlement endeavours in building community in Greater Victoria. It will encourage social interaction and sharing of history from a community impacted by prejudice, racial stereotyping and oppression. The visual timeline will be created with various media, photos, art and calligraphy - tangible in contributing to health and well-being and reflective of a welcoming city. P

How many will benefit from the project or program? 200 participants

What percentage of residents benefit from this project or program? City of Victoria 10 % Greater Victoria 12 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 10,600.00 Must equal Total Funding Sources on page 4

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
Project or Program Costs		
Coordination of project and logistics	5000.00	Recruit facilitators and volunteers
Outreach and publicity	1500.00	Poster design, printing, website updates
Equipment and art supplies	1500.00	Timeline materials
Volunteer expenses	1000.00	Orientation and appreciation
Facilitation	3500.00	10 - 3 hour sessions /summaries
A. Total Project or Program Expenses	12,500.00	
Administration		
gistration, bookkeeping, printing, copy	1700.00	
B. Total Administrative Expenses	1700.00	
TOTAL PROGRAM EXPENDITURES (A+B)	14,200	Should equal Total Program Funding Sources on page 4
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	8.35%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	10,600.00	Pending	JLockhart	250.361.0396
<b>A. Total Government Funding</b>	0			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>				
<b>Matching Funds</b>				
Joe Wo Trust	2000.00	Confirmed		
<b>C. Total Matching Funds</b>	2000.00			
<b>In-Kind Contributions</b>				
Project Coordination/Facilitation	1600.00	Confirmed		
Gayle Nye				
<b>D. Total In-Kind Contributions</b>				
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	0			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	14,200.00	Should equal Total Program Expenditures page 3		

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 max - do not add extra pages)

We would be hindered but are committed to bringing this project about and will do so by further outreach and engagement of volunteers and facilitators ' in-kind ' and Board members will continue admin and organizing on a volunteer basis. More fund raising and donations will be broached.

### 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, 2020 To: June 30, 2021

Project or program location: Chinese Community Services Centre, 655A Herald Street, Victoria, BC





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
2020 - June 1st	' Telling Our Stories.. ' project overview with Board of Directors and volunteers
June 15	Volunteer recruitment and orientation
June 22	Facilitation training
July 18	Workshop sessions commence
2021 Feb 8	Timeline Reveal at Chinese New Year celebration/social
March 1st	Sound and video screening event
April	Feedback and evaluation
May	Final Report Writing

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 8 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

Nora Butz

Name

Board Director and Secretary

Position

28 January 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: CineVic Society of Independent Filmmakers  
Mailing Address: #102 - 764 Yates Street, Victoria BC, V8W 1L4  
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 max - **do not add extra pages**)

CineVic is an artist run society which supports Victoria filmmakers and artists with accessible programming, affordable equipment, professional development resources, and cinematic exhibition opportunities.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Since 1991, CineVic has been providing resources to independent filmmakers and media artists in the form of equipment, workshops, screenings, collaborative projects, and professional development opportunities. Over 3 decades we have facilitated the production of hundreds of film and video.

How many paid staff at organization? Full Time: \_\_\_\_\_ 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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	6,000	One Take Super 8 Event
Canada Council for the Arts	47,057	operations; equipment; programming
BC Community Gaming Grants	34,500	equipment; programming
CRD	23,000	operations; programming
BC Arts Council	17,850	operations; programming
In-Kind	50,000	equipment rentals; volunteerism, sponsorships
Self-generated revenue	55,000	equipment rentals; programming; fundraising
Organization's Annual Budget	192,407	



## 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 artistic film production	Host a "One Take Super 8 Event" in Victoria in Fall 2020
Enhance artistic skills of Victorians	Host a Super 8 analogue film workshop as part of program
Engage and empower community artists	Provide free access to film cameras, free admission to event
Provide exhibition opportunities	Maximize attendance; pay standard artist screening fees
Facilitate community collaborations	Collaboration between organizations; collaboration between
Encourage critical discourse	Host a Q&A session with filmmakers and audience

## 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, youth, storytellers, & film enthusiasts of all ages in Victoria

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

In April 2020, CineVic will bring the One Take Super 8 Event -- a participatory analogue filmmaking program and screening -- back to Victoria. This roaming event began in 2000 and has been held in more than 50 locations such as Ottawa, Winnipeg, Regina, Syracuse, and Fort Lauderdale. In 2019 Victoria's first-ever event featured 25 community participants of all ages and skill levels who were given one cartridge of Kodak Super 8 film on which they created their own 3-minute movie. The catch: they must shoot all the scenes in order (no editing), and they see their creations for the first time along with the audience at a community screening. A renewed interest in celluloid film makes this

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





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## 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 max - **do not add extra pages**)

By introducing the One Take Super 8 Event to Victoria, CineVic facilitates artistic creation, experimentation, and collaboration of residents in the downtown core. Amateur artists create new works on celluloid film alongside seasoned storytellers. This project serves as an equalizer in the local arts community, providing natural collaboration between hobbyists, interdisciplinary artists, and organizations. We aim for gender parity in our storytellers, and reserve spots for individuals from the +

How many will benefit from the project or program? 1200

What percentage of residents benefit from this project or program? City of Victoria 90 % Greater Victoria 10 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$6,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Theatre Rental	840	Metro Studio Theatre
Super 8 film + processing + shipping	3100	From Niagara Labs (sponsor)
Marketing + design + printing	750	
Artist screening fees	2200	IMAA standard rates
Post-screening reception	250	Food + supplies
In-kind: MediaNet equipment	400	Super 8 cameras from MediaNet (sponsor)
In-kind: Antimatter equipment	250	Super 8 projectors from Antimatter (sponsor)
In-kind: CineVic equipment + staff	4000	Super 8 cameras, projectors, staff time
<b>A. Total Project or Program Expenses</b>	<b>11790</b>	
<b>Administration</b>		
Office Supplies	300	
<b>B. Total Administrative Expenses</b>	<b>300</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>12090</b>	<b>Should equal Total Program Funding Sources on page 4.</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	2.4%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	6000	Pending		
<b>A. Total Government Funding</b>	<b>6000</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>0</b>			
<b>Matching Funds</b>				
Filmmaker registration fees	625	Confirmed		
CineVic cash contribution	815	Confirmed		
<b>C. Total Matching Funds</b>	<b>1440</b>			
<b>In-Kind Contributions</b>				
In-kind: MediaNet equipment	400	Confirmed		
In-kind: Antimatter equipment	250	Confirmed		
In-kind: CineVic equipment + s	4000	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>4650</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>0</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>12090</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

If this project does not receive full funding, its impact and accessibility will be reduced as we would need to lower the artist compensation, increase registration fees, and charge admission at the screening to recoup costs.

### 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, 2020 To: November 6, 2021

Project or program location: CineVic, Metro Studio Theatre



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
August 1-31, 2020	Participant registration
September 1-28, 2020	Participants attend a workshop and then create their Super 8 movies
October 1, 2020	Films shipped away for processing
October 25, 2020	Films received and tested
November 6, 2020	One Take Super 8 Event community screening

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 45 Total volunteer hours required: 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: 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 31, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Coastal Research, Education, and Advocacy Network

Mailing Address: 204-2722 Fifth Street, Victoria BC V8T 4B2

Contact Person: Boma Brown

Email: info@creansociety.ca

Telephone: 250-721-9611

Website: www.creansociety.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: S0024621

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 max - **do not add extra pages**)

Established in 1989, Coastal Research, Education, and Advocacy Network (formerly known as Vancouver Island Public Interest Research Group) is a Victoria-based non-profit organization that empowers Victoria's most vulnerable residents with research, education, and advocacy. In addition to publishing community-based research reports and a peer-reviewed research journal, we offer various education and advocacy events and services for marginalized youth and adults in Victoria.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

We provide youth leadership, paid internships, volunteer opportunities, & free bus tickets. Each year, our services reach over 2,000 residents. Our Community-Based Research projects address a community-identified need, has the potential to tangibly address a community problem, & helps marginalized people to make informed decisions. We have published 100+ research reports on substance abuse, poverty, housing, food insecurity, etc.

How many paid staff at organization?

Full Time: 1

Part Time: 6

How many volunteer staff at organization? 58

Total volunteer hours: 1154

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	\$15,563.44	Improving education outcomes research project
Department of Canadian Heritage	\$48,514	Events and services
BC Community Gaming Grants	\$31,504	Financial literacy training and advocacy
Employment Social Development Canada	\$107,309	Research and youth development
University of Victoria	\$5,800	Annual conference and education initiatives
Van City Community Foundation	\$10,000	Financial literacy training
Telus Future Foundation	\$10,000	Youth development
Organization's Annual Budget	\$228,690.44	



## 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
- Promote inclusivity, understanding and collaboration across cultures	- % of participants who agree with this sentiment in surveys and focus groups
- Strengthen indigenous relations in the high school system	- number of indigenous students and administrators who respond favourably
- Contribute to research & data that builds understanding of racial inequities in Victoria, BC	- % of participants who agree with this sentiment in surveys
- Teaching becomes more student-centred, responsive to student needs, and incorporates anti-racism strategies	- % of participating teachers who indicate an improvement in teaching
- Teachers develop increased capacity to have discussions about racism and discrimination, and address systemic barriers affecting equitable access to education	- % of participating teachers who indicate an increased capacity to engage in anti-racism
- Racialized students have better educational outcomes leading to increased participation in the labour force	- number of students that participate in project and workshops

### 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: Improving Education Outcomes for Racialized Students in Victoria, BC

Who is your target audience? High school students & their families. High school teachers and administrators.

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Schools provide important and essential services to Canadian youth. However, they can also be key institutions in the reproduction of structural racism, and can contribute to furthering racial disparities. For example, racialized students (RS) are much more likely to be suspended and perceived as less innocent, compared to their white counterparts. This treatment results in less favourable education outcomes for RS ie low graduation rates, and poor employment opportunities long term. There is a gap in research exploring the experiences of RS in Victoria, BC.

Our project uses community-based participatory research to explore the experiences of RS at Victoria High School, paying specific attention to growing incidents of online hate and workshops to promote digital literacy. We will interview students, teachers, and administrators using surveys, one-on-one interviews, and focus groups to find out their experiences of racialization, leadership, teaching practices, and policies at the high school. Findings will be published in a report, and disseminated through a community forum, and workshops for students and staff at the school.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)                    |  |

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.

- |   |   |
|---|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | Health, Well-Being and a Welcoming City (4.50)          |
| Affordable Housing (6.00)   | Climate Leadership and Environmental Stewardship (5.25) |
| Prosperity and Economic Inclusion (3.88)                                | Sustainable Transportation (5.63)                       |
| Strong, Liveable Neighbourhoods (5.50)                                  |   |



## 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 max - **do not add extra pages**)

There is a link b/w education outcomes & participation in society. Poor graduation rates leads to poor outcomes in employment, justice, & health. Research is needed to investigate why racial gaps in high schools in the city remain as large as they do & what can be done to prevent these inequalities from persisting. Specific to BC, Carlton & Russell (2016) reveal the particular ways education has been used as a tool of colonization & segregation between Indigenous & non-Indigenous children. Anecdotal evidence from students, teachers, & administrators at Vic High (VH) suggests that teachers & administrators at VH have difficulties in discussing race-based topics. Pohl (2002) attributes this to teachers' discomfort towards "dealing with a sensitive issue". Teachers at VH are given a range of mandatory professional development options focused on gender inclusivity, conflict resolution, etc. There is no mandatory training in anti-racism & discrimination, as such a large percentage of teachers in the school have not received anti-racism training. The workshops for staff will in-part focus on research-based strategies for deepening conversations about racism. Findings will be helpful for Victoria High School & the School District.

How many will benefit from the project or program? 2000

What percentage of residents benefit from this project or program? City of Victoria 90 % Greater Victoria 10 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ \$15,563.44 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Research Coordinator Wages	\$31,933.44	28hrs/week for 44 weeks at \$24/hr + 8% employment costs
Vic High School Staff Support Liaison	\$7000	Staff Liaison to work with researcher: 3hrs/week x 40 weeks at \$25/hr.
\$25 honorarium for 80 participants	\$2000	Established community practice to thank participants for their time
Honorarium for elder at community dissemination event	\$250	Local elder to bless event according to Coast Salish protocol
Victoria High School Meeting Room	4000	\$80/hr x 50 hours
Snacks for 6 group conversations \$100/sessions	\$600	Focus groups will happen after work hours and during dinner time
Supplies for group sessions and workshop	\$80	Whiteboard paper, sharpies, and post-it notes
Promotion using paid social media ads	\$300	Paid promotion for recruitment purposes using facebook and instagram
Printing & binding 100 copies of 10pg report & 100 brochures	\$400	Reports and a visual summary of the report in a brochure format
<b>A. Total Project or Program Expenses</b>	<b>\$46,563.44</b>	
<b>Administration</b>		
phone and internet at \$30/month for 10 months	\$300	
30 hrs of bookkeeping at \$40/hr	\$1200	
10% use of office space for 10 months	\$2000	
<b>B. Total Administrative Expenses</b>	<b>3,500</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>50,063.44</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	7%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	\$15,563.44	Pending		
Department of Canadian Heritage	\$20,500	Pending		
<b>A. Total Government Funding</b>	<b>\$29,000</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>0</b>			
<b>Matching Funds</b>				
Coastal Research Education & Advocacy Network	\$7,000	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$7,000</b>			
<b>In-Kind Contributions</b>				
Victoria High School	\$7,000	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$7,000</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>0</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$50,063.44</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

The project will occur without full funding. We are a small non-profit organization, primarily run by part-time staff and volunteers. Receiving partial funds will impact the number of hours the Research Coordinator is able to allocate on the project every week. This would mean that the project will have a more limited research scope, and have a smaller impact.

### 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 2020 To: July 2 2021

Project or program location: Victoria, BC



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
September 2020	Check in and finalizing research scope with Vic High School staff, students, and administration.
October 2020	Finalizing research questions, gathering evidence and compiling literature review
October 2020	Create research website: used to provide stakeholders and community members with updates
November 2020	Recruit participants: Students, teachers, parents, administrators and alumni be recruited
December 2020	Conduct surveys, interviews and focus groups on site at Vic High
January - April 2021	Transcribe data, check in with students/staff at Vic High. Data analysis & report writing
May - June 2021	Publish report, and host community dissemination forum and student/staff workshops
June - July 2021	Project evaluation

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 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

Executive Director

Position

BOMA BROWN

Name

JANUARY 31 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Community Social Planning Council of Greater Victoria

Mailing Address: 216-852 Fort St

Contact Person: Diana Gibson

Email: diana@communitycouncil.ca

Telephone: 780-910-0665

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: \_\_\_\_\_

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 max - **do not add extra pages**)

We work with regional and municipal governments, community partners, and businesses to improve proactive sustainability planning that integrates social, economic, and environmental considerations and meet the needs of families and children, particularly those that are most vulnerable.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

The Community Social Planning Council of Greater Victoria (CSPC) was formed in 1936 to address the needs of people experiencing poverty in the region through social planning activities and initiatives. We have supported sustainable community development, social enterprise, and community economic development. We have served as an incubator for a number of well-established organizations in this region, including the United Way of Greater Victoria, Volunteer Victoria and Bridges for Women Society.

How many paid staff at organization?

Full Time: 4

Part Time: 3

How many volunteer staff at organization? 150

Total volunteer hours: 1850

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
<b>City of Victoria</b>		
Grants and Contributions	282,942.00	Mostly project specific funding
Service Contracts	76,400.00	Evaluation and monitoring services to non-profit partners.
Donations and Memberships	4,500.00	Monthly donors and bus pass program members
Interests and Other Income	5,300.00	
BC Transit Ticket Assistance Program	230,000.00	Buss pass program
<b>Organization's Annual Budget</b>	<b>\$ 599,142.00</b>	





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## 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
Share best practices on local government climate equity action	Completion of publicly accessible materials on best practices
Create advisory committee for climate equity project	Four meetings to be held with Climate Equity Advisory Group
Guidelines for Climate equity participation locally	Completion of draft guidelines for climate equity participation strategies
Use co-benefits mapping process to map climate equity locally	Co-benefits map workshop and draft map completed
Build more inclusive climate action for vulnerable populations.	Participation of vulnerable groups in workshops designing strategy and changes in policies.

### 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: Climate Equity Victoria

Who is your target audience? The public, businesses, City Council and City staff.

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

The Project is part of our Sustainable Communities and Climate Equity program area. Our social partners have told us they do not know how to measure their climate action and our environmental partners have said they do not have the social acumen to address equity well. As trends in automation, precarious work and climate change converge, it is critical that we build a climate equity strategy. We will:  
Create a climate equity advisory group and a broader working group that crosses business, private sector, university and community, social and environmental silos  
Draft engagement guidelines.  
Create and disseminate of materials on climate equity to municipal staff and leadership, business and NGO sectors.  
Develop and test a co-benefits map tool for mapping climate equity in the region.  
The Community Social Council has a climate equity research team that would be able to support the project. We are working with groups like the Inclusion Project and One Planet Saanich to cross silos and build climate equity across the region. We have academic partners that bring best practices. We have published on healthy built environments, community well being and equity participation and are well situated to lead this initiative.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |

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.

- |   |   |
|---|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)                     |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |



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## 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 max - **do not add extra pages**)

Polling clearly shows that in addition to people's concerns about climate change, they are very worried about inequality and affordability and that when these social equity issues are tackled as part of a climate action plan, citizen support for bold action to reduce GHG emissions rises dramatically.  
Thus, our Climate Equity Victoria project will help to:  
(1) Support the City to make measurable advances in reducing GHG emissions by building more momentum and help to increase buy-in from corporations in reaching corporate emission target reduction (The project will work with local businesses to identify win-wins in climate action - co-benefits)  
(2) Inspire Citizens and businesses to take meaningful action (See above where we can make equity and climate action alignment, we will get more traction)  
(3) Support citizens and businesses to make measurable advances (We will be using the co-benefits map to help develop indicators to better track climate equity and co-benefits)  
(4) Support the Zero Waste strategy - One Planet and Project Zero are partners in our larger Climate Equity program and the co-benefits and climate equity work will include zero waste and circular economy in the region.

How many will benefit from the project or program? 125

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 18700 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Honoraria	4,000.00	for equity participation
Staff time	6,000.00	Best practices research and materials prep, coordination with municipality
Focus Group and meeting expenses	1,500.00	
local co-benefits map	5,500.00	materials review, workshop and map development
<b>A. Total Project or Program Expenses</b>	<b>\$ 17,000.00</b>	
<b>Administration</b>		
Office overhead and reporting	1,700.00	
Project Management	2,700.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 4,400.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 21,400.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	20.56%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	18,700.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 18,700.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
CSPC	2,700.00	Confirmed	Diana Gibson	780-910-0665
<b>D. Total In-Kind Contributions</b>	<b>\$ 2,700.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 21,400.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

If we do not get full funding we would scope the project accordingly. For example, we might need to eliminate the mapping piece and focus only on the Climate Equity Panel or vice versa depending on the budget.

### 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 2020 To: March 30, 2020

Project or program location: Victoria 852 Fort St.





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
June - July 2020	Best Practices/Guidelines - Review Best Practices and draft Climate Equity Working Group guidelines
July to August 2020	Climate Equity Engagement Strategies - organize and host organize focus group/Climate Equity Advisor
August - September 2020	Review of Co-benefits literature and design draft map
September - October	Host co-benefits map workshop
October - December 2020	Draft report
January - March 2020	Seek input on report from Equity and Climate advisory group.
March 2020	Test Map and engage with Council about climate equity next steps

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? <sup>3</sup> \_\_\_\_\_ Total volunteer hours required: 20

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 fact sheets, reports and event 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

**Diana Gibson**

Digitally signed by Diana Gibson  
Date: 2020.01.31 15:22:03 -08'00'

Signature

**Chief Executive Officer**

Position

**Diana Gibson**

Name

**January 30, 2020**

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Creatively United for the Planet Society

Mailing Address: 474 Nelson St. Victoria BC V9A 6P4

Contact Person: Frances Litman

Email: info@creativelyunited.org

Telephone: 250-383-0206 (landline)

Website: www.creativelyunited.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: S0060506

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 max - **do not add extra pages**)

Since 2012, Creatively United has been leading, convening and amplifying ways to reduce our city's ecological footprint and implement long-term sustainability solutions. Our organization's mandate is to foster community conversations, connections and create collaborative opportunities that bring individuals and organizations together in support of achieving common sustainability goals to ensure our region remains beautiful, healthy, happy and resilient.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

In the past eight years, Creatively United has brought together more than 10,000 people from throughout the region. We have done so through seven zero-waste sustainability showcases, numerous community events and educational talks, collaborative partnerships, a televised video series, and our free community information network, resource and solutions sharing hub (creativelyunited.org).

How many paid staff at organization?

Full Time: One

Part Time: One

How many volunteer staff at organization?

One

Total volunteer hours: 7 hrs week

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	37,000.00	Overall support of the Climate and the Arts series and operating expenses
District of Saanich	27,000.00	To support project grants under the Climate & the Arts Legacy Series
Corporate Sponsorships	35,000.00	To support Creatively United operating expenses
Organization's Annual Budget	\$ 99,000.00	



## 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
Make climate leadership & environmental stewardship solutions the norm	Public learns about climate leadership & environmental stewardship solutions @ numerous arts events
Elevate and educate public on importance of climate leadership and how to	Arts organizations of every description add climate leadership to their repertoire
Elevate and enhance perception of environmental stewardship	Arts organizations of every description add environmental stewardship to their repertoire
Inspire public to become engaged with implementing and sharing solutions	CreativelyUnited.org attracts more users to its free community solutions hub and sharing platform
Inspire community action and solutions-based sharing circles	Use of Solutions Guide increases with groups forming to implement the solutions
City of Victoria grows a dedicated Climate Champions network	An increased number of climate champions share their stories at numerous arts events and on website
To grow participation by arts organizations in all regions	An increased number of arts organizations adopt climate & environmental stewardship programming
To inspire other municipalities & cities to follow Victoria's lead	More municipalities and cities declare a climate emergency and follow Victoria's lead in this way

### 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: Climate and the Arts series

Who is your target audience? Art, music, theatre and dance lovers, patrons and supporters

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

The Climate and the Arts series will be inclusive of the entire arts community, who, using creativity, will merge the growing public interest in finding solutions to the growing climate crisis and loss of biodiversity with the arts to educate, inspire and motivate behavioural change. The majority of the performances will be held in the City of Victoria. Each performance will portray a short story on the climate crisis based on the overall theme of disruption and optimism. The City of Victoria's Climate Champions would be invited to present their solutions at concerts and events as part of the Climate and Arts Legacy Series. These stories will be shared on both the Creatively United Solutions Hub ([creativelyunited.org](http://creativelyunited.org)) and ClimateandtheArts.org websites and social marketing platforms. Revenue obtained from sponsorships and exhibitor fees will contribute to supporting creative events. Collaborative partnerships are already underway with Pacific Opera, the Victoria Philharmonic Choir, Victoria Conservatory of Music, the Victoria Chamber Orchestra and a dance company. Following a launch of the Series during Earth Week, April 2020, a total of ten arts organizations will be established as collaborative partners.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input checked="" type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |

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.

- |   |   |
|---|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)                     |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |





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## 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 max - **do not add extra pages**)

The City of Victoria has declared a climate emergency and Creatively United has responded by becoming one of the city's Climate Champions. Our inclusive and collaborative mandate to bring social and environmental solutions to the forefront has resulted in a partnership with the Gail O'Riordan Climate and the Arts Legacy Series. Together, with the city's support, we will partner with professional arts organizations to creatively remove barriers to behaviour change by addressing climate change as an action-oriented, mainstream topic and demonstrate that sustainable solutions exist and can be easily adopted. We have incentive based strategies to encourage pledges and catalyze the community to plant and steward trees on private land, decommission oil tanks, plus engage in active transportation and 0 waste. This proposal offers the City of Victoria the opportunity to fulfill its strategic objectives with established and reliable partners, funding in place, and the resulting earned media showcasing creative climate leadership in action. Pledges, solutions and resources, will be publicly available on [CreativelyUnited.org](http://CreativelyUnited.org) and shared via our social media channels, newsletters and in partnership with the Community Trees Matter Network.

How many will benefit from the project or program? 10 organizations + City

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 37,000.00 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (If applicable)
<b>Project or Program Costs</b>		
Grants to arts organizations	80,000.00	Funding from Gail O'Riordan Climate and the Arts Legacy Funds, sponsorships, grant partnerships
Advertising: print and electronic	9,800.00	Print media and social media paid advertising
Graphic Artist/Designer	2,500.00	For design of year's worth of series advertising
Misc. meeting/networking/fees	800.00	
Printing of educational materials, pledge forms, posters, etc.	5,400.00	
Outreach, workshop piloting, expert resource fees	16,500.00	Program development, capacity building, piloting with arts organizations and partners
<b>A. Total Project or Program Expenses</b>	<b>\$ 115,000.00</b>	
<b>Administration</b>		
Project coordinator/manager	15,000.00	
Website management and maintenance	8,000.00	
Office expenses	1,000.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 24,000.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 139,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	17.27%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	37,000.00	Pending	Jocelyn Jenkins	250-361-0563
District of Saanich	27,000.00	Pending		
		Pending		
<b>A. Total Government Funding</b>	<b>\$ 64,000.00</b>			
<b>Corporate Sponsorships</b>				
Reliable Controls	2,500.00	Pending	Tom Zaban	
Exhibitor Fees/Sponsorship	8,500.00	Pending		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 11,000.00</b>			
<b>Matching Funds</b>				
Gail O'Riordan Climate & the Arts Legacy Series	64,000.00	Confirmed		250-477-9107
		Pending		
<b>C. Total Matching Funds</b>	<b>\$ 64,000.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 139,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

The climate crisis requires immediate action. The City of Victoria has the potential with this project to leverage creative partnerships that reach homeowners in new ways. Partial funding will reduce our ability to deliver climate solutions to, and solicit pledge forms from, arts patrons. Full funding can greatly accelerate the city's climate action plan to engage homeowners to plant trees, decommission oil tanks, support carbon free transportation and waste reduction.

### 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: June 2020 To: June 2021

Project or program location: City of Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
September 2020	10 organizations confirmed as partners in Climate and the Arts series
December 2020	Three Climate & the Art series events completed
March 2021	Six of ten Climate & the Arts series events completed
June 2021	Final four Climate & the Arts series events completed

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? one Total volunteer hours required: 3 hours a 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: Concert program advertising

### 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

Project coordinator

Position

Frances Litman

Name

Jan. 28, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Crisis Intervention & Public Information Society of Greater Victoria

Mailing Address: 2390 Arbutus Rd

Contact Person: Liz Radermacher (or Justine Thomson) Email: lradermacher@need2.ca, jthomson@need2.ca

Telephone: 250-386-6328 x 201 Website: www.need2.ca, www.youthspace.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 max - **do not add extra pages**)

Mission: To prevent deaths by suicide, with a particular focus on young people. With our programs we address the continuum of needs related to prevention: we run a low-barrier digital crisis line for youth under 30; we deliver educational presentations that foster mindful practices, build resilience, and teach youth how to support themselves and others; we deliver community workshops on suicide alertness and intervention, and we engage with the community to dismantle stigma and shame.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Serving Victoria residents since 1971, the organization - now doing business as "NEED2 Suicide Prevention, Education & Support" - focused on youth after losing funding for phone-based support in 2010. Today, NEED2 works with schools in SD61, 62, 63, and 64, offering education to students and adult caregivers, strengthening school communities. Youthspace.ca partners with PCFSA and IMCRT to keep youth safe and provide accessible support. NEED2 also promotes open discussion within the community.

How many paid staff at organization? Full Time: 2 Part Time: 14

How many volunteer staff at organization? 131 Total volunteer hours: 7800+

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	22,000.00	Youth Suicide Prevention Program
Other Greater Victoria Municipalities (most)	34,000.00	Youth Suicide Prevention Program
BC Gaming	72,000.00	Youth Suicide Prevention Programs and Suicide Loss Support Group
Children's Health Foundation of Vancouver Island	70,000.00	Youth Suicide Prevention Programs
MCFD	22,490.00	Suicide Education & Awareness Program (grade 8 and 10)
United Way of Greater Victoria	30,000.00	Youth Suicide Prevention Programs
Donations and fee-for-service workshop income	42,520.00	As required (or directed if donation for specific program)
Other grants from non-governmental foundations	188,980.00	As directed
<b>Organization's Annual Budget</b>	<b>\$ 481,990.00</b>	



## 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
Fill service gaps through partnering and integration of services	Follow-up referral pathways negotiated with in-person mental health/crisis services
Continue piloting follow-up service to youth at risk of suicide/self-injury	# of youth referred to program, # who receive follow-up check in, qualitative feedback/response
Increase skills and connectedness of volunteers	40+ volunteers trained at Youthspace.ca, with 10+ taking on follow-up role
Provide SEA presentations to schools a low/no cost	Secure funding needed to help offset costs and minimize fee-for-service asks to schools
Ensure grade 8/10 students receive Suicide Education & Awareness	Number of students receiving presentations, students reports
Foster resilience practices in younger students	Number of classrooms reached with Mindfulness in Middle Schools program, response to program
Provide crisis and emotional support in digital space to youth	# of crisis and emotional support chats through Youthspace.ca
Increase awareness of - and connect youth with - available supports	# of youth connected to school-based supports post-SEA presentation

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Youth Suicide Prevention Program - Responding to Needs

Who is your target audience? youth under 30

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

With 17% of BC youth ages 12-19 considering suicide in a year (McCreary Centre, 2018), it's critical that when a youth is struggling someone responds or reaches out, and in so doing prevents premature death and/or aids that youth in building internal resilience. NEED2 has a long record of providing quality preventative education through partnership with Greater Victoria schools and supporting youth online. In the 2018-2019 school year, NEED2's programs reached over 4000 local students. In response to research, feedback from schools, and service gaps identified by local teachers and caregivers, NEED2 has been growing its programs and service capacity (ex. piloted Mindfulness for middle schools based on feedback from teachers about the need for an upstream approach to fostering resilience). This approach has also led to the piloting of follow-up service through Youthspace.ca, a stepped-care approach which provides youth at particular risk of suicide with proactive check-ins following contact with a crisis service. We are seeking the City's support to continue responding to service gaps, to stabilize the new work being done with follow-up, and to ensure that Victoria schools can continue to receive presentations free of cost.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - **do not add extra pages**)

NEED2's programs are mental health focused and preventative, helping to keep youth out of hospitals and safe from suicide. These programs seek to educate, equip, and empower young people to cultivate their own mental wellness, while also fostering open discussion about suicide and mental health to reduce the associated stigma and lower barriers associated with help-seeking. This aligns with the City's work in Mental Health and Addictions Advocacy, as does NEED2's current focus on addressing service gaps in schools and in crisis services. Currently, NEED2 is actively looking at referral pathways connected to partners such as PCFSA, Foundry, and IMCRT in order to be able to address an identified gap: those youth who are deemed to be at risk of suicide, but whose risk may not merit hospitalization. In the last 5 years NEED2's budget has grown by 8%, while its volunteer base doubled and the numbers of youth reached increased 40%; as the City advocates for increased funding in mental health and addictions, NEED2 is using funds effectively. As well, NEED2 has an established and high quality volunteer program, contributing experience and skills growth to many students who are entering the workforce in health and well-being professions.

How many will benefit from the project or program? 7500+

What percentage of residents benefit from this project or program? City of Victoria 1 % Greater Victoria 5 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 439,680 (asking \$22,000) **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Staffing costs	314,830.00	Wages, benefits and mileage costs directly associated with program delivery/dev't
Office	11,680.00	
Accommodation	14,300.00	
Communications	2,170.00	Includes texting platform for Youthspace.ca (subscription and usage)
Other Program Specific costs	27,860.00	Training materials, snacks and supplies for volunteer comfort
<b>A. Total Project or Program Expenses</b>	<b>\$ 370,840.00</b>	
<b>Administration</b>		
Admin, Bookkeeping and clerical support	56,900.00	
Organization and governance costs	1,500.00	
Office costs	5,490.00	
Communications	1,740.00	
Accommodations	3,210.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 68,840.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 439,680.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	15.66%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	22,000.00	Pending		
Other Greater Victoria Municipalities	34,000.00	Pending	varied	
MCFD & BC Gaming	91,490.00	Confirmed	Ranj Atwal, program staff	250-391-2276, 250-356-1081
<b>A. Total Government Funding</b>	<b>\$ 147,490.00</b>			
<b>Corporate Sponsorships</b>				
Coast Capital Community Fund	26,000.00	Pending	Moshiur Rahman	778-391-6567
RBC Foundation	20,000.00	Pending	Carmen Ryujin	604-665-6938
Pacific Blue Cross, First West Foundation	15,000.00	Pending	Allison Joe, Jackey Zellweger	604 419-2090, 250-487-3623
<b>B. Total Corporate Sponsorships</b>	<b>\$ 61,000.00</b>			
<b>Matching Funds</b>				
Children's Health Foundation of V.I.	70,000.00	Confirmed	Bronwyn Dunbar	250-519-6921
United Way of Greater Victoria	30,000.00	Confirmed	Rachel Carroll	250.220.7363
Other foundations and private granters	88,670.00	Pending	varied	
<b>C. Total Matching Funds</b>	<b>\$ 188,670.00</b>			
<b>In-Kind Contributions</b>				
Volunteer hours (7000+)		Pending		
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
Donations and fundraising	22,700.00	Pending		
Workshops and training	19,820.00	Pending		
<b>E. Total Waived Fees and Charges</b>	<b>\$ 42,520.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 439,680.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

As this funding is being requested to assist NEED2 in addressing gaps and in providing programming in schools for little or no cost, not receiving funding will impact the development of referral pathways for follow-up with suicidal youth, as well as NEED2's ability to offset costs associated with in-school programs. However, NEED2 will continue its youth-focused suicide prevention work through the existing actions of the Youth Suicide Prevention Program and will seek other sources of 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, 2020 To: June 30, 2021

Project or program location: Within Greater Victoria area schools and online (youthspace.ca)



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2020 - December 2020	Work with local partners and services to develop follow-up referral pathways and to address gaps
July 2020 - June 2021	Continue piloting follow-up activities, evaluate, and offer through developing referral pathways
Sept 2020, Feb. 2021	Train/mentor/support 2 groups of volunteers, approx 20 in each group, train new follow-up volunteers
July 2020-June 2021	Seek sustainable funding to offset presentation costs and maintain low barriers for schools
Sept 2020 - June 2021	Provide SEA presentations to 3300+ students in Greater Victoria area schools
Sept 2020 - June 2021	Provide Mindfulness for Middle Schools workshops to 30 classes.
July 2020-June 2021	Provide quality emotional and crisis support to youth over IM/SMS at Youthspace.ca
Sept 2020 - June 2021	Ensure that youth who disclose distress post-presentation are connected with school supports

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 140 Total volunteer hours required: 7800+

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: Word of mouth

### 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

Liz Radermacher

Digitally signed by Liz Radermacher  
DN: cn=Liz Radermacher, o=NEED2 Suicide Prevention, Education  
& Support, ou, email=lizradermacher@need2.ca, c=CA  
Date: 2020.01.30 11:59:35 -0800

Signature

Operations Manager

Position

Liz Radermacher

Name

January 29, 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto: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: 2390 Arbutus Rd  
Contact Person: Liz Radermacher Email: lradermacher@need2.ca  
Telephone: 250-386-6328 Website: www.need2.ca

### 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)

This is an interim report for the project scheduled to run from April 1, 2019 - March 31, 2020. This project is still anticipated to complete by March 31, 2020. Within the remaining time: one training group for Youthspace.ca will be completed (training Feb - March 2020); Suicide Education & Awareness presentations and Mindfulness presentations will continue to be delivered on an ongoing basis with a focus on providing education in all middle and high schools in Greater Victoria and a focus on continued partnership with area schools; Youthspace.ca has already responded to 3750 chats of the approximate 6000 estimated to be helped within the timeline and will continue to support youth online.

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

Our work in schools delivering the SEA presentations ensures that grade 8 and 10 students are receiving quality education about suicide and mental health. These presentations, and the presentations we provide for school personnel also increase the comfort level of adult caregivers to respond to at-risk students, contributing to community wellness. As well, youthspace.ca and SEA both empower, educate and equip young people in discovering their own wellness techniques and needs.

### 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
Ensure all local students receive Suicide Education & Awareness	So far: 1418 students received SEA presentations, good response	Yes
Equip younger students with tools to manage stress/emotions	So far: 25 classes reached with Mindfulness in Middle schools - good response	Yes
Provide flexible crisis and emotional support in digital space to youth	So far: 3750 crisis and emotional support chats through Youthspace.ca	Yes
Increase awareness of - and connect youth with - available adult supports	So far: 107 students connected with school counsellors post-presentation	Yes
Promote youth community engagement through volunteering	So far: trained/mentored/supported 115+ volunteers, trained 40 new	Yes
Provide space for individuals to process grief together after suicides	Holding monthly Suicide Loss Support Group meetings	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? Emotional support, mental wellness tools, increased social connection

How many have benefitted from the project or program? So far: an estimated 4920 youth have benefitted directly

What percentage of Greater Victoria Residents benefitted from this project or program? ~5% of youth under 30

How many volunteers have worked on this project or program? 150+ What total hours did they work? 6500





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## 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)
<b>Project or Program Costs</b>		
Staffing	220,857.00	program facilitators and managers wages, as well as mileage for staff and volunteers
Office	4,496.00	
Accommodation	12,930.00	
Communications	2,050.00	includes texting platform subscription, internet for Youthspace.ca
Program Specific	13,070.00	includes volunteer training and support, recognition, program supplies
<b>A. Total Project or Program Expenses</b>	<b>\$ 253,403.00</b>	
<b>Administration</b>		
Admin, bookkeeping and clerical support	38,974.00	
Organization and governance costs	4,400.00	-Board insurance, Board development, AGM costs
Office Costs	1,010.00	-audit and amortization fees
Communications	1,033.00	
Accommodations	2,155.00	
		*Note: as this is an interim report, all expenses are noted based on what's been used thus far
		(75% of project timeline), whereas revenues are noted based on known and expected
		revenues for entire timeline.
<b>B. Total Administrative Expenses</b>	<b>\$ 47,572.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 300,975.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
MCFD	22,490.00	Confirmed	Ranj Atwal	250-391-2276
BC Gaming	60,000.00	Confirmed		250-387-5311
Greater Victoria municipalities	43,490.00	Confirmed	Varied	
<b>A. Total Government Funding</b>	<b>\$ 125,980.00</b>			
<b>Corporate Sponsorships</b>				
Coast Capital Community Fund	22,500.00	Confirmed		
RBC Foundation grant	20,000.00	Confirmed		
First West Foundation	5,000.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 47,500.00</b>			



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## Strategic Plan Grant Final Report

Matching Funds				
Children's Health Foundation	71,600.00	Confirmed	Bronwyn Dunbar	250-940-4950
Provincial Employees Community Services Fund	37,627.00	Confirmed		
Other foundations and grants	56,277.00	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 165,504.00</b>			
In-Kind Contributions				
Artemis Place Society (space usage)		Confirmed		
volunteer hours		Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
Waived Fees and Charges				
Donations and fundraising	35,572.00	Confirmed		
Workshops and training fees	12,020.00	Pending		
Federal gov't (Canada Summer Jobs)	5,320.00	Confirmed		
<b>E. Total Waived Fees and Charges</b>	<b>\$ 52,912.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 391,896.00</b>			

### 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: June 2020 - AGM

- ☒ 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

Liz Radermacher

Name

Operations Manager

Position

January 28, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Disaster Aid Canada (Soap for Hope is a program of DAC until they receive their CRA#)  
Mailing Address: 426 William Street  
Contact Person: C. Anne McIntyre Email: anne@soapforhopecanada.ca  
Telephone: (250) 590-1462 or cel (778) 977-7032 Website: www.disasteraid.ca (SfH is in the process of designing their own website under the name Soap for Hope Canada)

### 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 max - do not add extra pages)

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 need. Note: Soap for Hope, a program of Disaster Aid Canada, is in the process of obtaining a CRA # in order to concentrate on helping local community facilities that serve our vulnerable population. Our mission is to reduce reusable products from entering our landfill and provide hygiene amenities.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

Soap for Hope has been working in our community for 5 years to provide hygiene amenities & linens. We started with 6 local shelters and now supply over 50 community facilities in Greater Victoria (175 in total in BC & AB). We save over 1M products from entering our landfill annually. Our program not only reduces landfill; we also help thousands of people regularly with basic and much needed products. Our volunteers range from students, service groups, people with disabilities and seniors.

How many paid staff at organization? Full Time: 2 Part Time: 0  
How many volunteer staff at organization? 30 Total volunteer hours: 4,000

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection? ☐ Yes ☒ No  
Did your organization receive a grant from the City of Victoria in the prior year? ☐ Yes ☒ No (in 2018)  
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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	30,000	Pending – Program Facilities, Staff and Products
The Annual Foundation	125,000	Confirmed for 2019
Community Foundations of Canada	20,000	Pending - R&D Grant to develop a Laundry Detergent for shelters





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Peninsula	10,000	Pending – Program Costs to serve Victoria, Mill Bay, Comox, Campbell River
Telus Community Foundation	10,000	Confirmed – for Program Costs geared towards Youth in Elementary Schools
Victoria Foundation	15,000	Pending – Staff & Products for Indigenous Communities
Fee-for-Service Hotel Program	35,000	Caring Community Partner Program
Donations	10,000	Pending – from the Community
<b>Organization's Annual Budget</b>	<b>\$255,000.00</b>	

## 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 participating hotels in Victoria	Add 8 hotels onto our Caring Community Partner Program in Greater Victoria
Create literature for hotel rooms to highlight our program	All participating hotels have advertising of Soap for Hope in each room
Work with Green Key Global to highlight Victoria hotels	Create 3 marketing pieces on Victoria hotels to send out through Green Key showing our environmental initiatives & products saved from the landfill
Secure collaboration with soap dispenser company	Working with Tyneham to secure hotels onto our program using soap dispensers
Increase funding to purchase hygiene products	Community Facilities in Greater Victoria receive all the hygiene amenities they ask for
Work with Indigenous Communities in Victoria	Increase products distributed to include purchased hygiene products
Continue to expand to meet growing hygiene needs	Supply all 50 community facilities with all the reprocessed products they require plus the non-reusable items requested

## 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 – Reducing Environmental Impact of Reusable Products**

Who is your target audience? **Hotel Industry / Community Facilities & Indigenous Communities needing Hygiene Amenities**

Brief description of the project or program and why the grant is needed. (1250 characters max - *do not add extra pages*)

We work with 22 local hotels by taking their used hygiene amenities (soap, shampoo, conditioner, body wash and body lotion) and linens. These are reprocessed by volunteers and provided at no charge to 50 local Community Facilities. Expanding our hotel program has an environmental benefit to our city by reducing reusable products from entering the landfill. These products, over 1,000,000 in 2019, helped thousands of local people stay clean. We distributed 108,592 products in Victoria (wholesale value of \$45,913). Some items we need to purchase (e.g. toothpaste, toothbrushes, deodorant, feminine products). In 2019 we had to decline 19,434 products (wholesale value of \$12,243). Soap is the first line of defense against illness and disease and the most cost-effective way to keep people healthy. We provide soap, and other hygiene items to shelters, transitional homes, food banks, seniors, schools, Indigenous communities and refugees. To provide our local community facilities with their growing hygiene needs, we need help to sustain and grown our operations to efficiently process products that would have been garbage. Funding for more staff, equipment, and necessary products are imperative to meet the increased needs in Greater 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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City(4.50)      |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input checked="" type="checkbox"/> ClimateLeadershipandEnvironmentalStewardship(5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> SustainableTransportation (5.63)                              |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

If you have selected more than one weighted Strategic Plan Objective, we encourage applicants to select the primary objective that



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## Strategic Plan Grant Application Form

the project or program aligns with or supports.

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☐ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☐ Health, Well-Being and a Welcoming City (4.50)
- ☒ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)



## 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 max - do not add extra pages)

The city looks for innovative ways to recover, repurpose and reuse materials destined for the landfill to be a leader in Zero Waste. Soap for Hope has been honing these skills for 5 years and is past the Incubator stage. We work within the hospitality industry where much of what is throw out can be reused. We started collecting hygiene amenities (processing over 1M in 2019) and have increased our capacity to take their linens (contributing to 57% of our waste removal), lost & found and other reusable items from the hotel industry. Our growth has been in response to helping vulnerable people in our community mixed with providing a service to the hotel industry to reduce their waste. We are accomplishing the goals of becoming a circular economy. In order to increase waste diversion our program needs support to increase our impact. We also teach our community to rethink these useable products and have created a program in environmental stewardship. The waste we divert does become useable products. A new initiative is making reusable bags from the sheets we get from hotels. We pack our orders for community facilities in them. All these align with the city's Zero Waste Strategy.

How many will benefit from the project or program? 10,000

What percentage of residents benefit from this project or program? City of Victoria 9.2 % Greater Victoria 6.9 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$30,000.00

**Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
2 Warehouses	100,800	One Warehouse is to process hygiene and the other is for the Linens
Program Coordinator	45,760	1 Full Time Person
Hygiene Products – purchased for Greater Victoria	52,701.28	Hygiene amenities that can not be repurposed (toothpaste/toothbrushes/deodorant, shaving cream, feminine products, incontinence pads, nail clippers, dental floss, combs, brushes)
Bins/Buckets for our Hotels	20,000	Disaster Aid Canada will be taking back their bins when our CRA# comes in. This is a one-time purchase
Soap for Hope Van	7,000	To do local pick ups from hotels and deliveries to some shelters
Marketing Materials	5,000	Educational Info for each hotel room on how our city is reducing reusable products from entering the landfill
Packaging for Hygiene Kits	2,000	To put together Hygiene Kits (soap, shampoo, conditioner, body wash and body lotion)
Hygiene Amenities -reprocessed	500,000	2019 estimate of hygiene products donated back into the community
Freight Diamond Delivery	80,000	Value of freight donated in 2019
Toothbrushes – donated	6,000	Toothbrushes for working with Kids in Greater Victoria
<b>A. Total Project or Program Expenses</b>	<b>\$819,261.28</b>	
<b>Administration</b>		
Warehouse Utilities	5,000	Internet, Gas, Hydro
Insurance	2,500	Insurance for both the warehouses
Staff – Summer	9,000	To hire students to help in the summer as this is our busiest time
Office Supplies & Misc	6,000	Paper, ink, supplies for volunteers



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## Strategic Plan Grant Application Form

<b>B. Total Administrative Expenses</b>	<b>\$ 22,500</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 841,761.28</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		Did not include the value for the products donated back into the community, freight donated or toothbrushes for a project at low income schools in Victoria
Total percentage of administrative costs	9.00%	





## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	30,000.00	Pending		
<b>A. Total Government Funding</b>	\$ 30,000.00			
<b>Corporate Sponsorships</b>				
Telus Community Foundation	10,000	Confirmed	Kathy Baan	(250)388.8150
Private Grant Donor	125,000	Pending - in the process of applying for 2020	Anonymous	
Victoria Foundation	15,000	Pending - apply in Feb 2020	Rudy	(250) 381-5532
Peninsula Co-op	10,000	Pending	Applied on-line	
Donations from the Public	10,000	Pending	miscellaneous	
Fee-for-Service	35,000	Confirmed	Caring Community Partners	
Community Foundations of Canada	20,000	Pending	Anna Glenney	(250)381-5532 ext. 231
<b>B. Total Corporate Sponsorships</b>	\$ 225,000			
<b>Matching Funds</b>				
N/A				
<b>C. Total Matching Funds</b>	\$ 0.00			
<b>In-Kind Contributions</b>				
Freight - Diamond Delivery	80,000	Confirmed - 2019 figure	Rob Ross	(604)591-8641
Hotel - Used Amenities	500,000	Confirmed - 2019 figures	Multiple hotels in Greater Victoria	
The Tooth Fairy Children's Foundation	6,000	Confirmed	CoraMaria Clark	(403)651.4070
<b>D. Total In-Kind Contributions</b>	\$ 586,000			
<b>Waived Fees and Charges</b>				
GFL Environmental	761.28	Confirmed	Kelsey Young	474-5145 Ext. 72127
<b>E. Total Waived Fees and Charges</b>	\$ 761.28			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	\$ 841,761.28	<b>Should equal Total Program Expenditures</b>	<b>page 3</b>	

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 max - do not add extra pages)

Partial funding reduces our ability to keep up with requests from hotels and facilities. The demand for hygiene amenities and linens continues to put a strain on our current resources. Stricter regulations for garbage and Zero Waste goals increases products we can repurpose. To keep up processing, provide purchased products, and meet growing needs in other demographics we need financial help for more resources. We want to continue to say YES to all and not partially help in each facility.

### SECTION 8. PROJECT OR PROGRAM TIMELINE





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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, 2020      To: June 20, 2021 (is an ongoing program)

Project or program location: Greater Victoria

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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
March - April 2020	Contact hotels not on our Caring Community Partner Program
May 2020	Attend the Hotel Association conference and have a booth to showcase our program to local hotels.
July - Sept 2020	Develop literature for hotels after doing a survey of what hotels would like in each room
July 2020 - June 2021	Write / collaborate with Green Key on 3 stories highlighting our program - send to the hotels through Green Key
April - June 2020	Finalize our relationship with Tyneham to market our program to hotels using dispensers with this company
July 2020 - June 2021	Monthly purchases of requested hygiene amenities that can not be reprocessed - leverage purchasing
July 2020 - June 2021	Increase our reach into Indigenous communities and supply hygiene & linen products - build relationships, learn their story and communicate through our Social Media why we are helping

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 35 Total volunteer hours required: 4,500

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

C. Anne McIntyre  
Signature

Executive Director  
Position

C. Anne McIntyre  
Name

January 28, 2020  
Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Drop the Plastic Society  
Mailing Address: 185-911 Yates Street, Victoria, BC, V8V49  
Contact Person: Melissa Donich Email: melissadonich@gmail.com  
Telephone: 7788776212 Website: droptheplastic.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: \_\_\_\_\_  
Are **you** a registered Charity? ☒ Yes ☐ No Charity Registration Number: S007015

*\*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 max - **do not add extra pages**)

Drop the Plastic Society is Victoria-based organization committed to promoting and protecting healthy waterways, biodiversity and human health through the reduction of plastic waste across British Columbia. We hope to address the environmental problems associated with single-use plastics, harmful plastics, and microplastics by finding immediate, sustainable solutions for municipalities.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Drop the Plastic Society began as a campaign to spread awareness about single-use plastic waste in British Columbia. In 2019, we grew into a society that now focuses on education, uniting local communities across the lower mainland, and influencing policy. Our roles include: organizing local educational events, designing new and innovative projects, creating volunteer opportunities and supporting the 2019-2022 Strategic Plan in the City of Victoria.

How many paid staff at organization? Full Time: 0 Part Time: 0  
How many volunteer staff at organization? 15/20 Total volunteer hours: 20hrs/week

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria		
Vancity	2,500.00	Web development/promotion
Fundraisers (2019-20)	1,100.00	Photographer/marketing materials
Organization's Annual Budget	\$ 3,600.00	





## 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
Educate citizens about the harmful effects of plastic pollution	We measure success by the amount of people that participate in and for these events
Promote positive change for reducing plastic waste in local communities	Receive feedback and encouragement from individuals and businesses to continue public outreach
Finding immediate solutions for harmful, non-recyclable plastics	Positively influence consumer behavior toward more sustainable, less impactful options
Influencing governments to shift towards zero-waste strategies	Providing innovative and sustainable solutions for zero-waste goals in Greater Victoria
Design a new approach and method to collecting microplastics	Finding solutions to collecting microplastics before entering the ocean and waterway
Give municipal governments the confidence to ban single-use plastics	Collecting qualitative and quantitative data from local businesses across British Columbia
Unite individual and municipal achievements against plastic waste	Provide enough data to encourage the approval of provincial legislation banning single-use plastics
Support a heightened network of successful plastic free businesses	Form a team of supporting businesses to continue our plastic-free initiatives

## 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 the Plastic Campaign

Who is your target audience? Youth/Students/Seniors

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

This year, Drop the Plastic Society is dedicated to working with enterprises and communities across Greater Victoria by designing and implementing plastic-free initiatives. These initiatives include: involving local businesses to take a plastic pledge to reduce single-use plastic waste; offering volunteer opportunities for students to strategies zero-waste plans for their local schools and universities; creating a sense of community amongst individuals and enterprises. Other initiatives include: educational seminars on plastic pollution; finding immediate solutions for microplastics entering waterways and oceans; and designing "plastic pledge" campaigns to help Victoria transition towards a "Zero Waste Strategy" city as listed in the City of Victoria Strategic Plan for 2021.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)      | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)   |   |

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.

- |   |   |
|---|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)                     |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |



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Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective.  
(1250 characters max - **do not add extra pages**)

In the 2019-22 Strategic Plan, the City of Victoria lists "Climate Leadership and Environmental Stewardship" as one of their eight strategic objectives. At Drop the Plastic (DTP), we believe we can meet the measurable outcomes listed in the strategic plan. In 2019, the city of Victoria listed a Zero Waste Strategy, ban on plastic straws, and a Climate Leadership Plan. Our current projects involve creating a voice for citizens supporting a zero-waste strategy and ban on single-use plastics. At DTP, we take pride in having initiated the ban on plastic straws in Vancouver in 2019 under the name "Drop the Straw", becoming the first campaign in Canada to ban plastic straws. Objective 6 also lists a ban on single-use coffee cups and takeout containers. At DTP, we can help create a smooth transition for these policies in Greater Victoria, along with spreading awareness about single-use plastic bags. Today, our program involves a plastic pledge campaign and leadership plan that involves all of these measurable outcomes.

How many will benefit from the project or program? 100+

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 10,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Marketing	1,500.00	Hiring local marketers to enhancing awareness on plastic pollution
Professional Photographer/Filmmakers	2,000.00	Hiring local photographers/filmmakers to aid the plastic pledge campaign
Rental space	500.00	Renting local space to host events and offer educational talks
Advertisement	2,500.00	Paying for advertisement for plastic campaign in Greater Victoria
Science-based research	2,000.00	Hiring part-time scientists to research microplastics contamination in the ocean
Field-work	1,000.00	Hiring professional divers to collect plastic samples in the water
<b>A. Total Project or Program Expenses</b>	<b>\$ 9,500.00</b>	
<b>Administration</b>		
travel expenses	500.00	gas, accomodations
<b>B. Total Administrative Expenses</b>	<b>\$ 500.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 10,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	5.00%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	10,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 10,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 10,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

### 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 01, 2020 To: June 01, 2021

Project or program location: Greater Victoria





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2020	Design "Plastic Pledge" Campaign/ Launch awareness website
August 2020	Hire photographers/filmmakers for advertisement campaign
Sept-Oct 2020	Fund research to study microplastics in the water
Nov-Dec 2020	Organize plastic talks at local events in Victoria
Jan-Mar 2021	Continue to collect data on local support on single-use plastics
April 2021	Update marketing materials and promotions on local initiatives
May 2021	Continue awareness campaign on single-use plastics and plastic pollution
June 2021	Celebrate local initiatives and working with communities towards zero-waste goals

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10-15 Total volunteer hours required: 100+

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

Founder/CEO

Position

Melissa Donich

Name

January 30th, 2020

Date



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## 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 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 max - **do not add extra pages**)

Our mission is to create a connected, collaborative, inclusive, and sustainable community. We do so by providing child and family services, community development, and recreation for all ages.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

FGCA was established in 1975 with a mandate of improving quality of life in the neighbourhood. It has grown to fulfill an essential role in supporting and connecting people in a myriad of ways; through social events, community meetings, childcare, a community garden, health and wellness initiatives, and much more.

How many paid staff at organization? Full Time: 10 Part Time: 60

How many volunteer staff at organization? 200 Total volunteer hours: 1200

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes ☒ No

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	161,500.00	Recreation, community development, custodial, community garden, CALUC
Provincial government	342,326.00	Childcare programs, community program, ECE wages, family drop-ins
Program fees	1,060,486.00	Wages, contractors, program supplies
Service contracts	1,406,259.00	Youth and Family Counsellors, family drop-ins, supported childcare
Donations, fundraising, foundation grants	26,400.00	Special events and projects
Rental revenue	50,000.00	Administrative staff, building expenses
Organization's Annual Budget	\$ 3,046,971.00	



## 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 belonging and inclusion	Diversity of attendees, removal of barriers to access
Enable meaningful engagement with neighbourhood	Number of volunteer hours, commitment of volunteers
Increase neighbourhood walkability	Number of attendees walking to dinners

## 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 max - **do not add extra pages**)

Fairfield Gonzales community dinners were launched in 2017 under a Canada 150 grant. We saw a need to bring people together to combat social isolation and increase inclusion of diverse communities in our neighbourhood. We also know that food insecurity and unaffordability is of great concern in Victoria. We provide a meal once a month, by donation, for up to 60 people. The meal is cooked by a local chef and supported by a committed cohort of volunteers. Our monthly dinners provide a welcoming, accessible meal and a stigma-free means of connecting to social supports and resources. The benefits of this program are immeasurable. Neighbours connect with neighbours in a neutral space, intergenerational connections are made, and new Canadians form relationships with established residents. Many attendees go on to become more involved with their community association and other neighbourhood groups as a result of their attendance at community dinners.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |

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.

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |





## 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 max - **do not add extra pages**)

This project meets the City's Strong, Liveable Neighbourhoods objective in a number of ways. It provides, an easy, enjoyable way to connect with the community association and with other people in the neighbourhood. By providing service close to where people live, it contributes to a more walkable community. It increases sense of safety by helping people know their neighbours. It allows people to come together to celebrate what is unique and important about their neighbourhood, and to learn more about the human and social capital that is present here in Fairfield Gonzales. It contributes to the social determinants of health by improving food security and combatting social isolation. By offering a stigma-free meal it fosters a diverse and inclusive neighbourhood where all are welcome and valued.

How many will benefit from the project or program? 750

What percentage of residents benefit from this project or program? City of Victoria 1 % Greater Victoria 0.2 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 19810 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Project coordinator	3,500.00	approximately 10 hours per month
Dinner chef	3,300.00	\$275x12 dinners
Support staff	1,100.00	staff for 2 hours per month each
Supplies (dishes, cooking utensils, etc)	1,000.00	
Food/groceries	4,200.00	\$350 per dinner
Use of venue	2,400.00	
volunteer set-up, servers, clean-up	2,160.00	(4 ppl x 3 hrs x 12 dinners x \$15/h)
Promotion/communication costs	200.00	web, print, social media
<b>A. Total Project or Program Expenses</b>	<b>\$ 17,860.00</b>	
<b>Administration</b>		
Bookkeeping/record-keeping/office space	750.00	
Supervisory staff	1,000.00	
Office supplies and equipment	200.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 1,950.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 19,810.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.84%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	12,650.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 12,650.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
FGCA matching	3,000.00	Confirmed		
Donations	2,000.00	Pending		
<b>C. Total Matching Funds</b>	<b>\$ 5,000.00</b>			
<b>In-Kind Contributions</b>				
Volunteer hours	2,160.00	Pending		
<b>D. Total In-Kind Contributions</b>	<b>\$ 2,160.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 19,810.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

If we do not receive full funding we will reduce the program by providing less dinners throughout the 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: July 1 2020 To: June 30 2021

Project or program location: Fairfield Community Place, Garry Oak Room, 1335 Thurlow Rd.



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 15 2020	Hire and train chef
July 1 2020	Start coordination, purchase supplies
July 10 2020	Finalize & promote dates
late July 2020	First community dinner
July 2020-June 2021	Monthly dinners ongoing
December 2020	Mid-program evaluation
June 2021	Final evaluation

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 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

**Vanya McDonell** Digitally signed by Vanya McDonell  
Date: 2020.01.31 15:18:20 -08'00'

Signature

**Co-Executive Director**

Position

**Vanya McDonell**

Name

**2020-01-31**

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: FED Urban Agriculture Society

Mailing Address: 300 - 569 Johnson St, Victoria BC, V8W 1M2

Contact Person: Holly Dumbarton

Email: info@get-fed.ca

Telephone: 778-584-7423

Website: www.get-fed.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: S0072509

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 max - **do not add extra pages**)

The Food Eco District (FED)'s mission is to increase food awareness and community engagement by creating a vibrant downtown district that fosters green spaces and showcases sustainable restaurants. FED mobilizes stakeholders, informs policy changes to support urban agriculture, animates public spaces, develops public and private gardens and offers educational opportunities for residents and visitors.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

FED's flagship district in downtown Victoria serves as the first demonstration site for mobilizing community to create urban food sustainability. The district engages local restaurants, food suppliers, food growers, community planners, developers, local policy and decision makers, and multiple NGOs. Through our work, we have helped restaurants become more sustainable, growers have gained access to urban spaces and public areas have been transformed to urban food gardens and beautiful spaces.

How many paid staff at organization?

Full Time: 1

Part Time: 2

How many volunteer staff at organization? 4

Total volunteer hours: 35/mth

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	9,000.00	Urban Learning Garden Workshop Series
FED Events & Social Enterprise	7,500.00	Garden maintenance
Other Grants & Wage/Training Subsidies	71,000.00	Garden installations, Street to Sky Project & training
General Donations	7,500.00	FED going carbon neutral
Restaurant Features	10,000.00	Street to Sky Project, FED going carbon neutral
Consulting Services	8,500.00	Admin & Program Coordination
Corporate Members (3)	2,250.00	Urban Learning Garden Workshop Series
Restaurant Memberships	4,680.00	Admin & Program Coordination
Organization's Annual Budget	\$ 120,430.00	



## 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
Delivering 6 successful workshops	Completion of 6 workshops & evaluation from attendees after each
240 people served	Number of attendees at workshop
Increase attendee confidence in urban agriculture	Follow-up survey sent 1 month after each workshop

### 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: Urban Learning Garden Workshop Series

Who is your target audience? Beginner food growers interested in learning about urban agriculture

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

We have already begun developing an 'Urban Learning Garden' in the courtyard of the Central Library, revitalizing the space with a diversity of types of urban gardens. We have already installed 3 gardens – one for native species, one for pollinators and one for perennial herbs used for health & wellness, with a community garden space to come this spring.

Our project will develop a series of 6 free workshops for the general public, hosted at the library and in the Urban Learning Garden, to support interested people in learning how to grow their own food in a way that can support the City's goals for health and sustainability. A part of our series will also provide a forum for discussion about emerging and important issues in urban agriculture and allow practitioners to present to interested members of the public about the challenges and opportunities of growing in the City. With this project, we hope to develop a template for community education in the space that can continue to evolve and develop over many 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 [2019-2022 Strategic Plan](#)).

- |   |   |
|---|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



## 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 max - **do not add extra pages**)

This project will aid in the City's goal to increase local food security with urban agriculture education to allow for more food production in our area. We are proposing a low barrier educational series to allow anyone who is interested the opportunity to learn about the many aspects of growing food in urban environments. We will bring in local knowledge holders who will cover topics from: the basics, to the different ways we can create food gardens that capture carbon and attract pollinators, to how to convert underutilized spaces into productive commercial food growing sites. We will combine both classroom time and hands-on learning in our workshops to allow for a more comprehensive look at growing food in urban environments.

How many will benefit from the project or program? 240

What percentage of residents benefit from this project or program? City of Victoria 0.0026 % Greater Victoria 0.0006 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 9,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Honorarium for Instructors	3,000.00	\$500 X 6 instructors
Materials & equipment for workshops	950.00	Supplies, additional plants, sample take-home materials
Printing & Digital Promotion	270.00	\$0.50 per sheet x 300 sheets & social media promo \$20/workshop
Graphic Design - Poster & Online Promotion	150.00	\$30/hr X 5 hours
Labour: Workshop Registration, Follow up Survey	1,800.00	\$30/hr x 10 hours per workshop x 6 workshops
Labour: Workshop Series Planning, Design & Promotion	7,500.00	\$30/hour x 300 hours
Venue	420.00	Victoria public library space rental
<b>A. Total Project or Program Expenses</b>	<b>\$ 14,090.00</b>	
<b>Administration</b>		
Bookkeeping & General Administration	2,806.20	Project bookkeeping, registration platform, general administration
<b>B. Total Administrative Expenses</b>	<b>\$ 2,806.20</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 16,896.20</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	16.61%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	9,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 9,000.00</b>			
<b>Corporate Sponsorships</b>				
FED Corporate Sponsor Fee (\$750 X 3)	2,250.00	Confirmed	Jill Doucette	250-589-2599
Vancity	5,076.20	Pending	****	
<b>B. Total Corporate Sponsorships</b>	<b>\$ 7,326.20</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
Graphic Design Time	150.00	Confirmed	Holly Dumbarton	778-584-7423
<b>D. Total In-Kind Contributions</b>	<b>\$ 150.00</b>			
<b>Waived Fees and Charges</b>				
Greater Victoria Public Library	420.00	Confirmed	Karen Sharkey	250-940-4875
<b>E. Total Waived Fees and Charges</b>	<b>\$ 420.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 16,896.20</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

If we do not receive full funding, we would be able to scale down the initiative to include less workshops and look for alternate 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 2020 To: June 30 2021

Project or program location: Central Branch of the Greater Victoria Public Library Classroom & Courtyard



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 31st	Secure instructors
Aug 31st	Develop high-level curriculum for workshops (including evaluation)
Aug 31st	Develop promotion strategy
Sept - Nov, Feb - Apr	Workshops commence
Sept - Nov, Feb - Apr	Evaluation commences (both after each workshop & one month later)

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours required: 15

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

*Holly Dumbarton*

Signature

Project Manager

Position

Holly Dumbarton

Name

1/31/2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Fernwood NRG  
Mailing Address: 1240 Gladstone Avenue Victoria  
Contact Person: Chantille Viaud Email: chantille@fernwoodnrg.ca  
Telephone: 604-753-8397 Website: 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 max - **do not add extra pages**)

Fernwood NRG's mission is to serve Fernwood neighbourhood by: supporting individuals and families with affordable, high quality programs and services; providing and maintaining a multi-use facility for the community; providing affordable housing for families in the neighbourhood; developing the neighbourhood economy by promoting cooperation among neighbourhood businesses; and engaging the neighbourhood through activities, events and communications.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Fernwood NRG has provided 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: 25 Part Time: 35  
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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	39,850.00	Right wrongs, heal together, create a new future
Grants/ City of Victoria	458,284.00	Victoria Best Babies, Family Support, Operating funds
Ministry of Children and Families-Prototype	609,551.00	Universal Childcare Prototype Site
Donations and Fundraising	98,499.00	Support Administrative and Operational Overhead
Rentals	361,658.00	Affordable Housing and Commercial Space
Program Fees	148,028.00	Facility Rentals, Recreation Programs, Good Food Box
Other	7,149.00	Program Support
Community Gaming	77,750.00	Recreation, Child Care, Youth, Fernfest Programming
Organization's Annual Budget	\$ 1,800,769.00	





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## 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
Staff, board & community receive Cultural Perspectives Training	100% Increased awareness Indigenous history, treaties and leadership structures
The organization's strategic plan recognizes and respects Indigenous knowledge, cultures and traditional practices	A strategic plan with increased capacity to do the work of reconciliation
The organization's policy is informed by the unique strengths of Indigenous peoples	80% Indigenous involvement and inclusion
Indigenous peoples feel the centre and its programs meet their needs	90% increase of Indigenous people attending the centre and its programs

### 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: Right wrongs, heal together, create a new future

Who is your target audience? Fernwood community members, organization staff and board of directors

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

As people living and working on the on the traditional territories of the Lkwungen and WSÁNEĆ peoples, and City of Victoria residence, we share a responsibility to look after each other and acknowledge the pain and suffering Indigenous Peoples have incurred over generations. We need to right those wrongs, heal together, and create a new future. Fernwood NRG will begin this process by having a staff, a strategic plan, and policy that is informed by those Peoples who have experienced this pain and can tell Fernwood NRG what is needed to move forward. The first step will be to complete training with the Indigenous Perspectives Society (IPS). Participants have an equal opportunity to speak and to be heard while also committing to listening to others. From an Indigenous perspective, this way of being is one way to work towards reconciliation. Community dialogues and events will come next, and then our intention is to reorient our existing programs (and perhaps start new ones) to better include Indigenous people. Throughout we will work closely with the Lkwungen and WSÁNEĆ peoples, the IPS, Songhees and Esquimalt Nations, hereditary and elected chiefs, and others.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)                    |  |



## 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 max - **do not add extra pages**)

The project right wrongs, heal together, create a new future, will meet the City of Victoria's Strategic Plan objective of Reconciliation and Indigenous Relations by extending the intention of City Council to have "deeper and more engagement with Songhees and Esquimalt Nations including with both hereditary and elected chiefs" to the staff of Fernwood NRG, and the Fernwood Community specifically. In doing this the project will further "increase awareness of and support for reconciliation and recognition of Indigenous sovereignty." Through an extensive consultation process the project will enable Fernwood NRG to have "Increased community collaboration and capacity to do the work of reconciliation by harnessing existing expertise in our community." Right wrongs, heal together, create a new future, is a localized, neighbourhood based, reflection of the City of Victoria's Strategic Plan for Reconciliation. The project supports the City in achieving it's outcomes by ensuring that Reconciliation is happening at a neighbourhood level from a place of informed staff and policy and then out into the neighbourhood and greater community; while also increasing the presence of Indigenous Peoples within the centre if that is an identified need.

How many will benefit from the project or program? 1000+

What percentage of residents benefit from this project or program? City of Victoria 85% Greater Victoria 15%

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$59850 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages.**

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Cultural Perspectives Training with IPS (staff, board, community)	12,000.00	40 people at \$250 per person, plus the cost of food
strategic planning and policy development consultation	4,850.00	consultation services (IPS) at ~\$800 per day per facilitator
staff wages- program coordination, community outreach	22,500.00	15 hours per week at \$30
community reconciliation event series	6,000.00	venue, food costs, staff wages, community engagement
meeting in community costs (where Elders request to meet)	3,200.00	
promotion, advertising, design costs	1,200.00	communications coordinator-policy manual design, poster design, local advertising
volunteer expenses	1,100.00	volunteer coordinator 18 hours for total project @ \$30/ hour +volunteer appreciation
<b>A. Total Project or Program Expenses</b>	<b>\$ 50,850.00</b>	
<b>Administration</b>		
book keeping	2,000.00	\$40/ hour 50 hours for total project
printing, copying training material, updates in Village Vibe	300.00	
Insurance	2,500.00	
clinical supervision/ trauma counseling	4,200.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 9,000.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 59,850.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	15.04%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	39,850.00	Pending	Jennifer Lockhart	250-361-0396
Community Gaming	20,000.00	Pending	community gaming officer	250-356-1081
<b>A. Total Government Funding</b>	<b>\$ 59,850.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 59,850.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

Without full funding we will need to limit the number of people who can begin this process with training, which will then limit our outreach and community connection resulting in less impact to our program changes. The closest Elementary school to us is ~18% Indigenous students, and our programs have so far not been responsive enough to include these families. We need to make a significant investment in our capacity to make meaningful real life changes for Indigenous members of our 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 2020 To: June 30 2021

Project or program location: Fernwood Community Centre





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2020	Strategic Plan Consultation
July 2020 ongoing	Policy Development
September 2020	Cultural Perspectives Training
October 2020	First community reconciliation event
December 2020	ongoing community outreach and program reorientation
January 2021	Adoption of new policy and strategic plan
February 2021	Second Community reconciliation event
April-June 2021	community events to share new organizational vision, programming, and bring community together

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 125

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

**Chantille Viaud** Digitally signed by Chantille Viaud  
Date: 2020.01.31 12:26:37 -08'00'

Signature

**Executive Director**

Position

**Chantille Viaud**

Name

**January 31, 2020**

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Friends of Living and Learning Through Loss

Mailing Address: 1027 Pandora Ave., Victoria BC V8V 3P6

Contact Person: Caroline Donelle, Executive Director Email: caroline.donelle@learningthroughloss.org

Telephone: 250-888-7441 Website: www.learningthroughloss.org

### 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-0032714

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 89054 1196 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 max - **do not add extra pages**)

Mission: LTL designs and delivers grief education and loss support programs to youth (13-25), their families and provides training to other youth serving community to increase capacity to support youth through grief, loss and bereavement.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

LTL has been providing grief and loss education and support services to youth and youth serving organizations in the CRD community since 1988. We are the community experts in grief education and support of youth.

How many paid staff at organization? Full Time: \_\_\_\_\_ Part Time: .5 (all contractors)

How many volunteer staff at organization? 6 Total volunteer hours: 12 hrs

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	\$10,000	Good Grief workshops, Community Ed Workshops
Telus	\$8,888	Community Education in support of families of youth
BC Gaming	\$20,900	Good Grief workshops/Learning Through Loss G
United Way GV	\$10,000	Good Grief Workshops, LTL Group Programs
PECSF	\$22,620	Good Grief Workshops, LTL Group Programs
Sister's of St. Ann	\$6,000	Training new facilitator for LTL Group Programs
Saanich Peninsula Foundation	\$2,070	Community Ed workshops
Donations	\$3,825	Administration, development and training
Organization's Annual Budget	\$84,303	



### 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 provide Good Grief workshops into the	Assessments and surveys from university/college staff, and

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Good Grief Workshops for Youth 18-25

Who is your target audience? University/college/higher education students and staff

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Most students (71%) report that at least one person close to them has died. Losing a family member at a young age has lasting impact. Very few services exist today for young adults experiencing bereavement. Mismanaged and unexpressed grief can surface later as unregulated anger, take root as depression or disease and fuel a desire to self-medicate. For youth in school or not, grieving alone takes on a whole other meaning when life is speeding by and you're trying to keep up and keep from falling apart. We aim to make sure that our youth have access to education, discussion and meaningful support to learning to live with grief and loss so that they can move on in healthy ways.

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





## 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 max - **do not add extra pages**)

Our project aligns with: 1) Increase in number of people who feel safe and part of the community; 2) Increase the number of people working in the health and well-being professions; 3) ensure a welcoming, compassionate and neighbourly atmosphere in our community where all people, including immigrants and refugees are welcomed, accepted, respected (supported) and encouraged to participate.

How many will benefit from the project or program? 1200-2000

What percentage of residents benefit from this project or program? City of Victoria 50% Greater Victoria 50%

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$10,030 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
1 workshop per month @ UVic x 10 months	\$2,500	Facilitate 2 Good Grief Workshops for UVic Students
1 workshop per month @ Camosun x 4 months	\$2,500	Facilitate 1 Good Grief Workshops for Camosun Students
1 workshop per month @ Royal Roads x 4 months	\$2,500	Facilitate 1 Good Grief Workshops for Royal Roads Students
Marketing, advertising, posters etc	\$1,000	For school year (ads in university and college papers)
<b>A. Total Project or Program Expenses</b>	<b>\$8,500</b>	
<b>Administration</b>		
18%	\$1,530	All administrative support Sept - June
<b>B. Total Administrative Expenses</b>	<b>\$1,530</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$10,030</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	18%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	\$10,030			
A. Total Government Funding	0			
Corporate Sponsorships				
N/A				
B. Total Corporate Sponsorships	0			
Matching Funds				
N/A				
C. Total Matching Funds	0			
In-Kind Contributions				
N/A				
D. Total In-Kind Contributions	0			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$10,030	Should equal Total Program Expenditures page 3		

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 max - **do not add extra pages**)

Without full funding, we would have to limit the number of workshops we could give.

### 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. 2020 To: June 2021

Project or program location: University of Victoria, Camosun, Royal Roads, external locations as needed



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July-August 2020	Advertising in university & college campuses of upcoming workshops with dates
September - June 2021	Monthly workshops in university and college campuses with ongoing surveys &

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 1-2 Total volunteer hours required: 10-20 hrs per yr

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: all relevant marketing 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

Caroline Donelle

Name

February 14, 2020

Date





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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Friends of Living and Learning Through Loss

Mailing Address: 1027 Pandora Ave., Victor

Contact Person: Caroline Donelle Email: caroline.donelle@learning

Telephone: 250-888-7441 Website: www.learningthroughloss.o

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Good Grief & Community Ed

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)

We were delayed on delivery of our workshops in 2019 due to the resignation of our lead facilitator. We used that opportunity to revisit, revise and update all of our workshop content with expert input to ensure evidence-based, research informed content. Then we hired and trained 4 new registered clinical counsellors with experience working with youth in grief and trauma as new facilitators. GGW delivery began in December and Community Ed workshop with this revised content in January. We will fulfill our funding commitment and deliver all of these workshops by June 30 2020.

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

Our workshops align with the City of Victoria's strategic plan objective of "facilitating social inclusion and community wellness". Our workshops educate youth in middle and high schools in SD's 61, 62 & 63. The Community Ed workshops parallel that work by educating parents, teachers, extended family

### 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
Deliver 25 Good Grief Workshops in +	Ongoing, recent assessments attached	
Deliver 10 Community Ed workshops	Began January to June 2020	
	NB: All of the above are actively in progress	

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Youth between the ages of 13-24, adults supporting youth (teachers, parents, fa

What positive impacts were felt by your target audience? Youth are educated on the realities of grief; different reaction

How many have benefitted from the project or program? Well over 1,000 youth and youth supporting people

What percentage of Greater Victoria Residents benefitted from this project or program? 3-4% +

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



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## 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)
<b>Project or Program Costs</b>		
Good Grief Workshops x 25	\$5375	Ongoing/in progress
Community Ed Workshops x 10	\$2850	In progress
<b>A. Total Project or Program Expenses</b>	<b>8,225</b>	
<b>Administration</b>		
Admin misc/scheduling/materials/	1,775	Ongoing
<b>B. Total Administrative Expenses</b>	<b>1,775</b>	<b>Ongoing</b>
<b>Total Expenses (A+B)</b>	<b>10,000</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
BC Gaming	\$22,900			
PECSF	\$13,920			
<b>A. Total Government Funding</b>	<b>\$36,820</b>			
<b>Corporate Sponsorships</b>				
N/A				
<b>B. Total Corporate Sponsorships</b>	<b>0</b>			



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## Strategic Plan Grant Final Report

Matching Funds				
N/A				
C. Total Matching Funds	0			
In-Kind Contributions				
All materials & Supplies			Incomplete as of	
D. Total In-Kind Contributions	0			
Waived Fees and Charges				
Workshops are given at no cost to				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	\$36,820			

### 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 AGM Spring 2020

☐ 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

Caroline Donelle

Name

February 17, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Crossing Guards Association (GVCGA)

Mailing Address: 1225 Glyn Oak Place, Victoria BC V8Z 5J4

Contact Person: Audrey Smith Email: admin@gvcga.com

Telephone: 250-744-5026 Website: in the works

### 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: SOO69545

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 max - **do not add extra pages**)

Our mission is to actively support pedestrian safety in crosswalks at complex intersections near public schools by managing paid, trained, adult crossing guards during peak times. Road safety for all is key

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

This is our 2nd year replacing Beacon Community Services in providing trained, paid adult crossing guards to intersections identified by community leaders. We work near Greater Victoria School District schools where concern for pedestrian/vehicle conflict is high. We have been working with municipal staff to update the locations as changes are made in road structure and travel patterns due to catchment revisions. We train and support our staff to ensure walkable safe routes to school.

How many paid staff at organization? Full Time: \_\_\_\_\_ Part Time: 29

How many volunteer staff at organization? 2 Total volunteer hours: 100

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes ☒ No

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	25000.00	Grant funds used for payroll and management
City of Victoria	44000.00	Additional funding for payroll & management June 2020
Oak Bay Township	5683.63	funding payroll of 2 Xguards & management to Dec 2019
Township of View Royal	14000.00	Grant funding for payroll and management to Dec 2019
Greater Victoria Harbour Authority	2804.40	To cover payroll for crossing guard at James Bay Elem. (not at grant)
Saanich Municipality	38978.58	For payroll and management thru June 2019 (Budget item)
Macaulay PAC	19000.00	PENDING for payroll of 3 crossing guards and management
Saanich, Oak Bay, GVHA, View Royal	51281.36	approved PENDING invoicing to cover cost to June 2020
Organization's Annual Budget	\$200747.97	



## 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 a sense of community for neighbourhood	staff know their road users by face and are engaging with the school staff
provide dependable adult supervision	retain staff year to year with minimal absenteeism
ensure staff are safe adults in the community	have all staff provide Criminal record checks as needed
provide a standard of performance cross the region	all staff knowing the expectation through common language and practice
help traffic flow safely	staff will maximize the gaps and also minimize the trickle factor in crosswalk
raise awareness of the rules of road sharing	reduced negative encounters with drivers and people wait their turn

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

#### Public School Crossing Guards

Project or program title:

all road users

Who is your target audience?

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

We are focused on students crossing busy intersections safely. We strive to model good road safety practice to the youngest of pedestrians while they gain confidence in their ability to walk to school, perhaps on their own. Walking to school is a perk of having neighbourhood schools. Walking allows for conversations with the neighbours. Studies show that when adult supervision is necessary the best practice is for paid adults to fill the post. We have standard expectations, training and meet together regularly to review our practice. Public funding is the most equitable way to ensure all communities can have the best service regardless of demographics. Greater Victoria Harbour Authority partners for one position. The other 10 posts are grant funded traditionally. We are working with several municipalities to develop other funding plans. Meanwhile, the City has easy access to our knowledge of the crosswalks as we work with City staff during the transition to new school catchments and pedestrian routes. In our first year GVCGA has had communication with private business, municipal, and provincial staff to help develop crossing guard programs and guidelines. People can find us now and that is helping improve road safety for all.

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 [2019-2022 Strategic Plan](#)).

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☒ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☒ Strong, Liveable Neighbourhoods (5.50)

- ☐ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)



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## 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 max - **do not add extra pages**)

Strong, Liveable Neighbourhoods grow when people invest their time, interests and energy in relationships in their area. When we walk somewhere it increases our opportunity to interact with the local people and environment. We become interested in what happens and want to be a part of the action. When the route to school is supported at the tricky parts children are able to develop confidence they have a village. Community members increase their nurturing interactions as they become more familiar, engaging more fully. The result is reduced car trips and more open air interactions. Neighbours interested in the welfare of the community and it's members. Crossing guards are a safe adult in the community and are often a neighbourhood member too. They are there for the children. They can be friendly and children benefit from this interaction. The crossing guard can be the first smile of the day at times. They can encourage children to be the best then can and to make good social choices. One of the first questions parents ask when moving into an area is "where are the schools?" followed by "what route do the kids take is it within walking distance?". Distance is one thing but difficulty level can be addressed with crossing guards.

How many will benefit from the project or program? 20000 +

What percentage of residents benefit from this project or program? City of Victoria 75% Greater Victoria 50%

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 69000.00 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
overall program in Greater Victoria \$201000	201000.00	
City of Victoria	61220.00	10.5 crossing guards paid minimum wage, 10 hrs a week for 10 months
<b>A. Total Project or Program Expenses</b>	<b>61220.00</b>	
<b>Administration</b>		
Insurance \$850 total		
City of Victoria share	260.00	Both liability and additional beyond WCB
Management, Victoria share	6300.00	admin. including payroll, staffing, meetings, communications
supplies and operating costs	1220.00	equipment, CRC renewals, training, postage
overall management(\$22220.0		
<b>B. Total Administrative Expenses</b>	<b>\$7780.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$69000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	13%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	\$69000		Jennifer Lockhart	
<b>A. Total Government Funding</b>	\$ 0.00			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>				
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	\$ 0.00			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	\$ 0.00			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	\$0.00			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	\$69000.00	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We will need to reduce the number of crossing guards in the City of Victoria. We would start with not filling any vacancies and then not fill positions vacated due to retirement. Then we would work with City staff to determine which school communities they believe no longer require this service. We

### 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 8, 2020 To: June 30 2021

Project or program location: South Park, Sr James Douglas, Quadra, George Jay, Oaklands, Margaret Jenkins



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
January 2019	Hired a retired RCMP officer to work as a crossing guard
Multiple 2018-2019	Staff meetings attended by more than 50% of staff over time
Fall 2019	Developed a code of conduct staff/members accepted and signed
Spring 2019	Whole school community celebrated the retirement of crossing guard for over 25 years
Fall 2019	All but 3 crossing guards returned to work after the summer break
Fall 2019	moved partial time staff to more full(10 hours a week) positions
Fall 2019	Staff stated the meetings were a pleasure to attend and share their stories and strategies

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2 Total volunteer hours required: 100

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

Audrey Smith

Name

GVCGA President

Position

January 31, 2020

Date





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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: Greater Victoria Crossing Guards Association

Mailing Address: 1225 Glyn Oak Place

Contact Person: Audrey Smith

Telephone: 250-744-5026

Email: admin@gvcca.com

Website: in the works

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Public School Crossing Guards

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 school started in September and the grant is for July to June. We will complete the program for which the grant was given in June. The fall we had to staff meeting to discuss the changes we have made to standardize and formalize our practices. The staff commented they appreciated the level of organization we now have and the time to come together and share their experiences and ideas on how to help the kids follow their directions. We encourage them to visit the school office and to let them know when they will be absent. This is being reported more frequently. The school knows who their crossing guards are and have been to assemblies. Dismissal through areas with recently posted crossing guards report a more emotion commute. We have collected GRC for our staff some they received from the previous employer to reduce costs. We retained all but 3 staff members. But positions were reduced so it was a net gain in coverage.

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

We were in alignment with the objective we chose. The neighbourhood is more connected when people are walking to their destinations in the same neighbourhood.

### 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 Adult Supervision	Maintain staffing	Yes
Maintain or increase sense safety	anecdotal staff stories	Yes
raise awareness of sharing road	reduce conflicts reported	Yes
increase crosswalk traffic	staff report	Yes
increase community connect	community notice with staff away	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? all road users

What positive impacts were felt by your target audience? they can cross the road knowing it is safe to proceed

How many have benefited from the project or program? 20000 +

What percentage of Greater Victoria Residents benefited from this project or program? 50

How many volunteers have worked on this project or program? 2 What total hours did they work? 100







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## Strategic Plan Grant Final Report

Matching Funds			
C. Total Matching Funds	\$ 0.00		
Grants Contributions			
D. Total In-Kind Contributions	\$ 0.00		
Refund Fees and Charges			
E. Total Refund Fees and Charges	\$ 0.00		
Total Funding Sources (A+B+C+D+E)	\$0000.00		

### 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 \_\_\_\_\_

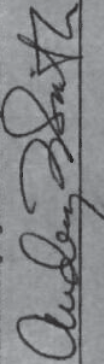
- ☐ Website  
☐ Newspaper Advertisement

- ☐ 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.



GVCGA President

Signature

Position

Audrey Smith

January 31, 2020

Name

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Sports Tourism Commission

Mailing Address: Suite 200, 737 Yates

Contact Person: Keith Wells

Email: keith.wells@tourismvictoria.com

Telephone: 250-414-6990

Website: victoriasporttourism.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 max - **do not add extra pages**)

The Greater Victoria Sport Tourism Commission (GVSTC) is a not-for-profit entity dedicated to increasing the quality and quantity of sport related events and activities hosted within Victoria, using best practices learned from leading sport tourism destinations from around the world. Our goal is to connect sport hosting with tourism marketing in the region and attract significant sporting events to the City, for the benefit of the people of Victoria, the sports community and the local economy.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

The GVSTC is the successor to SportHost Victoria, which was set up following the 1994 Commonwealth Games and brought major sporting events to the region for over two decades, including the 2019 World Junior Ice Hockey Championships. The GVSTC engages with more than 100 local, provincial, national and international sporting events annually, generating more than \$100-million in positive economic impact to our region. (Note: this is an arms-length entity from DGV, who support only core operations.)

How many paid staff at organization?

Full Time: 2

Part Time: 0

How many volunteer staff at organization?

Event Dependent

Total volunteer hours: 5000+

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	5,000	Media, Research, Events, Marketing
City of Langford	25,000	Media, Research, Events, Marketing
District of Saanich	2,500	Media, Research, Events, Marketing
Membership Fees	70,000	Membership benefits/services
DGV (MRDT)	247,500	Operations
Organization's Annual Budget	\$350,000	





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## 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
Attract and support Victoria-based sports tourism events	# of events; # of participants; economic impact
Research potential new sports tourism events (1-5 year horizon)	Shared information resource completed
Build membership base and share resources	# members; information resources available for members
Assist in bids for major sports event	Successful bid completed

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Greater Victoria Sports Tourism Promotion (2020/2021)

Who is your target audience? Local and International athletes/organisations; tourism related businesses; residents; municipalities

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Our activities connect sport hosting with tourism marketing in our region and attracting significant sporting events to the City for the benefit of the people of Victoria, the sports community and the local economy. Last year, we supported 21 sponsored events in 2019, resulting in 20,000+ hotel rooms booked, and over \$100M in economic impact to Greater Victoria. In 2020, the GVSTC will support the TC10K, the Victoria Highland Games, FIBA Olympic Qualifying Basketball, the Goodlife Fitness Marathon along with 15 other events in Greater Victoria. In addition, the GVSTC will research potential new sports tourism events (using 1-5 year horizon), share this information with community partners and assist with several bids for major international sports events. Finally, the GVSTC will support its members through information sharing, education and leveraging partnerships. The GVSTC is a membership-driven organization that relies upon government support. This support is particularly critical in supporting amateur/non-professional athletics within the Victoria region which would otherwise be unable to access professional resources and expertise such as those provided by the GVSTC.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input type="checkbox"/> Reconciliation & Indigenous Relations (4.75)        | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City(4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship(5.25)   |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                        |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)              |   |

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.

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations(4.75)       | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)              |  |



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## 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 max - do not add extra pages)

The GVSTC directly supports the objective of *Prosperity and Economic Inclusion*. Our activities attract national and international sports events, with a proven history of direct economic benefits to the local businesses: based on past results, we project that we will again generate \$100M+ in economic activity in the region. The financial impact also benefits local athletes and sports associations – spurring a greater focus on health and wellness, particularly among youth. More broadly, we assist Victoria in promoting our sports community to the world, and bringing the world to our doorstep through bids for major events. Finally, the GVSTC provides opportunities to enable our members to learn, grow and engage through the sharing of resources and the provision of educational opportunities, laying a foundation for the long-term success of Victoria as a preferred destination for the global sports community.

How many will benefit from the project or program? 150,000+

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$5,000

**Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Sponsorship / Bid Fund	196,500.00	Costs associated with promotion/preparation of bids/etc.
Staff Wages	132,000.00	2 FTE
<b>A. Total Project or Program Expenses</b>	<b>\$ 328,500.00</b>	
<b>Administration</b>		
Administration / Communications	21,500.00	Payroll, Finances, Communications, Supplies, etc.
<b>B. Total Administrative Expenses</b>	<b>\$ 21,500.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 350,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	6.14%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - Include pending requests</b>				
City of Victoria	5,000.00	Pending	TBD	TBD
District of Saanich	2,500.00	Pending	Accounts Payable	250-475-5415
City of Langford	25,000.00	Pending	TBD	TBD
<b>A. Total Government Funding</b>	<b>\$ 32,500.00</b>			
<b>Corporate Sponsorships</b>				
Membership Fees (Businesses)	70,000.00	Confirmed	Keith Wells	250-414-6990
Destination Greater Victoria (MRDT Funding)	247,500.00	Confirmed	James Adams	250-414-6970
<b>B. Total Corporate Sponsorships</b>	<b>\$ 317,500.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 350,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - do not add extra pages)

Funding from the City of Victoria plays a central role in ensuring that our activities are accessible and freely available to both the amateur and professional sports community within Victoria. In addition, funding from the City enables us to plan confidently in securing events year-over-year. Finally, without this funding, we will be forced to reduce the scale of our operations, thereby reducing the positive economic impact to the City.

### 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, 2020 To: June 30, 2021

Project or program location: Greater Victoria





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Ongoing (2020/2021)	Facilitate new and existing local events (Pan Am XC, FIBA, 3-Tour, TC 10K, etc.)
January 2021 - June 2021	Lead 2 major bid proposals from community for 2021/2022 international events
March - June, 2021	Hire intern students from UVic/Camosun; train/supervise over summer
January - February, 2021	Convene local triathlon community for Inner-Harbour Triathlon for 2021
June 2021	Convene local hockey community for Victoria Memorial Cup bid for 2023

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

Keith Wells

Name

January 30, 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Sport Tourism Commission

Mailing Address: Suite 200, 737 Yates Stre

Contact Person: Keith Wells Email: Keith.wells@victoriasport

Telephone: 250-217-0931 Website: victoriasporttourism.com

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Greater Victoria Sport To

Is the project or program completed?

☒ Yes If yes, what is the completion date?: Dec 31, 2019

☐ 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)

Our activities have been successful in 2019 in helping to better connect sport hosting with tourism marketing in our region. We were able to submit bids and attract events that have/will benefit the people of Victoria.

### 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
Attract & support Victoria-based sport tourism events	21 sponsored events in 2019, 20,000+ hotel rooms booked, \$100M + EI	Yes <input checked="" type="radio"/>
Research potential new sports tourism events (1-5 year horizon)	Ongoing	Yes <input checked="" type="radio"/>
Assist in bids for major sports events	Invictus, FIBA, PanAm XC, 55+, etc.	Yes <input checked="" type="radio"/>
Build membership base and share resources	70+ members, multiple membership networking events	Yes <input checked="" type="radio"/>

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Citizens of Greater Victoria/sport tourism opportunities

What positive impacts were felt by your target audience? Civic pride, increased variety of interesting sporting events to attend

How many have benefitted from the project or program? Thousands of citizens

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

How many volunteers have worked on this project or program? 1,000+ What total hours did they work? \_\_\_\_\_







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## 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)	<del>\$ 0.00</del>	260,527.76		

### 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.

Signature

Keith Wells

Name

Executive Director

Position

Jan 15, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Visitors and Destination Bureau (o/a Destination Greater Victoria)  
Mailing Address: Suite 200, 737 Yates  
Contact Person: James Adams, CFO Email: james.adams@tourismvictoria.com  
Telephone: 250-414-6970 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 max - do not add extra pages)

The Greater Victoria Visitors & Convention Bureau (Destination Greater Victoria) is an official not-for-profit destination marketing organization that partners with over 900 local business members and municipalities in the Greater Victoria area and surrounding communities in British Columbia. DGV is a catalyst and advocate for the sustainable economic growth of Victoria's most important local industry - tourism.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

Since the 1970s, the Visitor Centre has been a hub for both local community information and an invaluable resource for visitor 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: 35 Part Time: 10  
How many volunteer staff at organization? 70-80 Total volunteer hours: 4500+

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	24,000.00	Young Tourism Professional Program / Visitor Centre
Municipal Regional District Tax	5,788,719.00	Marketing, Advertising, Publications, Media, Travel Trade, Research, Events
Destination Marketing Fee	1,699,160.00	Marketing, Advertising, Publications, Media, Travel Trade, Research, Events
Membership Fees and Services	1,214,064.00	Membership services
Municipal Grants (other than CoV)	18,000.00	Visitor Centre (Facilities and Staff)
Reservation and Ticket Sales	200,000.00	Membership services
Visitor Services	64,400.00	Visitor Services
Organization's Annual Budget	\$9,008,343	



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## 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 young tourism professionals	# individuals trained; feedback from individuals and supervisors
Assist 50,000 visitor parties with enquiries	# visitor parties logged
Engage 300,000 individuals through the Visitor Centre	Foot count in Visitor 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: Young Tourism Professional Program / Visitor Centre

Who is your target audience? Primary: young Victoria-based tourism professionals, Secondary: Visitors

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

Destination Greater Victoria (DGV) launched the YTP program last year, with goals of training qualified workers to fill tourism jobs, while also helping cultivate a thriving downtown core. Our first year was a success, with 5 participants and over 50,000 visitor parties helped. This summer, we will again train and employ new graduates (ages 20-24) from local post-secondary institutions (eg. Camosun, UVic.) Having received certification in tourism-related fields, these graduates require 'real world experience' as they begin their careers. The DGV 'Young Tourism Professional' program will select 5 graduates, providing them with training and experience in one of Canada's busiest Visitor Centres. Throughout the year, the YTP staff supply visitors with all the information they need to create an unforgettable travel experience. In addition to developing skills through this experience, the participating youth engage in the broader community as they become ambassadors to our region. This program has a direct economic benefit to Greater Victoria by expanding opportunities available to visitors and extending their length of stay. We seek funds to directly support the YTP program and provide recruitment, training and wages for 5 young participants. With current funding, DGV can only support minimal staff for the Visitor Centre. With your support, we can have a positive economic impact while developing the next generation of Victoria-based tourism professionals.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input type="checkbox"/> Reconciliation & Indigenous Relations (4.75)        | <input type="checkbox"/> Health, Well-Being and a Welcoming City(4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship(5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                      |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)              |   |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





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## 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 max - do not add extra pages)

The YTP program invests in local youth while directly supporting tourism-related businesses in this energetic sector. Our Visitor Centre is the busiest in British Columbia, servicing over 300,000 visitors annually and returning over \$1.8 million in ticketing sales to local small-medium businesses. More broadly, the YTP program is part of a strategy that generated \$1.9 billion in annual economic impact to the Greater Victoria region and employs approximately 22,000 people. Downtown businesses particularly benefit from the Visitor 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 sustainable downtown. The YTP programs supports these broader operations in the immediate term, while also making a long-term investment to ensure that there will be qualified workers to fill available jobs in the tourism industry.

How many will benefit from the project or program? 280,000+

What percentage of residents benefit from this project or program? City of Victoria 80 % Greater Victoria 80 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$24,000

**Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Young Tourism Professional Program	65,000.00	5 YTP participants (758 hours @ \$15.25 plus taxes/EI/CPP)
<b>A. Total Project or Program Expenses</b>	<b>\$ 65,000.00</b>	
<b>Administration</b>		
Administration Expenses	1,500.00	Finances, Communications, Supplies, etc.
<b>B. Total Administrative Expenses</b>	<b>\$ 1,500.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 66,500.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	2.26%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	24,000.00	Pending	TBD	TBD
District of Saanich	18,000.00	Pending	Accounts Payable	250-475-5415
Destination Greater Victoria	24,500.00	Confirmed	James Adams	250-414-6970
A. Total Government Funding	\$ 66,500.00			
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 PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 66,500.00	Should equal Total Program Expenditures page 3		

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 max - do not add extra pages)

If DGV does not receive full funding from the City of Victoria, it will continue to seek funding from other sources. However, a lack of funding will result in fewer opportunities for youth participants, and a reduced positive economic impact.

### 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, 2020 To: December 31, 2020

Project or program location: Visitor Centre – 812 Wharf Street, Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
January – February	Preparation and planning for session
March - April	Recruitment and training of YTP staff
May - June	Peak season' Call centre, frontline staff at full capacity; YTP at kiosk on plaza active/Ogden Point
July - August	Peak season' Call centre, frontline staff at full capacity; YTP at kiosk on plaza active/Ogden Point
September - October	Shift focus to non-cruise ship audiences, support local festivals
November - December	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

Position

Name

Date





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## Strategic Plan Grant Final Report

### How to Apply:

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

☐ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Visitors and Convention Bureau

Mailing Address: 200-737 Yates Street

Contact Person: James Adams Email: james.adams@tourismvictor

Telephone: 250-414-6970 Website: www.tourismvictoria.com

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Young Tourism Professiona

Is the project or program completed?

☒ Yes If yes, what is the completion date?: December 31, 2019

☐ 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)

During the 2019 year Destination Greater Victoria (DGV) was able to employ and train 5 new graduates (20-24) from local post-secondary institutions (eg. Camosun, UVic, etc). They were able to get their first 'real world experience' in the tourism and hospitality sector with a number moving on to full time positions within our destination. All while providing direct economic benefit to Greater Victoria by expanding opportunities available to visitors and helping extend their length of stay.

### 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
To train 5 young tourism professionals	5 trained with positive feedback from their manager	Yes
To assist 50,000 visitor parties with inquires	56,791 visitor parties logged	Yes
To engage 300,000 individuals through the Visitor Centre (Foot Traffic)	283,958	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Primary audience: young Victoria-based tourism professionals; secondary audience: visitors

What positive impacts were felt by your target audience? First 'real world experience'; deeper engagement with opportunities within city

How many have benefitted from the project or program? 283,958+

What percentage of Greater Victoria Residents benefitted from this project or program? 80%+

How many volunteers have worked on this project or program? 75 What total hours did they work? 4,500



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## 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)
<b>Project or Program Costs</b>		
Young Tourism Professional Program - Participant 1	26,632.59	Total wages paid in 2019 period worked
Young Tourism Professional Program - Participant 2	14,371.21	Total wages paid in 2019 period worked
Young Tourism Professional Program - Participant 3	23,018.12	Total wages paid in 2019 period worked
Young Tourism Professional Program - Participant 4	23,870.33	Total wages paid in 2019 period worked
Young Tourism Professional Program - Participant 5	16,508.93	Total wages paid in 2019 period worked
<b>A. Total Project or Program Expenses</b>	<b>\$ 104,401.18</b>	
<b>Administration</b>		
Recruitment	1,000.00	Portion attributed to this program
Misc. Admin	500.00	Portion attributed to this program
<b>B. Total Administrative Expenses</b>	<b>\$ 1,500.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 105,901.18</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
Destination Greater Victoria	69,141.18	Confirmed	James Adams	250-414-6970
District of Saanich	18,000.00	Confirmed	Accounts Payable	250-476-5415
City of Victoria	18,760.00	Confirmed	Natalie Goulet	250-361-0554
<b>A. Total Government Funding</b>	<b>\$ 105,901.18</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			



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## 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)	\$ 105,901.18			

### 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

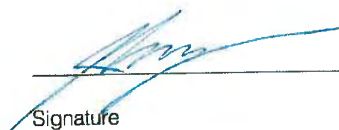
☐ Annual Report

☐ 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.

  
Signature

CFO

Position

James Adams

Name

01/30/2020

Date





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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 St, Victoria BC V8W1J6

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: Ruth Annis

Mailing Address: 737 Humboldt St, Victoria, BC V8W 1B1

Telephone: (778) 433-4531 Email: ruthannis2@gmail.com

### SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☒ Yes ☐ No Society Registration Number: S11268

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 max - do not add extra pages)

Volunteer Victoria's mission is to inspire everyone to volunteer. Our mandate is to raise new generations of volunteers and to provide capacity building tools for volunteer-led organizations. We invest in volunteerism so that volunteers can help shape the people, places, and projects that inspire community.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

Volunteer Victoria has served the community since 1974. We deliver programs for youth, people on a mental health/addictions journey, adults, and seniors. We believe the everyone has the right to volunteer, so our services are free and open to everyone. We create local knowledge about trends that impact volunteerism to help sustain communities.

How many paid staff at organization? Full Time: 3 Part Time: 9

How many volunteer staff at organization? 100+ Total volunteer hours: 2080

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	10,000.00	Humboldt Valley Neighbour to Neighbour Network
Gaming	77,000.00	Youth and Adult Advising Services in Greater Victoria
Foundations Including PCSF, Vic Foundation,	64,794.00	Various Youth and Senior Programs in Greater Victoria
Federal Government	400,000.00	Youth Volunteer Programs Across Vancouver Island to March 2021
Self-generated income membership, training, rentals	119,725.00	Offset program costs, wages and benefits, sunk costs
Donations and Interest	6,626.00	Offset program costs, wages and benefits, sunk costs
Municipal Governments other than Victoria	12,000.00	Youth and Adult Advising Services
Organization's Annual Budget	\$ 690,145.00	



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## 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 recruit 150 program participants	We meet or exceed our goal of 150 program participants
to introduce/test 3 informal volunteer management systems	We have a clearer understanding of the impact & sustainability of informal volunteer systems
to increase residents inclusion, engagement, wellbeing	80% of surveyed participants report a positive change in variables
to share knowledge about informal volunteer management	We create tools and reports that are shared with and applied in other neighbourhoods
community members are trained in volunteer management	3+ community members complete Foundations in Volunteer Management Course

### 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: Humboldt Valley Neighbour to Neighbour Network

Who is your target audience? Residents of the Humboldt Valley

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

VolVic wants to better understand how informal volunteer networks establish and sustain themselves while meeting the needs of a diverse population of residents looking to build community, and reduce isolation and loneliness. This 2-year pilot program will include 150 residents in 4 high rise buildings in the Humboldt Valley, who currently have some, none, or limited connections to each other. 56% of the population are over 60, 53% report that they lack friends or family, while 35% report a lack of mobility and isolation as risk factors. We want to create and test informal volunteering models that can be safely replicated and sustained in this and other neighbourhoods.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





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## 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 max - do not add extra pages)

Sustainable informal volunteering models are needed to help mitigate the trend in volunteerism that will see 1,000's of seniors age out of their current volunteer positions in Greater Victoria over the next decade, just as the need to serve seniors, newcomers, youth, and people on complex life journeys increases. Informal volunteering models are a strategy to help reduce barriers to volunteer engagement, encourage inclusivity and participation, and promote intercultural and cross-cultural understanding and integration. We want to find tools to help sustain neighbourhoods where volunteers manage and lead initiatives and everyone, including immigrants and refugees, are welcomed, accepted, respected and encouraged to participate in community.

How many will benefit from the project or program? 150

What percentage of residents benefit from this project or program? City of Victoria .16% Greater Victoria .04%

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 10000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (If applicable)
<b>Project or Program Costs</b>		
Program staff wages and benefits	14,943.76	11.5 hours per week, 52 weeks, @ \$24.12 per hour
Developmental evaluator	3,000.00	An external evaluator to help move the pilot project forward
Project supervision and coordination	2,080.00	1 hour per week, 52 weeks, @ \$40 per hour
Promotions	500.00	Brochures, posters, banners for 4 buildings
Computer and software	590.00	Computer \$500, Software \$90 - staff will meet residents in their homes
hospitality	1,500.00	Refreshments for 12 community gatherings
Stationary and Supplies	500.00	photocopying, stationary, supplies
Volunteer training and management system for residents	2,500.00	Training for 3 community members, volunteer manage. system
Outcomes Report	1,000.00	Design and print final reports to share knowledge with neighbourhoods
<b>A. Total Project or Program Expenses</b>	<b>\$ 26,613.76</b>	
<b>Administration</b>		
Cell Phone for program staff	1,200.00	cell phone for program staff @ \$85 per month (visiting vols in homes)
Rent, Accounting, Audit, Utilities	2,503.00	pro-rated costs for rent, utilities, equipment, audit
<b>B. Total Administrative Expenses</b>	<b>\$ 3,703.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 30,316.76</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	12.21%	





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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - Include pending requests</b>				
City of Victoria	10,000.00	Pending <input checked="" type="checkbox"/>		
<b>A. Total Government Funding</b>	<b>\$ 10,000.00</b>			
<b>Corporate Sponsorships</b>				
Victoria Foundation	15,000.00	Confirmed <input checked="" type="checkbox"/>	Rudi Wallace	250-381-5532
<b>B. Total Corporate Sponsorships</b>	<b>\$ 15,000.00</b>			
<b>Matching Funds</b>				
Volunteer Victoria	1,616.76	Confirmed <input checked="" type="checkbox"/>	Lisa Mort-Putland	250.386.2269
<b>C. Total Matching Funds</b>	<b>\$ 1,616.76</b>			
<b>In-Kind Contributions</b>				
Humboldt Valley Community Members	2,200.00	Confirmed <input checked="" type="checkbox"/>	Ruth Annis	(778) 433-4531
<b>D. Total In-Kind Contributions</b>	<b>\$ 2,200.00</b>			
<b>Waived Fees and Charges</b>				
Volunteer Victoria - training, vol manage. syst	2,000.00	Confirmed <input checked="" type="checkbox"/>	Lisa Mort-Putland	250.386.2269
<b>E. Total Waived Fees and Charges</b>	<b>\$ 2,000.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 30,816.76</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We will shorten the pilot project timeline to reflect the amount of funding available. This is not ideal, as we need to measure the sustainability, engagement levels, and effectiveness of each of the comparative informal volunteer models. 3 comparative models will be tested in the buildings, ideally over a 2 year time-frame.

### 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, 2020 To: June 30, 2021

Project or program location: Humboldt Valley - Downtown Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2020- June 2021	Recruit up to 150 volunteer residents to engage in a new neighbour to neighbour pilot project
July 2020- June 2021	Using a principal of universal design, implement and test 3 informal volunteer management structures
July 2020- June 2021	Host 12 resident meetings to explore needs, progress, shared values, and movement toward goals
July 2020- June 2021	150+ residents engage in intentional activities that promote inclusion, wellness, community building
July 1 - May 30, 2020	With the help of an external evaluator, develop and implement outcomes measurements for residents
December 2020	Draft an interim report reflecting movement towards goals
June 2021	Release final report capturing lessons learned, new knowledge, & tips to build informal vol. network

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 150 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: \_\_\_\_\_

### 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

Jan 30, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Jewish Community Centre of Victoria (JCCV)

Mailing Address: 3636 Shelbourne St, Victoria, BC V8P 4H2

Contact Person: Sandra Glass Email: s.glass@shaw.ca

Telephone: 250.886.5256 Website: www.jccvictoria.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-23781

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 138607643RR0001

\*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 max - do not add extra pages)

The Jewish Community Centre of Victoria is a non-profit organization providing educational, recreational, cultural and social programs for the Jewish community and the general public. Everyone is welcome.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

The Jewish Community Centre was established in Victoria in 1988 and has been a focal point and meeting place in the community. It houses numerous small organizations, group, programs and activities focussed both on the Jewish and the non-Jewish communities. As well, it operates a social enterprise café and deli.

How many paid staff at organization? Full Time: 0 Part Time: 3

How many volunteer staff at organization? 35 Total volunteer hours: 9500

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	2120	Addressing Anti-Semitism events
Receipted donations	36266	Operating costs and programs
Non-receipted donations	32533	programming
Gifts from other regd charities	11000	Programming
Govt funding	16616	Site Renovations
All other revenue	75982	Programming
Organization's Annual Budget	174,517	





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## 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 movies whose subjects are specific to anti-Semitism	one to two subject-specific movies delivered
Organize a panel of experts	Partners: Germanic/Slavic studies at UVic, The Shoah Project, Holocaust Society
Present the lessons of history	90% attendees found speakers knowledgeable
Moderate an open discussion of movie contents	90% found the discussion valuable
Present this event to a number of people	75-100 participants attend
Engage participants in discussions	The offering promote active discussions lasting a further 1/2 to 3/4 hours

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Addressing Anti-Semitism through Learning and Discussion

Who is your target audience? General population who attend the movie and panel discussion

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

The JCCV has offered the Victoria International Jewish Film Festival in Victoria for 5 years. This project will be an offshoot and an additional offering. We see this project as an necessary event given the dramatic increase of anti-Semitic events happening around the world, in BC and in Victoria. B'Nai Brith Canada's report "Annual Audit of Anti-Semitic Incidents 2018" states that in BC alone there has been a 126.7% increase from 2017 to 2018. In January, 2020 the RCMP launched a criminal investigation on Gabriola Island due to "disturbing phrases" at a Jewish summer camp for children (source: Times Colonist Jan 2, 2020). The grant is needed to assist us to present this program: venue cost, film distribution costs and speakers expenses.

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 [2019-2022 Strategic Plan](#)).

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)



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## 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 max - do not add extra pages)

Our proposed program meets the Objective: Health, Well-Being and a Welcoming City. There are some in the Jewish community of Victoria who are experiencing concern given the incidences that have occurred in BC and in Victoria. This has a negative affect on a sense of well-being. The solution is to have open discussions and create a sense of community. 100 - 150 people depending upon 1 or 2 events (Nov, 2020) This initiative dovetails #11 Welcoming City Strategy of Victoria's 2020 strategic plan.

How many will benefit from the project or program? 100 - 150

What percentage of residents benefit from this project or program? City of Victoria 80 % Greater Victoria 20 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$2,120 Must equal Total Funding Sources on page 4

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Venue rental x 2 times	1,000	November, 2020
Shipping international	75	Films returned to distributor December, 2020
Promo and Marketing	500	Pamphlets, posters, emails.
Reception including coffee, tea, appies	1500	150 people x \$10/head
Honoraria	500	2 events
<b>A. Total Project or Program Expenses</b>	<b>3575</b>	
<b>Administration</b>		
Coordination	500	
<b>B. Total Administrative Expenses</b>	<b>500</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>4075</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	12.26%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	2120	Pending		
<b>A. Total Government Funding</b>	2120			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	\$ 0.00			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	\$ 0.00			
<b>In-Kind Contributions</b>				
Governance	400	Confirmed		
3 Panelists x 2 events	1000	Confirmed		
Volunteers	555	Confirmed		
<b>D. Total In-Kind Contributions</b>	1955			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	\$ 0.00			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	4075	Should equal Total Program Expenditures page 3		

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 max - do not add extra pages)

For non-profits, it is difficult and near impossible to put on effective and necessary programming without the support of granting agencies. The non-profit, private and public sectors constitute the three components that contribute to a civil society. We thank the city of Victoria for its consideration of this proposal.

### 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 2020 To: Nov 2020

Project or program location: Victoria, BC





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Aug, 2020	Arrange speakers x 3
Sept, 2020	Promo and Marketing
Nov, 2020	Hold event
Nov, 2020	Assess feedback participants
Nov, 2020	Assess feedback presenters
Nov, 2020	Final Report to City

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 35

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

### 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

Larry Gontovnick

Name

President, Board of Directors

Position

28 January, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Junior Achievement B.C. (JABC)

Mailing Address: #360 - 475 West Georgia Street, Vancouver, B.C. V6B 4M9

Contact Person: Susan Shepherd Email: susan.shepherd@jabc.org

Telephone: 604-834-4809 Website: jabc.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: 11897 6166 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 max - do not add extra pages)

Junior Achievement has been a global leader in youth business education programs for over 100 years and in British Columbia for over 60 years. JABC is dedicated to preparing students who will create and shape the jobs of the future, foster stable economies, contribute to a healthy community and enjoy lifelong success.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

JABC programs focus on financial literacy, work readiness and entrepreneurship skills for students in Grades 4 through 12. School educators in the City of Victoria (Public and Independent) request our programs and create the demand. Thanks to the funding of generous donors like the City of Victoria, all students are able to participate in the programs free of charge. The content is delivered by local volunteers who provide their real-life experiences to students.

How many paid staff at organization? Full Time: 22 Part Time: 5

How many volunteer staff at organization? 917 Total volunteer hours: 6,688

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	20,000.00	City of Victoria program funding
Fundraising events (Gala, Leadership Breakfast, TechWorks)	1,061,000.00	BC-wide funding
Corporations and Foundations	1,718,295.00	BC-wide funding
Individual Donors	672,000.00	BC-wide funding
Interest & Investment income	255,522.00	BC-wide funding
Organization's Annual Budget	\$ 3,726,817.00	



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## 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 100 classroom programs to Greater Victoria schools	Deliver 20 programs with approx 26 students each to schools located in the City of Victoria
Students develop skills for lifelong success	70% of students better understand how to create a budget and live as an independent adult
Students are more financially literate	80% of surveyed students better understand how to make smart financial decisions
Students are more optimistic about their future	60% of surveyed students better understand how their interests connect with career choices
Students are better prepared to chart their future	65% of surveyed students feel better prepared to plan and pursue a career

### 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: Bright Futures for all Youth in the City of Victoria

Who is your target audience? Students in Grades 4 through 12 living in the City of Victoria during the school year 2020/2021

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

Designed to inspire, prepare & empower youth for lifelong success, JA programs focus on financial literacy, job readiness & entrepreneurship skills. Programs are curriculum-linked, student-centered and focus on skills such as budgeting, investing, long-term planning, interviewing, resume writing, and more. We partner with host teachers and bring volunteers from the business community into the classroom to deliver these programs free of charge to students in Grades 4-12. JABC programs have an average cost of \$1,000/program. Our goal is to deliver 100 programs in the upcoming 2020/2021 school year to all schools located in Greater Victoria (SD#61, #98 & Independent). With the City of Victoria's support of \$20,000 we can cover the costs of 20 of the 100 programs specifically for City of Victoria schools. JABC respectfully asks for the City's support to help cover program costs (ex: Portfolios for students, Guides & training for volunteers, evaluations & awards). Each of these 20 programs would have approximately 26 students for a total estimated 520 students. These 20 programs will also require the participation of 20 to 30 local volunteers which will require staff time to recruit, train and schedule.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)      | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)              |  |





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Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective.  
(1250 characters max - do not add extra pages)

JA students have increased graduation rates and become active contributors to the local economy as employees and entrepreneurs. Boston Consulting Group measured the long-term benefits of JA programs: 1) JA alumni are 50% more likely to start their own business 2) 65% indicate that JA had a significant impact on them staying in school and enrolling in post-secondary education; and 3) JA Alumni's average income is 50% higher than non-alumni. The same study found JA programs produced more financially literate graduates that saved more, borrowed less, and went bankrupt less often than average Canadians. Many JA alumni credited JA with being the driving force behind their financial literacy skills of budgeting, long term planning and investing. Most importantly, JA graduates are better prepared for the workforce resulting in accelerated career tracks, altered trajectories and more skilled employees for employers. These future business leaders attribute JA as the catalyst that gave them the ambition to open their own business and empowered them with the skills and abilities to do so successfully. These new enterprises and new jobs will be a significant portion of the economic engine that will drive the City of Victoria's prosperity.

How many will benefit from the project or program? 2,600 students & families

What percentage of Greater Victoria residents benefit from this project or program? 7.5 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$20,000.00 Must equal Total Funding Sources on page 4

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Program Materials & Kits	16,000.00	Student, Teacher and Volunteer print material
Program Staff	50,000.00	Recruit, train & schedule volunteers, register students, awards & evaluations
Program Operations	7,500.00	Marketing materials, mileage expense, volunteer recognition & events
National JA Fees	10,000.00	Program development, branding, IT platform
<b>A. Total Project or Program Expenses</b>	<b>\$ 83,500.00</b>	
<b>Administration</b>		
Overhead & Admin	16,500.00	IT support, accounting, office management, supplies
<b>B. Total Administrative Expenses</b>	<b>\$ 16,500.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 100,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	16.50%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	20,000.00	Pending	Jennifer Lockhart	250.361.0396
<b>A. Total Government Funding</b>	<b>\$ 20,000.00</b>			
<b>Corporate Sponsorships</b>				
Coast Capital Savings	25,000.00	Confirmed	Rachel Dick	604.517.7496
Canada Life	20,000.00	Confirmed	Stephanie Halligan	204.938.2843
JABC Special Events	35,000.00	Confirmed	Nancy Cardozo	604.688.3887 x 229
<b>B. Total Corporate Sponsorships</b>	<b>\$ 80,000.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
School Facilities		Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
Industry leaders volunteer time		Pending		
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 100,000.00</b>	Should equal Total Program Expenditures page 3		

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 max - do not add extra pages)

Programs will be reduced proportionate to the amount of funding received. JABC will continue to fund raise to accommodate all requests from teachers located within the City of Victoria boundaries. The City's base funding of \$20,000 would demonstrate its support and endorsement which will help leverage funding from other sources in 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: September 1, 2020 To: June 30, 2021

Project or program location: SD#61, SD#98 (Indigenous In-Community) and Independent schools located in the City of Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Ongoing through 2020/2021	Secure program funding
Sept 2020 and Jan 2021	Teacher and student recruitment
Sept 2020 and Jan 2021	Program Mgr confirms delivery dates, recruits, screens and provides training to volunteers
Sept 2020 to June 2021	Deliver programs in-school / in-community
Dec 2020 and June 2021	Collect, measure & evaluate feedback from students, teachers & volunteers

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 100 - 200 Total volunteer hours required: 400 - 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

President & CEO

Position

Sheila Biggers

Name

January 30, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: KidSport Greater Victoria (licensed local chapter of KidSport Canada)  
Mailing Address: Box 345, 185-911 Yates St; Victoria BC; V8V 4Y9  
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 max - **do not add extra pages**)

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 2019, we provided over \$286,000 in registration fees to nearly 1000 children and youth in need living within the CRD, enabling them to access to the benefits of organized sport including community connection, leadership, fair play, friendship, cooperation, and positive role models.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

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 \$2.9 million to over 12,700 children and youth who would otherwise not have access to organized sport. Annually, we now reach up to 1400 local children and youth; historically, the majority live and play in (in order) Saanich, Victoria, Central Saanich, Langford, Salt Spring Island, Sooke.

How many paid staff at organization? Full Time: 1 Part Time: 0  
How many volunteer staff at organization? ~130, various roles Total volunteer hours: ~1500h/year

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	25,000.00	Season of sport registration fees for local kids in need.
KidSport signature event rev (golf, PPO, marathon)	121,500.00	Covers staff and admin expenses, balance supports season of sport reg fees
Golf for Kids	35,000.00	Season of sport registration fees for local kids in need.
Donations from Orgs, Corps, Foundations	165,500.00	Season of sport registration fees for local kids in need.
Prov Gov't funding	11,000.00	Season of sport registration fees for local kids in need.
Project revenue	60,000.00	Season of sport registration fees for local kids in need.
Misc small event rev	20,000.00	Season of sport registration fees for local kids in need.
Donations from individuals and schools	34,800.00	Some to community projects and Active Girls initiative, rest to season of sport reg fees
<b>Organization's Annual Budget</b>	<b>\$ 472,800.00</b>	



## 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 Indigenous families). Increase #s participants
Increase awareness/help to Newcomer families	Ongoing work with schools, ICA to reach target audience, track and look for growth over 2020.
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+ requests for support anticipated this year.
Increase confidence, competence, access, enjoyment of sport among kids	Ongoing evaluation (2x/year) now being used to evaluate impact of KidSport funding.
Promote diversity and inclusion among kids and their families	All benefit when clubs are diverse and all have access. Remove financial barrier; increase # served.
Improved mental, physical, emotional health for kids and teens	Remove financial barrier to participation, increase # of kids accessing sport opportunities locally.
Encourage kids to remain active through and beyond adolescent years	Work with middle schools and other teen-serving groups to promote KS and reach more youth.

## 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 financial need, 18 years and under, living and playing in Victoria

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Our goal is to ensure that kids in financial need have access to the positive experience of sport, and through it, lifelong lessons related to cooperation, leadership, work ethic, goal setting, dedication and more. Youth engaged in regular physical activity tend to live happier, healthier lives now and in the future. For many Victoria families, cost prevents children from experiencing organized sport. By working in partnership with nearly 200 local sport organizations, we annually get up to 1400 local children, ages 18 & under, onto the playing field of their choice. We offer up to \$500 in sport registration fees per child, per year; average grant is currently \$290/child. All of the families we assist are living in financial need. Thanks to collaboration with our local school districts and many sport clubs, kids in need can access the sport, location and level that matches their interest and experience. We estimate that in 2020, we will receive requests totaling over \$360,000 in season of sport registration grants for local kids in need. We are asking that the City of Victoria again consider assisting us to meet this need, through a grant of \$25,000.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)      | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)   |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - **do not add extra pages**)

Access to organized sport provides children and families with significant opportunity to engage with and build connections within their community. The power of teamwork and shared goals for children on the playing field, and for families standing alongside each other in support of their kids, is a powerful means to build participation along with a sense of belonging. KidSport Victoria funds many Newcomer and Aboriginal children and youth (roughly 15% and 17% 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 benefits in the short and long term, and cost is a significant barrier to participation in organized sport for many Victoria families. By covering registration fees of up to \$500 per child, per year, KidSport helps facilitate the development of important and highly transferable skills for many local children and youth in need. These include, but are not limited to, decision making, resilience, work ethic, leadership, teamwork, along with substantial physical health benefits.

How many will benefit from the project or program? 1263 +families/teams

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 25,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
KidSport Victoria grants to support season of sport reg for 1263 kids	366,488.00	This is the focus of our work, and the expense to which we would apply City of Victoria support
Event expenses	31,850.00	Advertising, promo, prizes, licenses, swag, etc to support events
Active Girls grant expense	15,000.00	Annual Fall & Spring grants specifically engaging girls in sport and physical activity
Evaluation expense	0.00	To evaluate reach and impact of KS funding
Community Projects of the Board	12,000.00	ie. special projects, sport org initiatives, community playground space, etc
Donation-related expenses and mailouts	9,600.00	3X annual donor mailout, fund development meetings, KS Canada admin fee
Interest and banking fees	500.00	
Travel and related costs	700.00	
Volunteer recognition	2,300.00	Volunteer / Board appreciation lunches, events, small gifts
<b>A. Total Project or Program Expenses</b>	<b>\$ 438,438.00</b>	
<b>Administration</b>		
Contractor	66,150.00	Executive Director contract
Office rent and insurance	8,100.00	
Travel / Pro-D	3,000.00	meetings, parking, fundraising events
Other contracted expenses	5,080.00	office cleaning, co-op student top up to secured funding
Office supplies, equipment	6,600.00	
Phone, PO Box, website, data management etc subscriptions	3,480.00	
Professional fees and licenses	400.00	
Advertising and promotions	2,600.00	Times Colonist ads at discounted rates
<b>B. Total Administrative Expenses</b>	<b>\$ 95,410.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 533,848.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	17.87%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	25,000.00	Pending	Tami Reynolds	250.361.0272
BC Provincial Gov't	11,000.00	Pending	Thea Culley at KidSport BC	contact me for info please
<b>A. Total Government Funding</b>	<b>\$ 36,000.00</b>			
<b>Corporate Sponsorships</b>				
Projects incl. Coast Capital, PECSF, Orr, small events (~80% Confirmed)	80,000.00	Confirmed	M Young, M Wilson, D Orr	contact me for info please
Signature Events (Golf, Pizza Pigout, Kids Run, GFK)	156,500.00	Confirmed	J Shaw, P Hunter, C Noel, D Douglas	contact me for info please
Donations (incl. school, corp, fdn); interest (~50% Confirmed)	200,300.00	Pending	various	contact me for info please
<b>B. Total Corporate Sponsorships</b>	<b>\$ 436,800.00</b>			
<b>Matching Funds</b>				
**new funding currently applying for / seeking**	61,048.00	Pending	various	
	0.00			
<b>C. Total Matching Funds</b>	<b>\$ 61,048.00</b>			
<b>In-Kind Contributions</b>				
Times Colonist event promo (no net \$\$ impact)		Pending	Ramona Maximuk	contact me for info please
Q and Zone event promo (no net \$\$ impact)		Pending	Lauren Kelly	contact me for info please
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 533,848.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We aim to raise sufficient dollars to fund every eligible child who applies for our assistance. Should fundraising not keep pace with demand, we could respond quickly by reducing the amount available to each child (currently \$500 per child, per year), or by decreasing the number of requests for help we approve by altering eligibility criteria. Our preference is to secure sufficient dollars to avoid taking either of these measure.

### 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 2020 To: Dec 31 2020

Project or program location: Within ~75 approved sport orgs operating within the Victoria core, and within the Prov Sport System



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## 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 approve applications; Bookkeeper generates cheques.
Mid month, through year	Vols send confirmation letters to families receiving support, cheques sent to sport organizations.
Fall and Winter annually	Evaluation survey (pre and post) distributed to collect feedback re. reach and impact of KS help
Spring and Fall annually	Three signature fundraising events delivered: May Golf tourney, Oct Kids Run & Pizza Pigout
Ongoing	Fundraising work (individual donors, grant applications, 3rd party events) to secure needed funds
December annually	Statistics around number of local kids reached and dollars spent sent to KidSport BC and KS Canada

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? <sup>6</sup> \_\_\_\_\_ 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**

Digitally signed by Jill Shaw  
Date: 2020.01.26 13:48:02 -08'00'

Signature

**Executive Director**

Position

**Jill Shaw**

Name

**January 27, 2020**

Date



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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: KidSport Greater Victoria  
Mailing Address: Box 345, 185-911 Yates St Victoria BC V8V 4Y9  
Contact Person: Jill Shaw Email: jillshaw@kidsportvictoria  
Telephone: 2503801518 Website: www.kidsportvictoria.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: So ALL Kids Can Play  
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)

Our program is ongoing, monthly and annually. With the exception of our November and December 2019 grant cheques (going out early November and mid December 2019), our related funds distribution for the year has now been completed.

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

We feel that we have been successful in facilitating Social Inclusion and Community Wellness, and in Engaging and Empowering the Community. So far in 2019, we have funded 815 children and youth in Greater Victoria into seasons of sport of their choice, with registration fees totalling over \$240,100. These children have benefited directly from the power of being part of a team, physically, socially and emotionally; at the same time, their families have gained community connectedness.

### 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
Build social inclusion for kids and their families through sport	Increase reach among isolated groups (ie Newcomer and Aboriginal families).	Yes <input checked="" type="checkbox"/>
Increase our profile among and support of Newcomer families	Ongoing work with ICA and schools to reach target audience	Yes <input checked="" type="checkbox"/>
Engage kids in need who wish to participate in organized sport	Tracking children and youth reached; anecdotal evidence through thank yous	Yes <input checked="" type="checkbox"/>
Assist all eligible applicant children to participate in sport	Secure sufficient funds to keep up with annually requests for support rec'd	Yes <input checked="" type="checkbox"/>
Increase confidence, competence, access, enjoyment of sport among kids	Ongoing eval (2x/year) now being used to evaluate impact of KidSport help	Yes <input checked="" type="checkbox"/>

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Children and youth in financial need, 18 years and under, living in Greater Victoria

What positive impacts were felt by your target audience? Connection to peers and positive adult role models, physical fitness

How many have benefitted from the project or program? 815 so far in 2019; over 12,400 since we began our work

What percentage of Greater Victoria Residents benefitted from this project or program? 2.6% dir/indir

How many volunteers have worked on this project or program? 145 What total hours did they work? 1200





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## 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)
<b>Project or Program Costs</b>		
KidSport grants to support season of sport reg fees	283,934.00	Year started slower than anticipated but growing. Related work underway to further grow reach.
Event expenses	22,176.00	NB ALL #s based on Q2 act + est to year end (board approved).
Active Girls grants expense	15,000.00	Increased support by \$5K in response to changes in trends.
Evaluation expense	0.00	Engaged professional evaluator in a volunteer capacity.
Community Projects of the Board	7,626.00	
Donation-related expenses and mailouts	11,600.00	
Interest and banking fees	500.00	
Travel / entertainment	600.00	
Volunteer recognition	2,300.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 343,736.00</b>	
<b>Administration</b>		
Contractor (Executive Director) fees	63,000.00	
Office rent and insurance	8,085.00	
Travel / Pro-D	2,174.00	
Other contracted expenses	3,280.00	Successful in securing Canada Summer Jobs funding to offset this expense.
Office supplies, equipment	3,093.00	
Phone, PO Box, website, Formstack	3,000.00	
Professional fees and licenses	400.00	
Advertising and promotions	2,000.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 85,032.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 428,768.00</b>	active outreach work underway to increase # receiving support through us

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
BC Provincial Government	11,000.00	Pending <input type="checkbox"/>	Thea Culley at KSBC	604.333.3430
City of Victoria Strategic Plan Grant	15,000.00	Confirmed <input checked="" type="checkbox"/>	Tami Reynolds	250.361.0272
District of Sooke	2,000.00	Confirmed <input checked="" type="checkbox"/>	Sarah Temple	250.642.1616
<b>A. Total Government Funding</b>	<b>\$ 28,000.00</b>			
<b>Corporate Sponsorships</b>				
Projects incl. Coast Capital, PECSF, Orr toumey	41,249.00	Confirmed <input checked="" type="checkbox"/>	Gillian Henuset, Derek Orr etc	(CH) 778.698.6023 (DO) 250.598.4322
Signature events (Golf, Pizza Pigout, Kids Run, GFK)	149,128.00	Confirmed <input checked="" type="checkbox"/>	Sandy Clarke, Dale Douglas...	(BC) 250.588.3075; (DO) 250.380.8775
Donations (incl ind, school, corp, fdn); interest	222,418.00	Confirmed <input checked="" type="checkbox"/>	Many / various	various - pls ask for details
<b>B. Total Corporate Sponsorships</b>	<b>\$ 412,795.00</b>			



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## Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Times Colonist event promo (no net \$\$ impact)			Ramona Maximuk	250.995.4414
Q and Zone radio event promo (no net \$\$ impact)			Lauren Kelly	250.475.6611
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)	\$ 440,795.00			

### 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: late 2019 for 2019 version

- ☐ Website
- ☒ Newspaper Advertisement

- ☐ Social Media
- ☒ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☒ Other more rec'n in next versio

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.

Jill Shaw  
Signature

Executive Director  
Position

Jill Shaw  
Name

October 17, 2019  
Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Leadership Victoria Society  
Mailing Address: #306-620 View Street Victoria BC, V8W 1J6  
Contact Person: Stephen Twynstra Email: programmanager@leadershipvictoria.ca  
Telephone: 250-881-2681 Website: www.leadershipvictoria.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/53112  
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 823039813RR0001

*\*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 max - **do not add extra pages**)

Leadership Victoria develops, supports and celebrates leaders who are passionately engaged in building a strong healthy community. We offer experiential leadership training programs; workshops for community leaders, and are the hosting partner for the Victoria Community Leaders Awards (VCLAs). LV Staff, with a wide array of volunteers and community partners develop Victoria's emerging generation of leaders.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Victoria relies on the energy and ingenuity of local organizations to lead change. Organizations can find it difficult to focus on locating and preparing leaders they will need for the future. Since 2001, we have become the "go-to" organization for community leadership development in Greater Victoria. We have graduated 352 local leaders that can help meet the challenges and opportunities our city faces and their 69 Community Action projects have a lasting impact across our region.

How many paid staff at organization? Full Time: \_\_\_\_\_ Part Time: 2  
How many volunteer staff at organization? 40 Total volunteer hours: 2626

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	0.00	CLDP expenses including salary, venue, food, advertising, recruitment
Receipted Donations	5,515.00	CLDP expenses including salary, venue, food, advertising, recruitment
Non-receipted donations	71,661.00	CLDP expenses including salary, venue, food, advertising, recruitment
gifts from other registers charities	15,792.00	CLDP expenses including salary, venue, food, advertising, recruitment
government funding	25,000.00	Provide access to individual from as NFP org to access the program
all other revenue	42,975.00	Administration expenses, salary
Organization's Annual Budget	\$ 160,943.00	





## 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 promote inclusivity, understanding and collaboration across cultures.	Four leaders who are immigrants or refugees will participate in a leadership dev program.
To introduce newcomers to Canada to local business leaders and influencers.	Learners will be introduced to at least 50 local influencers
To share the unique leadership perspective of immigrants and refugees	Learners will share their perspectives with 20 community leaders.
Participants will better understanding of Victoria Community Systems	Learners will complete a curriculum that teaches community systems
Leaders will impact our local community.	Community Action Projects will have an impact in our community
Improve a leaders confidence to lead in the community.	Feedback from employers will demonstrate increased confidence

## 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: Leadership Immersion for Immigrants and Refugees

Who is your target audience? Newcomers to Canada including recent immigrants and refugees.

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

In 2020-2021, Leadership Victoria will pilot a project where four community leaders who are identified as newcomers to Canada (immigrant or refugee) will be introduced to Community Leadership from a Canadian and local context. These individuals will learn new leadership skills, share their stories and experiences, meet local influencers and work with a small team of peers and a community partner in Victoria to complete a Community Action Project. They will participate in professionally facilitated learning events, peer collaboration and be supported by professional coaches through completion of the program. An experiential learning model is employed with learners putting their learning into action. Participants in this program will grow their personal leadership capacity, share their experience with other learners and learn from local influencers from our community. The goal of this program is to create an immersed leadership training program for newcomers to Canada and provide a forum to share their unique perspectives with a broad range of leaders in our community. Funding is required to cover the costs to run this program including venue, food, facilitation, and staffing.

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



## 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 max - **do not add extra pages**)

The specific request for our program overlaps directly with Council's objective to promote inclusion, understanding and collaboration across cultures. The pilot project will immerse 4 newcomers in a community leadership program with other community leaders. The program includes on line learning strategies, in-person facilitated learning days and networking events to create a rich learning environment. Selected students will work collaboratively with other community leaders on issues such as housing and homelessness, indigenous communities and at-risk children and youth to broaden the perspective on these various issues. This program will integrate newcomers by introducing them to several local community leaders from a cross section of sectors in Victoria. It is also an important to ensure these leaders are sharing their unique leadership perspective with the wider community. Students will work with a small group of community leaders to develop an "intervention" in the system and design a response or action that creates positive change in Victoria. These projects are a key component providing an opportunity to apply the growing leadership competencies to a real-life community issue.

How many will benefit from the project or program? 25

What percentage of residents benefit from this project or program? City of Victoria .03 % Greater Victoria .01 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 13515 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Learning Day Expenses	15,150.00	Includes venue, food, facilitators for orientation and 7 learning days.
Retreat Expenses	10,000.00	Cost of an overnight leadership retreat.
Community Action Project Costs	2,500.00	Cost to complete project and public celebration at completion of program
Wages	84,515.00	100% Program Manager, 50% of Executive Director
<b>A. Total Project or Program Expenses</b>	<b>\$ 112,165.00</b>	
<b>Administration</b>		
Advertising and Promotions	3,600.00	
Planning and Recruitment	5,250.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 8,850.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 121,015.00</b>	<b>Should equal Total Program Funding Sources on page 4.</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	7.31%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	13,515.00	Pending		250-385-5711
Gaming Grant	25,000.00	Pending		250-356-1081
<b>A. Total Government Funding</b>	<b>\$ 38,515.00</b>			
<b>Corporate Sponsorships</b>				
BC Transit fees	6,000.00	Pending	Nicole Doiron	250-385-2551
Bursary Sponsorship	3,500.00	Pending	TBA	
UVic Program Fees	6,000.00	Pending	Sarah Hood	250-472-5446
<b>B. Total Corporate Sponsorships</b>	<b>\$ 15,500.00</b>			
<b>Matching Funds</b>				
Victoria Foundation	15,000.00	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 15,000.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
Program Fees	52,000.00	Pending		
<b>E. Total Waived Fees and Charges</b>	<b>\$ 52,000.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 121,015.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

The impact of not receiving full funding will have a direct impact on the organization. The actual cost per person is \$4500. Alternatively, bursary or grant funding could be sourced to ensure the program moves forward as intended or the program could be continued with a smaller number of 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: September 2020 To: April 2021

Project or program location: Our office is located in Victoria, and site around the CRD are used in delivery of the program.





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July-August	Program Recruitment
September 16th	Program Orientation (unofficial launch)
October 3rd-4th	Opening Leadership Retreat
March 2021	Final Learning Day
April 2021	Program Graduation

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 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: opportunity to address the cohort at a learning day

### 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

**Mark Crocker**

Digitally signed by Mark Crocker  
Date: 2020.01.31 15:56:20 -08'00'

Signature

**Executive Director**

Position

**Mark Crocker**

Name

**January 31st 2020**

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: LifeCycles Project Society  
Mailing Address: 808A Viewfield Road Victoria, BC V9A 4V1  
Contact Person: Joan Stonehocker Email: joan@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: S-0032015  
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 89120 0743 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 max - **do not add extra pages**)

LifeCycles Project Society (LifeCycles) cultivates communities by connecting 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. Our work creates learning experiences that transform and strengthen our connections with each other and the natural world. Community health is improved by bringing people together to grow, harvest, and share local foods.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

LifeCycles has operated in Greater Victoria for over 25 years, supporting food growing, harvesting and celebration. Many of the region's community and school gardens were built by LifeCycles. For two decades 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: 4  
How many volunteer staff at organization? 450 Total volunteer hours: 2700

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	12,000.00	Locally gleaned produce with a side of food literacy
Provincial Government - Gaming	37,500.00	Program support for Growing Schools, Food, Seed Library, Fruit Tree Project
Vancouver Foundation	30,000.00	Increasing impact of Fruit tree project and gleaning
Maple Leaf Centre for Food Security	30,000.00	Developing on-line Gleaning Hub tool to coordinate community gleaning
Other foundations and other	117,000.00	Project specific grants across six primary programs
Other Government funding	50,000.00	Wage subsidies and food literacy support
Donations, Memberships	58,500.00	General administration and primary programs
Product/Service Sales, Contracts fee for service	95,000.00	Garden/orchard maintenance, tree care service, value added product
Organization's Annual Budget	\$ 430,000.00	



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## 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
Facilitate the rescue and redistribution of surplus fruit and produce	Coordinate 300 volunteers in harvest and redistribution of 300 backyard trees and 5 farms
Deliver food growing and tree stewardship programs and workshops	Complete development of downtown Urban learning Garden. Host 30 learning opportunities/revents
Support Regional aggregation and distribution of produce	Host and Chair Food Share Network redistributing 3M pounds of fresh food through Food Rescue Project
Connect community volunteers to neighbourhood based food resources	Increase registered volunteers by 10% (current registration 1200)

### 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: Urban Orchard: Building Community Health, Access and Food Literacy

Who is your target audience? Fruit tree owners, gardeners, eaters (including recipients of emergency food), learners

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Through this project, LifeCycles will integrate gleaning, growing and learning to provide the diverse residents of Victoria with opportunities to access and share healthy food, and participate in harvesting, growing and hands-on learning. Our Urban Learning Garden at the Library provides both passive and active learning through educational signage and workshops. Through our gleaning hub portal we connect tree owners and volunteers to reduce the amount of fresh produce that is wasted in our community. Last year we diverted approximately 40,000 pounds of fresh fruit and vegetables. There is a growing interest among community members to manage our urban orchards and growing spaces. This project provides low barrier opportunities to learn to steward our region's food resources. Improving the health of the Urban Orchard contributes to the health of the tree canopy, increases the benefits of trees in mitigating climate change, and increases quality food production. As a member and host of the Food Share Network, we are able to ensure that community members have more access to healthy food and receive the best of gleaned produce. We also support this work by transforming fruit that needs more processing into saleable artisan products.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |   |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





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## 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 max - **do not add extra pages**)

This project contributes to increased local food security and access to healthy food while working with fruit tree owners to improve the health and productivity of the urban orchard. By facilitating community led harvest, sharing and growth of local food resources in a safe and culturally inclusive way, our project will meaningfully facilitate community wellness. By helping home owners gather the abundant harvest of the urban orchard, food security is improved, and community members have access to more healthy and local food. Our programs are inclusive and welcoming. The project contributes to the health of the tree canopy by improving stewardship of the urban orchard helping to mitigate climate change. Community harvesting reduces the amount of food wasted and increases the efficient use of resources. Many of our practices, including our organizational structure, the seeds we plant, the ways we educate and our methods of growing food, came to these lands through the ongoing process of dispossession and colonialism. We try to hold this understanding in our interactions and engagements with this land and its people.

How many will benefit from the project or program? 10000

What percentage of residents benefit from this project or program? City of Victoria 50 % Greater Victoria 100 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 20,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Wages, Benefits	75,300.00	1 full time equivalent, 2 seasonal youth staff
Professional Services	2,000.00	workshop, event facilitation
Materials Supplies Equipment	12,000.00	learning garden completion, picking equipment
Outreach	2,000.00	Signage, promotion, design work
Transportation	10,000.00	Cost share of operating 2 vehicles for gleaning and programs
<b>A. Total Project or Program Expenses</b>	<b>\$ 101,300.00</b>	
<b>Administration</b>		
Computer support	6,000.00	refinement of gleaning hub computer program
Rent, Office expense	4,000.00	Cost share
Insurance	1,200.00	Insurance covering staff, volunteers and participants
Financial Management	2,000.00	Share of organizational cost for payroll, grant admin
Program Evaluation	1,000.00	internal program evaluation
Staff Supervision	2,500.00	ED supervision of staff
<b>B. Total Administrative Expenses</b>	<b>\$ 16,700.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 118,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	14.15%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	20,000.00	Pending		
BC Gaming	15,000.00	Pending		
EcoAction	12,500.00	Confirmed	Gord Yelland	204-983-8597
<b>A. Total Government Funding</b>	<b>\$ 47,500.00</b>			
<b>Corporate Sponsorships</b>				
Product/Service Sales	40,000.00	Pending		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 40,000.00</b>			
<b>Matching Funds</b>				
United Way	10,000.00	Pending		
Maple Leaf Centre for Action on Food Security	6,000.00	Confirmed		
Donations	4,000.00	Pending		
<b>C. Total Matching Funds</b>	<b>\$ 20,000.00</b>			
<b>In-Kind Contributions</b>				
Food Eco District	5,000.00	Confirmed	Holly Dumbaarton	778-584-5412
Greater Victoria Public Library	3,000.00	Confirmed	Karen Sharkey	250-940-4875
LifeCycles	2,500.00	Confirmed	Joan Stonehocker	250-940-5742
<b>D. Total In-Kind Contributions</b>	<b>\$ 10,500.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 118,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We continually try to diversify funding sources for projects so that we are able to continue community services that we have provided for years. We are asking for 17% of the operating costs. If we do not receive the full amount it will strain our ability to offer the program and impact the total number of people we are able to reach through our education and gleaning 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: July 1, 2020 To: June 30, 2020

Project or program location: Locations across the city and region.



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July - October	Coordinate 300 volunteers in the harvest and redistribution of fruit from backyard trees
July - November	Coordinate 25 volunteers in the harvest and pick-up of surplus produce from 5 farms
ongoing	Support Food Share Network as host agency and chair to continue their organization development
ongoing	Provide 30 seasonal learning opportunities/events throughout the year
ongoing	Ensure all programs are culturally sensitive, inclusive and welcoming
January - February	complete harvest and program evaluation and make any recommended amendments

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 325 Total volunteer hours required: 1650

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

Joan Stonehocker Digitally signed by Joan Stonehocker  
Date: 2020.01.31 16:50:36 -08'00'

Signature

Executive Director

Position

Joan Stonehocker

Name

January 31, 2020

Date





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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: LifeCycles Project Society  
Mailing Address: 808 A Viewfield Road  
Contact Person: Joan Stonehocker Email: joan@lifecyclesproject.ca  
Telephone: 250-383-5800 Website: lifecyclesproject.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Locally Gleaned Produce

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)

We intended to run this program to June 30, 2020. From February to June we will be delivering spring growing workshops and learning events.

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

This project has successfully engaged and empowered the community to enhance and steward public spaces, green spaces, and food systems. Our community led harvest program engaged volunteers, community members and fruit tree owners in learning about the care and harvest of our fruit. The stewardship of public and private greenspaces was enhanced through learning opportunities and the development of the Urban Learning Garden, with a focus on food availability.

### 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
Facilitate the rescue and redistribution of surplus fruit and farm produce	297volunteers helped glean and redistribute harvest from 345 trees, 5 farms	Yes
Develop and deliver food growing and stewardship opportunities	Completed over 100 workshops/events	Yes
Support regional aggregation and distribution of surplus produce	Continue to support and chair Food Share Network (FSN)	Yes
Integrate local gleaned and grown food into school meal programs	Ongoing collaboration with CRFAIR, Farm to School, SD61,FSN	Yes
Connect community volunteers to neighborhood based food resources	Continuously provide community connections to over 500 volunteers	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Owners of fruit trees, regional farms, recipients of emergency food, youth, gardeners

What positive impacts were felt by your target audience? Over 38,000 lbs fruit and farm harvest gleaned - more fresh food to FSN

How many have benefitted from the project or program? ~11000 people have benefitted

What percentage of Greater Victoria Residents benefitted from this project or program? 60%

How many volunteers have worked on this project or program? 322 What total hours did they work? 1700



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## 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)
<b>Project or Program Costs</b>		
Wages, Benefits	49,000.00	
Contracts, Stipends	4,100.00	
Materials, Supplies	600.00	
Outreach	3,500.00	
Transportation	8,000.00	
Equipment Expense	500.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 65,700.00</b>	
<b>Administration</b>		
Computer Support	4,700.00	
Office expense, Rent	3,500.00	
Insurance	700.00	
Financial Management	1,100.00	
Program Evaluation	500.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 10,500.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 76,200.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
BC Gaming	15,000.00			
Eco Action	12,500.00	Confirmed		
City of Victoria	12,000.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 39,500.00</b>			
<b>Corporate Sponsorships</b>				
Product Sales	20,000.00	Confirmed		
Individual donations	4,000.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 24,000.00</b>			



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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
Vancouver Foundations	30,000.00	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 30,000.00</b>			
<b>In-Kind Contributions</b>				
Computer support	2,400.00	Confirmed		
Food Eco District	2,900.00	Confirmed		
Greater Victoria Public Library	1,700.00	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 7,000.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 100,500.00</b>			

### 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 acknowledgements

☐ Social Media

☐ Newsletter

☐ Sponsor Plaque

☐ Annual Report

☐ Other \_\_\_\_\_

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

Date: \_\_\_\_\_

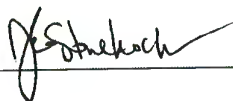
☐ Website

☐ Newspaper Advertisement

**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

Joan Stonehocker

Name

Date





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## 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: 250-686-5442 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 max - **do not add extra pages**)

The mandate of Living Edge Rescued Food & Distribution Program is to help bring food equality to food-deprived families and individuals by collecting and distributing rescued food at ten Living Edge Weekly Neighbourhood Markets around Greater Victoria.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Since 2012 the organization has been providing rescued food to persons in the downtown core. In 2017 the organization expanded their food distribution to seven weekly markets in various locations, and in 2019 the established market places grew to ten. The organization provides food to over 5,000 families/individuals per month. The weekly community dinner was discontinued due to lack of a facility.

How many paid staff at organization? Full Time: 1 Part Time: 8  
How many volunteer staff at organization? 100 Total volunteer hours: 18,480

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	10,000.00	Van expenses, gas, drivers
Victoria Foundation	15,000.00	Van Maintenance, insurance, Storage/Distribution Rental
Offerings	45,000.00	Other food program expenses
Fundraisers	12,200.00	Other food program expenses
Church of Our Lord	20,000.00	Other food program expenses
Other Churches	39,550.00	Other food program expenses
Int Rev	50.00	Other food program expenses
In-Kind Contributions	6,300.00	Other food program expenses
Organization's Annual Budget	\$ 148,100.00	



## 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 society infrastructure to sustain programs	Continue to build an effective Board of Directors, support key leaders in organization
Offer food education component at the markets	Focus on home storage of food, seasonal cooking with products from the market (invite local Chefs)
3-year Financial Plan	Develop Financial Plan and Objectives to sustain neighbourhood markets
Anonymous Client Evaluation: How Are We Doing?	Develop, administrate and analyze client confidential survey for each market
Continuous supply of food to ten markets - planning with partners	Bi-annual meeting with key leaders from each market to exchange efficiencies & community-building
Resource food suppliers	Work with Victoria Food Network on annual supplier campaign

## 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: Ten Living Edge Neighbourhood Markets in Greater Victoria 2020.

Who is your target audience? low income families/individuals, students, elderly, persons/disabilities, First Nations,homeless

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

LE maintains a food hub at Quadra Community Centre where recovered food is received, processed & delivered weekly to ten communities in Greater Victoria: Quadra Village, North Park, Central Baptist, UVic & Gordon Head (3), Langford/Colwood, Royal Oak, Esquimalt, Saanich. Living Edge recognized the growing need in the suburbs amongst food-deprived persons to have access to healthy foods in their own neighbourhood. The organization works in partnership with other food suppliers, Victoria Food Network, Salvation Army, Mustard Seed towards success of overarching goals in the CRD. LE provides training & expertise to volunteers and leaders at these markets, while our partners provide volunteers, facilities and other logistical requirements. It's been an amazing group of partnerships with churches and other organizations and suppliers, allowing many people to benefit from weekly community free markets in their own neighbourhood during an increasingly more difficult economy. In 2020 the organization will introduce a food education component: safe storage of food and seasonal market recipes by city-wide chefs. Living Edge is on the ground, moving food to where the people are. This is key to the overall food recovery/delivery system.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |

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.

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |



## 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 max - **do not add extra pages**)

Diverting food waste from grocery stores to community kitchens or food programs is a great solution not only for the benefit of families who need food security, but for the environment as well. In 2019 the government of BC has identified the need to scale up these programs, to divert food waste and feed their communities. At 2.4%, Statistics Canada's CPI for British Columbia is the highest in the country. Low income families face increased rents, utilities, consumer products with the cost of food rising the most. Line ups for food at Living Edge Neighbourhood Markets are evident of the great need of food-deprived families living in Greater Victoria. The organization focuses on bringing healthy food into the neighbourhood in a safe, non-stigmatized, family environment where free food is needed. The market is inclusive to everyone and encourages community engagement of market-goers to become part of the neighbourhood by volunteering at the event. Social interaction is encouraged by offering a warm environment, coffee/tea. Rescued food is bountiful in Greater Victoria and Living Edge is on the forefront of environmental stewardship, working to develop strategies with other food organizations towards food equality for all in the CRD.

How many will benefit from the project or program? 5,000 ms

What percentage of residents benefit from this project or program? City of Victoria 17.15 % Greater Victoria 6.96 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 10,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Van expenses, drivers	54,000.00	Drivers, van maintenance & insurance, gas
Facility Rentals	12,200.00	CDI College, Quadra Community Centre
Other Expenses	58,100.00	Executive Director, other program expenses
<b>A. Total Project or Program Expenses</b>	<b>\$ 124,300.00</b>	
<b>Administration</b>		
Administrative Expenses	23,800.00	Staff, WorkSafe, Insurance, Communications, Office Supplies
<b>B. Total Administrative Expenses</b>	<b>\$ 23,800.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 148,100.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	16.07%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	10,000.00	Pending		
Victoria Foundation	15,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 25,000.00</b>			
<b>Corporate Sponsorships</b>				
Offerings & Church of Our Lord	65,000.00	Confirmed	Monies from Church of Our Lord \$20,000	
Fundraisers	12,200.00	Pending		
Other Churches, Interest rev.	38,600.00	Confirmed	Several partners confirmed	
<b>B. Total Corporate Sponsorships</b>	<b>\$ 115,800.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
Stocks	5,300.00	Pending		
Other	1,000.00	Pending		
<b>D. Total In-Kind Contributions</b>	<b>\$ 6,300.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 148,100.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

If we do not receive full funding from the City of Victoria, the organization will have to look at discontinuing some neighbourhood markets. These markets serve the most vulnerable in the city. The line-ups at each neighbourhood market are evidence that food deprived persons not only live in the inner city, but in the suburbs as well. Receiving healthy food improves their quality of life and strengthens their neighbourhood. We are reaching out to First Nations people in several neighbourhood

### 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, 2020 To: December 31, 2020

Project or program location: Various locations in Greater Victoria; distribution/food hub is located in the downtown core.



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Jan 2020	Strategic Planning - Board of Directors (visioning, operational/financial assessment, communication)
Mar 2020	Meeting of core market leaders (best practices exchange)
Mar 2020	Letters of Understanding between LE and partners
Apr 2020	Volunteer Recognition, outreach to food suppliers
May 2020	Develop Food Educational Component (Storing Food at Home, Preparation)
June 2020	Work with Victoria Food Network - outreach to local farmers
Aug 2020	Anonymous Client Survey (capture demographics and how the markets effects the community)
Dec 2020	Ongoing operation of ten free weekly food markets in Greater Victoria; monthly operational meetings

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 100 Total volunteer hours required: 18,480

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

Neil van Heerden Digitally signed by Neil van Heerden  
Date: 2020.01.25 10:35:30 -08'00'

Signature

Executive Director

Position

Rev. Neil van Heerden

Name

Jan 25, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Maritime Museum of British Columbia Society

Mailing Address: H100-634 Humboldt St.

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-5145

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 max - **do not add extra pages**)

To promote and preserve our maritime experience and heritage and to engage people with this ongoing story.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

History is to society what memory is to the individual. Museums preserve that history and make it public by hosting exhibits and offering programming that teaches and engages the public. The Maritime Museum of BC has been doing this for over 60 years. The Museum preserves our collective maritime memory by caring for the collections and making them freely available to the public. We offer public access to BC's maritime heritage through exhibits, programs, and research activities.

How many paid staff at organization? Full Time: 5 Part Time: 2

How many volunteer staff at organization? 145 Total volunteer hours: 3,500

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	20,000.00	Program staff salaries, program supplies
Other Greater Victoria municipalities (Saanich and Oak Bay)	10,000.00	Program staff salaries, program supplies
Federal Grants	35,000.00	Summer program staff and fall program intern wages
BC Gaming Grant	69,000.00	Operating expenses that directly relate to programs and exhibits
Foundation Grants	15,000.00	Covers program fees on behalf of vulnerable and marginalized groups
Admissions, memberships, gift shop sales	101,000.00	Administrative expenses, such as rent and utilities
Events, program fees, walking tours	147,000.00	Staff salaries and administrative expenses
Private donations	150,000.00	Staff salaries
Organization's Annual Budget	\$ 547,000.00	





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## 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
Continue to offer an average of \$1,000 worth of free programs per month	An average of \$1,000 worth of free programs per month are delivered
To increase the number of program participants we have over a year	A higher number of participants over the course of a year from previous year
Reduce "museum anxiety" in participants	A higher number of repeat bookings from partnering organizations
Improve participants sense of belonging in their community	This is a qualitative measurement based on feedback that is volunteered from the participants

### 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 Museum Programming 2020

Who is your target audience? Vulnerable and marginalized groups in Greater Victoria

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

The Maritime Museum of BC is seeking funding to continue offering all of our programs free to local vulnerable and marginalized groups in Greater Victoria. This initiative started in early 2019 after receiving a grant from the Victoria Foundation. Since then, we have built partnerships with many Greater Victoria community based organizations in town who refer their clients to us or book programs on their clients' behalf. To date, we have worked with 20 organizations and have offered free programs to a total of 645 individuals. This has averaged about \$1,000 worth of free programming every month. These programs have been very popular. By including people who are usually left behind, we have been able to create a sense of belonging and well-being within our community. We want to continue this initiative into 2020. We are currently applying to foundations and municipalities we serve directly to cover both the costs of the program fees and our necessary operation expenses to keep these programs running. By doing so, we will be able to maximize the funding from all areas, and ensure that our programs have the largest reach possible.

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - **do not add extra pages**)

Our programs provide many mental-health related benefits to participants. The feedback we receive from these community organizations is personal and humbling. One woman we met told us how her history is not represented in museum spaces. She said that people who have experienced what she has want to be included. They want to know that they matter. She expressed her gratitude to us for simply thinking of her. It was heartwarming to hear, but also sad to consider that people are being left behind. That's why we are seeking your support. We need continued funding to make sure everyone feels included and valued within our community. We've made great strides this year in establishing partnerships with local organizations, but true impact will come from consistently working on ensuring our space and programs are welcoming to all. By being truly inclusive, we ensure that everyone in our city has the opportunity to contribute their story and be reminded of their connections to their history and community. This allows people to feel included in something larger than themselves, which affects their overall well-being.

How many will benefit from the project or program? 1,000 (anticipated)

What percentage of Greater Victoria residents benefit from this project or program? 40 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 20,000 requested from Vic **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages.**

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Program staff salaries	80,000.00	Includes regular f/t position, and 4 temporary f/t positions
Program supplies	5,000.00	
Marketing	8,000.00	Includes design and printing of promotional materials
Program fees	12,000.00	To be covered on behalf of those who can't afford them. Calculated at an average of \$1,000 a month
<b>A. Total Project or Program Expenses</b>	<b>\$ 105,000.00</b>	
<b>Administration</b>		
Bookkeeping	5,000.00	This amount only covers bookkeeping time related directly to this project
Program administration	10,000.00	Includes booking programs, tracking, and reporting on success
<b>B. Total Administrative Expenses</b>	<b>\$ 15,000.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 120,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	12.50%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	20,000.00	Pending		
Other municipalities	10,000.00	Pending		
BC Gaming	75,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 105,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
Victoria Foundation (remaining funds from 2019)	3,000.00	Confirmed		
Jackman Foundation	12,000.00	Pending		
<b>C. Total Matching Funds</b>	<b>\$ 15,000.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 120,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We will be required to use foundation funds to cover all costs related to these programs, which will greatly affect the quantity of the programs we can deliver free, and thus the positive impact they will have in our 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: 1 July 2020 To: 30 June 2021

Project or program location: Maritime Museum of BC (634 Humboldt St.), around the City of Victoria





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July	Contact partnering organizations to inform them that funding is secured till June 2021
October	Provide diversity training to new intern staff who will help deliver the programs
July to June	Ongoing tasks including: communicating with organizations to make bookings; (continues below)
	Deliver programs on an as requested basis; and
	Email a monthly newsletter to partners outlining the programs available and highlighting new options

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 20

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

Brittany Vis

Name

Associate Director

Position

8 January 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

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

- ☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Maritime Museum of British Columbia Society

Mailing Address: H100-634 Humboldt St.

Contact Person: Brittany Vis Email: info@mmbc.bc.ca

Telephone: 250-385-4222 ext. 106 Website: mmbc.bc.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: 2019/20 Public Engagement

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 project will be completed on 31 March 2020. At this time, we are still running the majority of our public programs, including our multi-disciplinary school programs, Maritime Memories, Museum Tots, and craft workshops. All of these activities run year round for us. Our walking tours as part of this project have concluded, however, since they are seasonal and offered only in the summer. We are also continuing to offer our programs for free to local vulnerable and marginalized groups with funding from the Victoria Foundation. We expect that funding to be used up by 31 March 2020 as well.

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

Yes. All of our programs are centered around education of our culture and the arts. Each of our programs targets a specific demographic. By offering a variety of programs, we are able to offer educational opportunities for all age groups in Victoria.

### 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
Create prosperity through economic development	An increase in revenue from public programs/tourism activity	Yes
Facilitate social inclusion and community wellness	Provide the community with meaningful experiences that add to their quality	Yes
Nuture our arts, culture, and learning capital	Continuing to educate the community on our maritime history and culture	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Local residents, particularly seniors and children, as well as local vulnerable populations

What positive impacts were felt by your target audience? social programs, learning opportunities, feelings of belonging

How many have benefitted from the project or program? to date, 1,961

What percentage of Greater Victoria Residents benefitted from this project or program? to date, an estimated 45%

How many volunteers have worked on this project or program? 145 What total hours did they work? 3,500



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## 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)
<b>Project or Program Costs</b>		
Program Staff Wages (annually)	75,000.00	Includes on FT regular position, one FT 6 month position, and 2 FT 4 month positions
Marketing	5,000.00	
Program supplies	2,000.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 82,000.00</b>	
<b>Administration</b>		
Admin oversight	5,000.00	Includes staff time for Associate Director to oversee program activities
<b>B. Total Administrative Expenses</b>	<b>\$ 5,000.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 87,000.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	10,000.00	Confirmed		
BC Gaming	54,000.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 64,000.00</b>			
<b>Corporate Sponsorships</b>				
Victoria Foundation	15,000.00	Confirmed		
S.M. Blair Family Foundation	3,000.00	Confirmed		
Memberships - private and corporate	3,000.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 21,000.00</b>			





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## Strategic Plan Grant Final Report

Matching Funds				
Private donations	2,000.00	Confirmed		
C. Total Matching Funds	\$ 2,000.00			
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)	\$ 87,000.00			

### 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

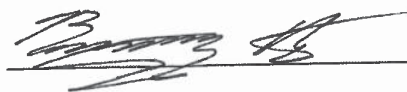
☐ Annual Report

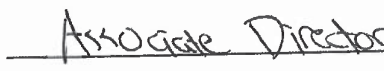
☐ Other \_\_\_\_\_

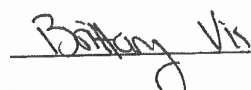
Please provide Documentation acknowledging the City of Victoria's funding support.

### SECTION 7. DECLARATION

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

  
Signature

  
Associate Director  
Position

  
Name

7 January 2020  
Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Oaklands Community Association  
Mailing Address: 1-2827 Belmont Avenue, Victoria, BC, V8R 4B2  
Contact Person: Sarah Murray Email: community@oaklandsca.com  
Telephone: 250-370-9101 ext. 4 Website: oaklands.life

### 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: S0034168  
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: BN 882929946RR0001

*\*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 max - **do not add extra pages**)

The Oaklands Community Association's mission is to provide a welcoming, engaging, sustainable community where all members can live, learn and thrive. We offer child care centre, out-of-school care, summer and winter camps, youth drop-in programs, a summer and winter farmers market, recreation and fitness programs, community dinners, seasonal events, and information & referrals to local resources.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

The OCA has been supporting the residents of Greater Victoria since its establishment in 1995 as a resource for child care, learning, recreation, and community. Programs and events are well attended by residents of Greater Victoria area resulting in longstanding programs. Our sold-out annual events and Farmers Markets are a testament to the way the OCA benefits the residents of Greater Victoria.

How many paid staff at organization? Full Time: 17 Part Time: 38  
How many volunteer staff at organization? 85 Total volunteer hours: 900

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria		
City of Victoria	\$83,406.00	Direct award base grant, child/adult/family recreation, custodial
Ministry of Children/Family (CCOF, SCCF)	\$238,133.00	Out of School Care, Little Acorn Care Centre
BC Gaming	\$45,207.00	Wages
Program Fees, Rentals, Membership	\$908,486.00	Wages, Instructors, Supplies
Advertising, Events, Sponsorship	\$43,401.00	Program guide advertising, event revenue and sponsorship
Donations, bequests	\$12,100.00	Direct donations and bequests
Grants	\$27,829.00	Program and project specific grants
Organization's Annual Budget	\$1,358,562.00	



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## 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 a free breakfast program to students in Oaklands	Completion of the breakfast program starting September 2020, finishing June 2021
Increase number of students with access to breakfast	Survey students in September and May about breakfast frequency
Improved learning capacities of OES and VSIE students	Survey teachers in September and May about impact of breakfast 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: Oaklands Community Centre Breakfast Program

Who is your target audience? students at Oaklands Elementary School and Victoria School of Ideal Education

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

The Oaklands Community Centre Breakfast Program will provide a quick on the go, nutritious breakfast for any students at Oaklands Elementary School and Victoria School of Ideal Education, five days a week from 8:15-8:45am. The breakfast will be prepared in the OCC kitchen and served on the Oaklands Elementary School playground by volunteers. Bev Coe, the Family Programs Coordinator will oversee the program. We will work with LifeCycles and the Oaklands Elementary School courtyard garden to include freshly harvested produce in the breakfasts when seasonally appropriate. Currently, 1 in 6 Canadian children live in a food insecure household. A 2016 Canadian Community Health Survey found that 10% of B.C. households experience food insecurity. When weighed against the risks of food insecurity at a young age (mental and physical health problems, hyperactivity, inattention, social exclusion), the benefits of a free breakfast program are undeniable. The breakfast program will be available to all students regardless of household income, eliminating the risk of stigma and embarrassment that can accompany being food insecure. There are no breakfast programs offered in Oaklands, this would benefit many local school aged children.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)      | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)   |  |

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.

- |   |   |
|---|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | Health, Well-Being and a Welcoming City (4.50)          |
| Affordable Housing (6.00)   | Climate Leadership and Environmental Stewardship (5.25) |
| Prosperity and Economic Inclusion (3.88)                                | Sustainable Transportation (5.63)                       |
| Strong, Liveable Neighbourhoods (5.50)                                  |   |





## 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 max - **do not add extra pages**)

The Oaklands Community Centre Breakfast Program will work towards helping the City achieve several of their strategic objectives. The most applicable objective is Objective #5: Health, Well-Being and a Welcoming City. The breakfast program will increase local food security, improve health determinants of school aged children in the Oaklands Elementary School and VSIE catchment, and reduce the stigma of food insecurity. The breakfast program will also improve the day to day quality of life for those households living below the poverty line. The breakfast program would also contribute towards Object #4: Prosperity and Economic Inclusion by helping achieve a reduced use of food banks at the neighbourhood level. Given that there are very few food bank options within the Oaklands neighbourhood, the breakfast program is even more important. Through the surveys that will be a part of the reporting for this program, we will help the City works towards increased access to social health determinants of health in all neighbourhoods - as it relates to school aged food security.

How many will benefit from the project or program? 950 -houses with children

What percentage of residents benefit from this project or program? City of Victoria 0.01 % Greater Victoria .003 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ \$16,571.00 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Program Coord. @ \$19.50/hr (in program)	\$10,062.00	3 hours / day x 172 school days = 516 hours
Program Coord. @ \$19.50/hr (planning)	\$1,326.00	2 hour / week x 34 weeks = 68 hours
Food and beverage	\$3,440.00	\$20/day x 172 days, 30 meals/day = \$.67/meal
Cleaning Supplies	\$200.00	\$20/ month x 10 months
Compostable plates	\$336.00	2580 plates (21 packages of 125 plates x \$16) 2500 plated meals
Compostable bowls	\$416.00	2580 bowls (52 packages of 50 bowls x \$8) 2500 bowl meals
Compostable cutlery	\$300.00	3000 pieces of cutlery (60 sleeves x \$5)
Compostable napkins	\$91.00	13 packages of 400 napkins x \$7
<b>A. Total Project or Program Expenses</b>	<b>\$16,171.00</b>	
<b>Administration</b>		
Printing/photocopying	\$200.00	\$20/month x 10 months
Laminating menu items	\$200.00	\$20/month x 10 months
<b>B. Total Administrative Expenses</b>	<b>\$400.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$16,571.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	2%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	\$12,131.00			
<b>A. Total Government Funding</b>	\$12,131.00			
<b>Corporate Sponsorships</b>				
VanCity	\$500.00	Pending	Sarah McCormick	250-995-7563
Thrifty Foods	\$500.00	Confirmed	Mike Evanoff	250-370-9591
<b>B. Total Corporate Sponsorships</b>	\$1000.00			
<b>Matching Funds</b>				
Facility Rental (Kitchen) (\$20/hr x 172 days)	\$3,440.00	Confirmed		
<b>C. Total Matching Funds</b>	\$3,440.00			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	0			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	0			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	\$16,571.00	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We will offer the breakfast program on a special occasion basis as funds allow. We recognize the need for this program exists in Oaklands and we will endeavor to offer it regardless of the success of this grant.

### 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 2020 To: June 2021

Project or program location: Oaklands Community Association (kitchen) and Oaklands Elementary School (playground)



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
April 2020	Funding secured
May - June 2020	Volunteers confirmed for September 2020 start
September 2020	Program start
September 2020	Survey #1 - students, and teachers
May 2021	Survey #2 - students, and teachers
June 2021	Program finish

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 344

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

*Sarah Murray*

Signature

Community Development Coordinator

Position

Sarah Murray

Name

January 27, 2020

Date





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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Oaklands Community Association

Mailing Address: 1-2827 Belmont Ave

Contact Person: Sarah Murray Email: community@oaklandsca.com

Telephone: 250-370-9101 ext. 4 Website: oaklands.life

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: OCA Community Workshop

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 OCA Board plans to host a workshop in 2020 that will follow up on the Speaker Night and reach out to local community members who will be interested in being involved in the 2020-2025 OCA Strategic Plan.

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

Facilitate Social Inclusion and Community Wellness, Engage and Empower the Community  
Yes. the Speaker Night that we hosted with this grant had a fantastic turn out and considerable community engagement. We received feedback about community needs before, during, and after the event with many opportunities for further consultation.

### 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
Community Workshop	Successful. Well attended speaker night	Yes
Published 2020-2025 Strategic Plan		No

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? residents and guests of the Oaklands neighbourhood

What positive impacts were felt by your target audience? social inclusion, learning, opportunity to provide feedback and to learn

How many have benefitted from the project or program? 60 attendees, 10 volunteers, 32 video views, 9 speakers

What percentage of Greater Victoria Residents benefitted from this project or program? 1%

How many volunteers have worked on this project or program? 10 What total hours did they work? 50



## 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)
<b>Project or Program Costs</b>		
Speaker Honourarium	\$900.00	\$100 each to eight (9) speakers
Video Recording	\$250.00	Local youth recorded speaker night
Degrees Catering	\$443.78	Food and beverage for speaker night
UVIC Facility Rental	\$1,036.77	Facility rental
Metropol	\$483.45	Metropol poster printing and distribution
<b>A. Total Project or Program Expenses</b>	<b>\$3,113.22</b>	
<b>Administration</b>		
Advertising	\$20.00	Facebook
Community Development Coordinator Wage	\$420.00	20 hours @ \$21/hour
<b>B. Total Administrative Expenses</b>	<b>\$440.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$3,553.22</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	\$3500.00			
<b>A. Total Government Funding</b>	<b>0</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>0</b>			



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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>0</b>			
<b>In-Kind Contributions</b>				
50 Volunteer hours x \$20/hour	\$1,000.00			
<b>D. Total In-Kind Contributions</b>	<b>0</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>0</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$4,500.00</b>			

### 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 Guide

☐ 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.

*Sarah Murray*

Signature

Community Development Coordinator

Position

Sarah Murray

Name

January 27, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Our Place Society  
Mailing Address: 919 Pandora Ave  
Contact Person: Holt Sivak Email: holts@ourplacesociety.com  
Telephone: 250-388-7112 (ext 287) Website: www.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 max - **do not add extra pages**)

Mission - Our Place offers Greater Victoria's most vulnerable citizens a place to call their own, where we live, share and grow together.  
Vision - Nourishment, hope and belonging for all in Greater Victoria.  
Our Place Society operates a core area drop in center and four other locations that offer services to Victoria's most vulnerable. We provide daily meals, health and hygiene, health, recovery, senior and First Nations programs, a choir, job readiness, housing, and transitional shelters.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

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 City residents 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: 106 Part Time: 86  
How many volunteer staff at organization? 630 Total volunteer hours: 39005

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	139,925.00	Seniors program, Extended Hours, Safe storage
Donations and Fundraising	4,212,830.00	Delivering programs and services, management, governance
Housing Rents	270,795.00	Building maintenance and cleaning
Other grants	5,196,641.00	Housing, Shelters, Food Services, Drop In, Therapeutic Recovery
Amortizations of Deferred Capital Contributions	405,595.00	N/A
Organization's Annual Budget	\$ 10,225,786.00	Most needs to be renewed yearly.



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## 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 rapid re-housing assessments to vulnerable adults	All clients who present as newly homeless are offered a comprehensive re-housing program
	All OPS Outreach staff receive annual training in rapid re-housing resources and scripts
Produce a comprehensive guide to rapid re-housing in Victoria	A digital and printed information package is produced for internal OPS staff
	A digital and printed information package is produced for partner organizations
	A digital and printed information package is produced for at risk clients
Actively support 30 people back into housing	Case files closed after housing is secured for 30 clients

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Integrated Re-Housing program

Who is your target audience? Vulnerable adults who are experiencing homelessness for the first time in Victoria

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

When somebody becomes homeless for the first time, assessment and links to services and rapid re-housing is the best known way to avoid the long term impact of homelessness on the individual, their community, and societal costs. Our Place Society is on the front line of homelessness in Victoria. Protocols for providing coordinated resources and pathways out of homelessness vary across multiple agencies, policies, and services. For most vulnerable people, there is a lack of clarity over what their options are for housing. Access to shelters, hardship allowances, income assistance, and support services can be complex. For vulnerable people in crisis, it is hard to find the services that match their needs. Few have integrated the bc211 referral service or know about Ready to Rent, TAPS, Men's Trauma Centre, the Disability Resource Centre or the Victoria Community House network. This project will script pathways and cultural protocols for updated YYJ housing resources for people facing a pending First Met Church shelter closure, or in crisis, and to upskill the front-line workers at Our Place Society and coalition partners to provide better informed case management services for people who are newly homeless.

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 [2019-2022 Strategic Plan](#)).

- ☒ Reconciliation and Indigenous Relations (4.75)  
☒ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☒ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)  
☒ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☐ Strong, Liveable Neighbourhoods (5.50)

- ☐ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)





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## 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 max - **do not add extra pages**)

This program is focused on reducing the numbers in the Point In Time count, by improving the housing advocacy available at Our Place Society and other front-line service providers. By generating a clear road-map for rapid re-housing referrals, Our Place Society will provide a core service where people in need can walk in the door 7 days a week, 14 hours per day, and receive the best possible advice and support from informed front-line workers on how to access shelters, housing and income assistance before they become chronically homeless. The program will:

- 1) Consult 211 to update a summary of all services, income sources, processes and support organizations for people experiencing homelessness in the City of Victoria
- 2) Create on-line resources for outreach workers (and partner agencies) to use when supporting people who have recently become homeless
- 3) Provide training and support for a team of staff and volunteers who offer regular housing advice for people who present as homeless at 919 Pandora Ave, First Met and My Place.
- 4) Provide training for outreach staff and volunteers to dispense printed information to people who come to Our Place Society for support

How many will benefit from the project or program? 300/year+businesses

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program **amount requested:** \$ 32,548 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages.**

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Housing Outreach researcher, trainer, writer, referral specialist	25,896.00	0.5 FTE + Benefits
Design services for rapid re-housing info e-package	2,000.00	Contract Services provided by design agency
Printing of rapid re-housing info packages	1,200.00	Printing of guides to share with staff, clients and partner agencies
Backfill of wages for staff in training	542.40	22.60/hr for 24 staff hours
Updating local resources for those facing homelessness	5,000.00	providing daily updates via bc211 (call 2-1-1) and the Shelter line maps for YYJ
<b>A. Total Project or Program Expenses</b>	<b>\$ 34,638.40</b>	
<b>Administration</b>		
Convening, reporting to City and Board, financial tracking	2,909.60	10% for project management and reporting
<b>B. Total Administrative Expenses</b>	<b>\$ 2,909.60</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 37,548.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	7.75%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	30,000.00	Pending		
<b>A. Total Government Funding</b>	\$ 30,000.00			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	\$ 0.00			
<b>Matching Funds</b>				
Our Place Society Fundraising	2,548.00	Confirmed	Marg Rose	250 940 5067
<b>C. Total Matching Funds</b>	\$ 2,548.00			
<b>In-Kind Contributions</b>				
bc211 sector mapping, daily YYJ Shelter map updating	5,000.00	Confirmed	Louise Ghoussub	604-708-4061
<b>D. Total In-Kind Contributions</b>	\$ 5,000.00			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	\$ 0.00			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	\$ 37,548.00	<u>Should equal Total Program Expenditures page 3</u>		

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 max - **do not add extra pages**)

Your support is required for providing improved services to people in crisis who come to Our Place Society seeking help with shelter and housing. Without dedicated resources and training, clients would just be referred to bc211. With fewer resources, Our Place will not be able to provide case management, nor provide training/resources to partners.

### 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-JUL-2020 To: 30-JUN-2021

Project or program location: 919 Pandora Ave, Victoria BC V9C 3W1



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
01-JUL-2020	Recruit Housing Outreach Specialist, researcher
31-AUG-2020	Consult with focus groups, 211 for known services for people experiencing homelessness
01-OCT-2020	Produce on-line resources, info package; consult OPS staff, partner organizations, and service users
01-JAN-2020	All front line OPS staff have received training on how to implement rapid re-housing referrals
10-JUN-2020	30 cases of successful rapid re-housing assessments and referrals documented
30 JUN 2020	Final report and stories of impact provided to City of Victoria with budget reconciliation

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 12 Total volunteer hours required: 3850

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: Newsletter story, Coalition update, podium greetings at training

### 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

Holt Sivak

Digitally signed by Holt Sivak  
DN: cn=Holt Sivak, o=Our Place Society, ou=Administration,  
email=holt@ourplacesociety.com, c=CA  
Date: 2020.01.23 16:32:33 -0800

Signature

Holt Sivak

Name

Director, Programs and Services

Position

January 23, 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

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

☐ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Our Place Society  
Mailing Address: 919 Pandora Ave, V8V 3P4  
Contact Person: Joel Roszmann Email: joelr@ourplacesociety.com  
Telephone: 250 940 5065 Website: www.ourplacesociety.com

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Seniors Programming

Is the project or program completed?

☒ Yes If yes, what is the completion date?: June 30, 2019

☐ 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)

Yes. The program improved access to facilities, social inclusion and community wellness services. This was done primarily through providing seniors specific programming at Our Place Society, and in the wider community. The program did so by organizing outings, social inclusion sessions, and referral 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
Seniors at Our Place Society have access to specific, targeted programs	281 Attendances by 72 unique individuals for seniors led programming	Yes
Vulnerable seniors are better able to access centers in the community	Seniors Centers were not willing to partner	No
Vulnerable seniors recognize Our Place Society as an appropriate service	Several recorded peer referrals - Positive participant feedback	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Vulnerable seniors, 55+ affected by poverty, homelessness, and mental health

What positive impacts were felt by your target audience? Relieved isolation, built resilience, referrals to support services

How many have benefitted from the project or program? Directly 72, indirectly 250 (through informal engagement)

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

How many volunteers have worked on this project or program? 3 What total hours did they work? 60





## 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)
<b>Project or Program Costs</b>		
Transport	2,079.74	
Tickets and Outing Fees	2,114.15	
Seniors Club Resources	9,232.91	
Food	1,480.38	
Volunteer appreciation	0.00	
Staff Training	800.00	
Staff Wages	22,217.01	
<b>A. Total Project or Program Expenses</b>	<b>\$ 37,924.19</b>	
<b>Administration</b>		
Management and Reporting	4,166.80	
<b>B. Total Administrative Expenses</b>	<b>\$ 4,166.80</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 42,090.99</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
New Horizons for Seniors Program	20,060.00	Confirmed	Charles Lidstone	1-855-312-0400
City of Victoria Strategic Plan Grant	20,000.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 40,060.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			



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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
Private donor Donations	2,030.99			
<b>C. Total Matching Funds</b>	<b>\$ 2,030.99</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 42,090.99</b>			

### 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.

Marg Rose

Signature

Director of Philanthropy

Position

Marg Rose

Name

15-NOV-2019

Date



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1 Centennial Square  
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E [grants@victoria.ca](mailto:grants@victoria.ca)

## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Pandora Arts Collective Society (PACS)

Mailing Address: 10-1921 Fernwood Road

Contact Person: Janine Hannis Email: dragonfly.downs@yahoo.ca

Telephone: 250-818-4573 Website: www.pandoraarts.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: S49758

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 819111279RR0001

*\*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 max - **do not add extra pages**)

The mission of PACS is to support mental health and well-being through an inclusive arts program that can help fight social isolation and provide a welcoming space open to the whole community.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

PACS has been around since 2005, offering all community members an arts-based program, focusing on social inclusion and welcoming and stigma-free environment. Additionally, PACS has the mandate to have half of the Board of Directors be program participants. In addition to focusing on the destigmatization of mental health through an inclusive art program, PACS also creates leadership skills and opportunities to direct change and community building. PACS is the Heart of Arts.

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

How many volunteer staff at organization? 15 Total volunteer hours: 480

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	8265.00	To support the twice weekly community art program
Victoria Foundation	20,000.00	To support program and zine production and board development
BC Gaming	9600.00	To support program facilitation and supplies
Donations	4000.00	To support program and events
Membership Fees	450.00	To support events
Program Fees	750.00	For studio and program participation
Fernwood Community Association	11,520.00	Studio, gallery and program space (in kind)
Organization's Annual Budget	\$ nan	\$ 54,585.





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## 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 speaker series open to whole community	attendance, increased awareness and acceptance of community members facing mental health challenges
Support all neighbourhood art events as "Hub"	hundreds of visitors come through gallery as part of Art Stroll and other PACS shows
Sponsor neighbourhood artists for monthly visit	local artists contribute their time and expertise to PACS as guest artists for 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%)

#### Beyond Social Inclusion: PACS as Heart of the Arts

Project or program title: People with mental health challenges, all neighbourhood members, local artists

Who is your target audience? People with mental health challenges, all neighbourhood members, local artists

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Fernwood is the arts hub of Victoria, home to theatres, galleries and art programs. It is also an inner-city community faced with challenges due to a high proportion of community members facing barriers of mental health challenges. To truly allow Fernwood to shine as the inclusive neighbourhood it needs to be, in 2020/21 PACS aims to do 2 significant things: 1. Hold a Speaker Series that will explore themes related to creativity and mental health, to coincide with the annual art shows and Fernwood Art Stroll. This series will be an opportunity to highlight creative accomplishments and expertise in the convergence of art and community commitment to mental health. Keynotes will be selected from studio participants, facilitators and board members, and will also feature mental health experts as well as art educators, all free of charge to the community. 2. Welcome all the community to experience the neighbourhood through being the main "hub" for the Fernwood Art Stroll. Centrally located, PACS is the natural hub and the Art Strolls draws hundreds of locals to truly experience the wonderful neighbourhood and help solidify its identity as a vibrant, inclusive, welcoming place.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |

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.

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |



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## 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 max - **do not add extra pages**)

Strategic Objective 8- Strong, Liveable Neighbourhoods: PACS is a major contributor to making Fernwood a strong liveable neighbourhood through three major features: A: Maintaining an inclusive and welcoming program, open to all community members, that promotes mental health through increasing the social determinants of destigmatization and mental wellness; B: PACS is the heart of the Arts Hub, making this neighbourhood an arts destination for all of Victoria during art shows and events such as the Fernwood Art Stroll; and C: PACS Speaker Series will be a huge draw for the neighbourhood that will demonstrate the welcoming and inclusiveness of the neighbourhood in embracing the challenges of supporting community members with mental health challenges through giving them creative outlets

How many will benefit from the project or program? 200  
What percentage of residents benefit from this project or program? City of Victoria 70% Greater Victoria 30%

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 12,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (If applicable)
<b>Project or Program Costs</b>		
Studio Outreach Facilitator (s) & Program developers	2600.00	52 hours @\$25 per hour over several months
Studio Supplies	1200.00	For both participants and community members
Guest honourariums	600.00	\$50 per honourarium for multiple events
Event Expenses	1000.00	Set up, refreshments
Speaker Series	2000.00	Specific expenses for Speaker series - handouts, food, set up
Art Show/Stroll	500.00	Supplies needed for community projects, set up needs
Arts-based program assessment ('zine)	300.00	Web services, production
Advertising	200.00	Posters, web advertising, direction boards
Studio Space	2000.00	Rental of space for events and programming (pro-rated, in kind)
<b>A. Total Project or Program Expenses</b>	<b>\$ 10,400.00</b>	
<b>Administration</b>		
Administrator time	500.00	Pro-rated use of administrator
Accounting Services	300.00	Pro-rated use of bookkeeper
Office Rent	300.00	Pro-rated part of office rent
Board insurance	100.00	Pro-rated part of insurance
Office Supplies	200.00	Office supplies to support program
Internet /Communitations	200.00	Pro-rated portion of internet/telephone
<b>B. Total Administrative Expenses</b>	<b>\$ 1,600.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 12,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	13.33%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	10,000	Pending	Tami Reynolds	250-361-0272
<b>A. Total Government Funding</b>	<b>\$ 10.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
Fernwood Community Association	2000.00	Confirmed	Naomi Simpson	250-384-7441
<b>D. Total In-Kind Contributions</b>	<b>\$ 2,000.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 12,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We will provide as much support as possible within our regular working budget to support the Fernwood Art Stroll and attempt to do one Speakers Series instead of 2 or 3, and perhaps only featuring 2 speakers (and two perspectives) instead of 3. Therefore, we will scale down our efforts, but think this is so valuable for neighbourhood enhancement that will still try to do what we can with our limited resources.

### 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 8, 2020 To: July 30, 2021

Project or program location: little Fernwood Gallery and Studio Spaces, as well as outreach booth at Moss Street





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
September until December	Preparation and launch of Winter Show and accompanying first Speaker Series by early December
January 2021 - June	Preparation and launch of Spring Show and Fernwood Art Stroll (June) and second Speakers Series
July	Preparation and hosting booths for Moss Paint-In (usually mid July)

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 50

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: Zine sponsorship page

### 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

Digitally signed by Michael Emme  
Date: 2020.01.27 09:59:42 -08'00'

**PACS Treasurer**

Signature

Position

**Dr. Michael J. Emme**

Name

Date



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## Strategic Plan Grant Final Report

### How to Apply:

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

☐ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Pandora Arts Collective Society

Mailing Address: 10-1921 Fernwood Avenue

Contact Person: Janine Hannis Email: dragonfly.downs@yahoo.ca

Telephone: 250-818-4573 Website: www.pandoraarts.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Beyond Social Isolation

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)

We received the funding in late July and our program is for September to July, so it is only at its half-way point now. The program will be finished in July.

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

This program has done an excellent job aligning with the Strategic Objective of Social Inclusion and Community Wellness through the successful drop-in program, guest artists providing programming, as well as significant leadership and capacity building through board development and strategic planning.

### 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
Decrease Social Isolation	Program participation has been at or beyond capacity each week	Yes <input checked="" type="checkbox"/>
More Community Involvement and Collaboration	PACS hosted several guest artist sessions and 2 collaborative art shows	Yes <input checked="" type="checkbox"/>
Develop leadership	Coordination of fall events and strategic leadership planning event	Yes <input checked="" type="checkbox"/>

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Community members who face isolation: mental health, seniors, etc.

What positive impacts were felt by your target audience? Being seen and respected in the community

How many have benefitted from the project or program? 50

What percentage of Greater Victoria Residents benefitted from this project or program? 12

How many volunteers have worked on this project or program? 30 What total hours did they work? 120



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## 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)
<b>Project or Program Costs</b>		
Studio facilitators for all programs for 6 months	7,200.00	\$300 for 24 weeks for six months
Art Supplies	1,270.00	For six months
Insurance	425.00	For six months
Guest per diems	250.00	For six months - for community artist honorariums
Event expenses	275.00	For six months, for events
Yearly shows	240.00	For art shows for fall only
Studio space	5,760.00	6 month studio rental space from Fernwood Community Assoc. (in kind)
Zine project	910.00	Artists, web services, for 1 zine
<b>A. Total Project or Program Expenses</b>	<b>\$ 16,330.00</b>	
<b>Administration</b>		
Administrator (pro-rated portion)	1,000.00	Pro-rated for project plus for only six months
Accounting services	175.00	Pro-rated cost and for six months
Office rent	350.00	6 months of .25 of \$300 monthly rent
Board insurance	150.00	6 months of pro-rated yearly insurance
Office supplies	195.00	6 months of pro-rated office supplies
Internet/Communications	625.00	6 months of telephone and internet
<b>B. Total Administrative Expenses</b>	<b>\$ 2,495.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 18,825.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
BC Gaming	4,800.00	Confirmed <input checked="" type="checkbox"/>	Community Grants	250-356-1081
City of Victoria	8,265.00	Confirmed <input checked="" type="checkbox"/>	Tami Reynolds	250-361-0272
<b>A. Total Government Funding</b>	<b>\$ 13,065.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			





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## Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Fernwood Community Association	5,760.00	Confirmed	<input checked="" type="checkbox"/> FCA	
D. Total In-Kind Contributions	\$ 5,760.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 18,825.00			

### 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.

Signature

President

Position

WILLIAM GOERS

Name

Jan. 23, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Peers Victoria Resources Society

Mailing Address: 1 - 744 Fairview Road, Victoria BC, V9A5T9

Contact Person: Rachel Phillips Email: ed@peers.bc.ca

Telephone: 250.388.5325 Website: www.safersexwork.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-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 max - **do not add extra pages**)

Peers Victoria Resources Society is a peer-led non-profit agency that provides social supports and services to current and former sex workers. 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 max - **do not add extra pages**)

Peers Victoria began in 1995, and is among the oldest peer-led sex worker organizations in Canada. It is unique in Victoria, and on Vancouver Island, as the only organization that specifically serves people currently or formerly in the sex industry. 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.

How many paid staff at organization? Full Time: 0 Part Time: 14

How many volunteer staff at organization? 25 Total volunteer hours: 1400

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	12,000.00	Drop in
Government of Canada	260,000.00	Housing, Violence Prevention, Health Program
Government of BC	285,000.00	Counselling, Indigenous Program, Small Business, Drop in (20000), Housing
Island Health/BC Gaming	184,000.00	Night Outreach
Foundations and donors	120,000.00	Health Outreach, Social Groups, Drop in (5000)
United Way	50,000.00	Drop in Program (50,000)
Organization's Annual Budget	\$ 911,000.00	



## 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	5000+meals served at drop in centre
Health and Wellness Education	52 health and wellness education group education workshops
Disease and overdose prevention	safer sex (condom 5000+) and harm reduction (syringe 3000+/naloxone distribution)
Health care access	12 nurse visits for immunizations, STI testing and wellness consults (drop in program specifically)
Public education	10 or more media or speaking engagements involving drop in staff
	*the outcomes above are drop in program specific;
	*drop in program supports other programs at peers but non direct outcomes are not included

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Drop-in: A community wellness centre for current and former sex workers

Who is your target audience? people currently or formerly in sex work or trade of all genders

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Since 2003 Peers has been running a daytime drop-in program at its Esquimalt location. Currently this program runs 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, clinical counselling, specialized groups) and outreach services, as well as a low barrier, community oriented setting from which individuals can access 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 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 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 [2019-2022 Strategic Plan](#)).

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☐ Strong, Liveable Neighbourhoods (5.50)

- ☐ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)





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## 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 max - **do not add extra pages**)

This program directly addresses the City of Victoria's strategic objective to facilitate health, wellbeing and a welcoming city because people in the sex industry face interacting 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, clinical counselling, harm reduction services to a diverse population in the sex industry, and we regularly engage in public education. Most importantly our peer based provides 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? 320 directly; 900 total

What percentage of residents benefit from this project or program? City of Victoria 0.01 % Greater Victoria .002 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 15000

**Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Salary and wages	54,000.00	2 part time drop in staff; contribution to volunteer coordinator and program manager
Food (cash and in kind)	18,000.00	Breakfast and lunch Monday to Thursday (10 breakfast, 25 lunch per day)
Honoraria	8,000.00	Workshop honorariums to acknowledge time of participants (\$10/pp)
Transportation	8,000.00	Bus ticket program and contribution to shared program vehicle
<b>A. Total Project or Program Expenses</b>	<b>\$ 88,000.00</b>	
<b>Administration</b>		
Payroll/accounting and financial review	1,700.00	
Building	7,300.00	contribution: landscaping, waste removal, janitor, phones, copier, office supplies, utilities, mail
<b>B. Total Administrative Expenses</b>	<b>\$ 9,000.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 97,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.28%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	15,000.00	Pending		
Prov BC - Civil	20,000.00	Pending		
Prov BC CAI	8,000.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 43,000.00</b>			
<b>Corporate Sponsorships</b>				
United Way	50,000.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 50,000.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
Mustard Seed	4,000.00	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 4,000.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 97,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We have applied for 15,000 on the assumption that we will receive one of the 2020 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) while still maximizing 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: April 1 2020 To: March 31 2020

Project or program location: #1-744 Fairview



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
March 31	5000 meals served
March 31	52 health and wellness workshops
March 31	safer sex (condom 5000+) and harm reduction (syringe 3000+/naloxone distribution)
March 31	12 nurse visits (60+ persons received care)
March 31	10 or more media or speaking engagements involving drop in staff

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours required: 416

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

**Rachel Phillips** Digitally signed by Rachel Phillips  
Date: 2020.01.31 14:20:32 -08'00'

Signature

**Executive Director**

Position

Name

Date





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## Strategic Plan Grant Final Report

### How to Apply:

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

☐ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Peers Victoria Resources Society

Mailing Address: 1-744 Fairview Rd.V9A5T9

Contact Person: Rachel Phillips Email: ed@peers.bc.ca

Telephone: 250.516.1042 Website: www.safersexwork.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Drop-in: A community...

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 runs from April 1-March 31 and is an ongoing program. However, the City of Victoria contribution has been expended and therefore this report is a final expense report related to City of Victoria funds.

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

This program directly addressed the City of Victoria's strategic objective to facilitate social inclusion and wellness because a welcoming community setting for people in sex work who face interacting stigmas which prevent them from optimally accessing public resources. Participants accessed food, social support, wellness curriculum, and safer sex and harm reduction supplies alongside nursing care.

### 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
Food security and community building	50000 meal served	Yes
Connecting to resources and wellness learning	80 wellness workshops delivered	Yes
Housing	12 persons housed	Yes
Timely health care	80 persons supported to access physician testing	Yes
Disease prevention	Naloxone (50) condoms (5000+) syringes (3600) *Drop in only	Yes
Violence prevention and response	36 bad date reports	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? sex workers

What positive impacts were felt by your target audience? peer based leadership, connection to basic resources

How many have benefitted from the project or program? 286 directly

What percentage of Greater Victoria Residents benefitted from this project or program? .0001 (CRD)

How many volunteers have worked on this project or program? 15 What total hours did they work? 1800



## 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)
<b>Project or Program Costs</b>		
		For the period April 1, 2019 to January 31, 2020; approx 12,000 from United Way and Civil Forlt.
Payroll	31,772.00	(cont.) carried over to cover Feb and March 2020
Food	7,934.00	breakfast/lunch
Honorariums	6,836.00	\$10pp for participation in wellness workshops
Materials and supplies	3,848.00	art materials, office supplies, furniture, kitchen goods (post reno)
Transportation	1,686.00	bus ticket program
Computer/software	1,143.00	maintenance of two program computers
Crisis grants	475.00	small expenses paid to help clients with health barriers - id, rent shortage etc
Misc postage, program vehicle, crisis grants, mileage,	1,054.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 54,748.00</b>	
<b>Administration</b>		
Bookkeeping	1,350.00	Book keeping (\$1350), insurance (\$1250), strata (1572), utilities (658), office cleaning (929)
Insurance	1,250.00	
Strata	1,572.00	
Utilities	658.00	
Office cleaning	929.00	
Disposal	465.00	
Mortgage interest	550.00	
Bank charges	185.00	
telephone	144.00	
equip rental, website, audit, volunteer apprec etc	926.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 8,029.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 62,777.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	12,000.00	Confirmed		
Province of BC	8,793.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 20,793.00</b>			
<b>Corporate Sponsorships</b>				
United Way	41,719.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 41,719.00</b>			



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## Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Donations	265.00			
D. Total In-Kind Contributions	\$ 265.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 62,777.00			

### 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.

  
\_\_\_\_\_  
Signature

Executive Director  
\_\_\_\_\_

Position

Rachel Phillips  
\_\_\_\_\_

Name

\_\_\_\_\_  
Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Peninsula Streams Society  
Mailing Address: 9860 West Saanich Road  
Contact Person: Ian Bruce, RPBio Email: landouglasbruce@gmail.com  
Telephone: 250.363.6596 Website: peninsulastreams.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: S0044670  
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 865001457RR0001

*\*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 max - **do not add extra pages**)

Peninsula Streams Society helps coordinate stream/beach restoration and habitat conservation in Greater Victoria. We provide our associated groups with the technical expertise and resources to help achieve their goals. Our goal is to achieve healthy aquatic habitat that supports self-sustaining populations of native species in both freshwater and marine environments. We accomplish this objective through research, restoration, innovative projects, public education and private land stewardship.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

PSS has an 18 year history of completing many successful stream/shoreline/riparian restoration and education/stewardship projects, including projects on Tod, Swan, Colquitz, Goward, Hagan, Tetayut (Sandhill), Tseycum, Reay, TenTen and Chalet Creeks. We are supported by our volunteers who possess a diverse range of professional and technical skills. We provide environmental education to the communities of Greater Victoria and enable stewardship groups to improve their local creeks, parks, etc.

How many paid staff at organization? Full Time: 3 Part Time: 1  
How many volunteer staff at organization? 100 Total volunteer hours: 3504

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	18,000.00	Activities highlighted in this report (please see budget)
Corporate Sponsor Donations	10,000.00	Staff/contract wages, staff benefits, projects, organizational costs, etc.
Donations from Organizations	15,000.00	Staff/contract wages, staff benefits, projects, organizational costs, etc.
Contract Revenue	6,000.00	Staff/contract wages, staff benefits, projects, organizational costs, etc.
Individual Donations	17,000.00	Staff/contract wages, staff benefits, projects, organizational costs, etc.
Municipal Grants	47,000.00	Staff/contract wages, staff benefits, projects, organizational costs, etc.
Miscellaneous	2,450.00	Staff/contract wages, staff benefits, projects, organizational costs, etc.
Organization's Annual Budget	\$ 115,450.00	



## 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
Clean up Victoria shorelines	Length of shoreline cleaned and weight of debris
Engage community for support	Number of volunteers/community members engaged (and volunteer hours)
Survey Victoria beaches for forage fish spawning habitat	Number of beaches surveyed for forage fish eggs
Engage with community groups, businesses and schools for support	Number of groups, businesses and schools engaged
Contract engineers to develop drawings for rain gardens	Engineering drawings produced
Identify beaches for nourishment	Number of beaches identified for nourishment
Build partnerships in community	Number of partnerships built
Identify sites for rain garden potential	Number of sites identified

## SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: The BEACH Initiative & Rain Garden Stewardship  
Who is your target audience? Victoria - all community members, all ages - businesses, community groups, schools, etc.

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

In 2018, PSS started the Beach Education and Conservation of Habitat (BEACH) Initiative. Activities to date have included beach/creek cleanups, beach nourishment through addition of sand and gravel to degraded beaches (climate change adaption), as well as citizen science training and implementation. In 2020 we want to expand into Victoria but need funding and support. Among other cleanups, a major Victoria Harbour cleanup involving businesses with property along the shoreline is planned. We will train and coordinate groups of volunteers to undertake forage fish egg surveys on Victoria beaches. We will use some grant money to identify beaches for nourishment potential in the immediate future. This improves overall aquatic ecosystem while providing areas for recreation such as kayaking or swimming. Planning services will include partnership development, working with Victoria staff and fundraising.

Rain gardens (RG) are depressions planted with native plants to mitigate negative impacts of stormwater - high flows and pollution. Rain gardens are a direct climate change adaptation for managing increased winter storm events. In 2020-21, PSS will engage with the community, schools, businesses, etc to build RGs in Fall 2021 and beyond.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |   |

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.

- |   |   |
|---|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)                     |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |



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## 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 max - **do not add extra pages**)

The 1st component involves cleaning beaches which is environmental stewardship.  
The 2nd component involves citizen science - surveying beaches for forage fish eggs, which are a vital component of the marine food web. Combined with education, this is another example of environmental stewardship - taking care of local beaches.  
The 3rd component is beach nourishment which improves the ecosystem and is a climate change adaption.  
The 4th component is RG stewardship which is both environmental stewardship and a climate change adaption (SW improvements).  
Essentially, this initiative empowers citizens to engage in climate leadership and environmental stewardship through these activities. Knowledge is empowering and we all need to understand shoreline habitat together to create a better future for ourselves, as well as our local flora and fauna.

How many will benefit from the project or program? All Victoria

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 18000

**Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages.**

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Forage fish sampling equipment	3,500.00	Equipment to undertake surveys, microscopes
Volunteer insurance, ads and public notes, mileage	1,600.00	
Consumables (garbage bags, disinfectants, etc) and tools	600.00	For cleanups
BEACH: Project management, training, coordination and field work	21,500.00	Staff costs for beach work
Meeting room rentals and office misc.	1,100.00	
RG: Partnership building & stewardship activities/outreach	4,000.00	Staff costs for RG activities
RG: Site identification and engineering drawings	4,000.00	
Volunteer Labour	8,000.00	Volunteers at cleanups, undertaking surveys, RG stew. (valued @ \$20/hr)
<b>A. Total Project or Program Expenses</b>	<b>\$ 44,300.00</b>	
<b>Administration</b>		
Human Resources	4,200.00	Admin related to the initiative/stewardship
<b>B. Total Administrative Expenses</b>	<b>\$ 4,200.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 48,500.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	8.66%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	18,000.00	Pending	\$8,000 for RG Stew.	\$10,000 for BEACH
<b>A. Total Government Funding</b>	<b>\$ 18,000.00</b>			
<b>Corporate Sponsorships</b>				
World Wildlife Fund	10,500.00	Confirmed	Jacklyn Barrs	778-401-7756
TD Friends of the Environment Foundation	8,000.00	Pending	Mandip Kharod	604-654-8832
Pacific Salmon Foundation	4,000.00	Pending	Jim Shinkewski	604-664-7664
<b>B. Total Corporate Sponsorships</b>	<b>\$ 22,500.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
Volunteer Labour	8,000.00	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 8,000.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 48,500.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We require funding to move the activities from this initiative into Victoria. Partial funding would allow us to undertake minor activities but not to the same capacity. It is vital we reach as many community members as possible to help restore/improve important coastal ecosystems, improve SW management through RGs and maintain the quality of environment within 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: July 1, 2020 To: June 30, 2021

Project or program location: Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Event promotion, outreach to community groups, partnership building
Ongoing	Buy new materials as necessary
September 30, 2020	Undertake the 'Great Victoria Harbour Cleanup'
June 30, 2021	Select sites for nourishment potential
June 30, 2021	Survey 30 beaches, deploy sets of gear to 8 groups (Throughout year)
June 30, 2021	Select sites for rain garden potential, contract engineers to create drawings
June 30, 2021	Clean 5-7 other beaches/creeks (Throughout year)
June 30, 2021	Submit final report

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 150-200 Total volunteer hours required: 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?

- ☒ 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

Ian Douglas Bruce Digitally signed by Ian Douglas Bruce  
Date: 2020.01.31 14:21:54 -08'00'

Signature

Executive Director

Position

Ian Douglas Bruce

Name

January 3, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Power To Be Adventure Therapy Society

Mailing Address: 107-1208 Wharf St, Victoria BC, V8W 3B9

Contact Person: Liz Brown Email: lbrown@powertobe.ca

Telephone: 250-385-2363 Website: powertobe.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: S0045569

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 86126 9959 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 max - **do not add extra pages**)

Power To Be's mission is to empower people to explore their limitless abilities through inclusive adventures rooted in nature. We work to remove cognitive, physical, social, and financial barriers to the outdoors, supporting participants to explore who they are and what they are capable of with the support of our staff, volunteers and each other.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Power To Be started in Victoria 21 years ago. Since that time, we have empowered over 10,000 individuals and families living with barriers to discover their limitless abilities in our nature-based programs. Our programs include hiking, kayaking, canoing, camping, expeditions, and other nature based recreation. We also partner with 14 Victoria based community non-profits to increase our impact and provide services to those who need us most.

How many paid staff at organization? Full Time: 41 Part Time: 3

How many volunteer staff at organization? 85 Total volunteer hours: 1700

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	12,000.00	75% of the cost for 6 Have A Go days.
Corporate Donations	326,200.00	
Individual Donations	40,000.00	
Foundation Donations	1,900,300.00	
Fundraising Events	1,680,000.00	
Government	78,000.00	
Program Fees	53,591.00	
Other	21,584.00	
Organization's Annual Budget	\$ 4,111,675.00	





## 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 6 Have a Go (HAG) days	HAG days take place in Aug, Sept (2020), Feb, March, April, June (2021).
Increase opportunities for families to access outdoor recreation together.	Number of families participate in activities together; feedback from survey.
Provide an opportunity for individuals on our waitlist to access programs.	Number of waitlist individuals who attend HAG days regularly before joining the program.
Increase number of people with free access to recreation.	Number of attendees at each HAG day; responses to feedback survey.
Increase participants knowledge of regional indigenous history.	Through stories shared and/or inclusion of indigenous communities at HAG.
Increase participants knowledge of environmental stewardship.	Through environmental education during program and/or inclusion of local environmental 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: Have a Go (HAG) Days

Who is your target audience? Families and individuals that have barriers to nature-based experiences

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

We are seeking funding for six Have a Go (HAG) days in 2020/21, reaching approximately 300 individuals. HAG days provide inclusive access to nature-based recreation for individuals and families that face barriers such as disability, mental health considerations, and socioeconomic challenges. HAG days are free, so cost is never a barrier, and our aim is to introduce a variety of activities (ie hiking, canoeing, yoga) one at a time. We also invite select community partners to join us each month. Previous partner organizations have included Canucks Autism Network, Go Fish BC, and members of the WSÁNEĆ community. By including other community groups, we are increasing awareness about our service, and the number of organizations attendees have access to. Upon arrival, attendees sign up to participate in activities of their choice. We support these activities by providing gear and adaptive equipment as required. During each activity, staff allow time to discuss the natural world and the history of the land, and we provide space for participants to connect with each other and volunteers. Funding is required to deliver this program free of charge, and to cover the associated staffing, promotion, facility and equipment costs.

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 [2019-2022 Strategic Plan](#)).

- ☒ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☐ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)
- ☒ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☐ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)



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## 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 max - **do not add extra pages**)

Have a Go days align with this City of Victoria objective: Health, Well-being, and Welcoming City. Specifically, HAG days address increased access nature and availability of free recreation options. Our free HAG days are hosted at our Prospect Lake site, a 78-acre property in Saanich. We have built nearly 5km of accessible wilderness trails that meander up and over rocky outcrops, over streams, and through lush forest. Trails have been built to accommodate our TrailRiders, which are a piece of adaptive equipment that allows someone with mobility challenges to experience traversing single track. As this property is situated on Prospect Lake, we take up to 10 people paddling in each of our voyageur canoes. HAG days also support Reconciliation and Indigenous Relations. Each of our programs open with a land acknowledgment, and many of our skilled facilitators share stories of the land that they have learned through engaging the W̱SÁNEĆ community. Climate Leadership and Environmental Stewardship plays a role in our HAG days through the inclusion of environmental stewardship principles and organizations. We work closely with these organizations to ensure we are protecting our land and waterways.

How many will benefit from the project or program? 300

What percentage of residents benefit from this project or program? City of Victoria 25 % Greater Victoria 75 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 12,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Staff Overhead	82.80	Training and professional development
Program Evaluation and Planning	2,160.00	80 staff hours at average \$27/hour
Program Supplies	1,470.00	Food, equipment and gear repairs, first aid supplies, portion of adaptive equipment used, rentals
Program Overhead	3,000.00	Rent, utilities, insurance, and facility operations
Internal Staffing	8,100.00	300 staff hours at average \$27/ hour
<b>A. Total Project or Program Expenses</b>	<b>\$ 14,812.80</b>	
<b>Administration</b>		
Administrative Staff	900.00	30 staff (Finance, IT, Facilities) hours at average \$30/hour
<b>B. Total Administrative Expenses</b>	<b>\$ 900.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 15,712.80</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	5.73%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	12,000.00	Pending		
<b>A. Total Government Funding</b>	\$ 12,000.00			
<b>Corporate Sponsorships</b>				
Various confirmed corporate funders	3,712.80	Confirmed	various	
<b>B. Total Corporate Sponsorships</b>	\$ 3,712.80			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	\$ 0.00			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	\$ 0.00			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	\$ 0.00			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	\$ 15,712.80	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

Power To Be is committed to offering this program in 2020/21 and while we could redirect funds pull from our general revenue stream (including unrestricted donations from foundations, corporations, individuals, and fundraising) to offer HAG days, we would be unlikely to offer them on a monthly basis.

### 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 2020 To: June 2021

Project or program location: 4633 Prospect Lake Rd, Victoria BC





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
August 23 2020	HAG day 11am to 3pm. Activities include canoeing, hiking/trail with trail rider, lawn games, yoga.
September 13 2020	HAG day 11am to 3pm. Activities include canoeing, hiking/trail with trail rider, lawn games, yoga.
November 2020	Begin review of 2020 HAG days, survey participants, plan 2021 dates.
February 2021	HAG day 11am to 3pm. Activities include canoeing, hiking/trail with trail rider, lawn games, yoga.
March 2021	HAG day 11am to 3pm. Activities include canoeing, hiking/trail with trail rider, lawn games, yoga.
April 2021	HAG day 11am to 3pm. Activities include canoeing, hiking/trail with trail rider, lawn games, yoga.
June 2021	HAG day 11am to 3pm. Activities include canoeing, hiking/trail with trail rider, lawn games, yoga.

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 per day Total volunteer hours required: 420

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

Tim Cormode

Name

January 30, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Quadra Village Community Centre (the Downtown Blanshard Advisory Committee)

Mailing Address: 901 Kings Road, Victoria, BC V8T 1W5

Contact Person: Kelly Greenwell Email: kelly@quadravillagecc.com

Telephone: (250) 388-7696 Website: https://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: 101476083RR0001

**\*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 max - **do not add extra pages**)

**Our Mission 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 our neighbourhood in a safe and welcoming environment.**

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

The Quadra Village Community Centre (QVCC) is a safe and welcoming gathering place and neighbourhood association in the vibrant and diverse neighbourhood of Hillside Quadra. We work together to nurture community well-being by providing services and programs to meet the social, educational, health, employment, environmental and recreational needs of the people in the heart of the city. Since 1974 our preventative and responsive community-based programs have helped make change close to home.

How many paid staff at organization? Full Time: 19 Part Time: 19

How many volunteer staff at organization? 189 Total volunteer hours: 6384

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	125,377.00	Core Operating, Neighbourhood Base, CVYC, Food Skills for Youth
BC Government (includes BC Housing)	486,000.00	Child, Youth & Family Outreach and Drop-ins plus Childcare Subsidies/CCOF
Gaming	79,500.00	Community Support Program plus Seniors' Advocacy
Federal Government	43,521.00	Summer Camp, Early Years and Community Support Program
School District 61	609,711.00	(School Based) Youth and Family Counsellors
Foundation Grants	52,000.00	Victoria Foundation, Children's Health Foundation
Donations plus Service Club Funding	34,800.00	Rotary Club plus Individual/Group Donations
Program Fees, Rent, Other	148,296.00	Childcare and Camp Fees, Space Rentals, Smaller and One Time Funds
Organization's Annual Budget	\$ 1,579,205.00	Based on QVCC/DBAC 2019-20 Budget Amounts with Updates



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## 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 local food security	quantify # of active beds/growing season; calculate the square footage of beds; survey
Enhance community connections through food	# of work parties/workshops; # participants; # volunteers; # community garden participants/programs
Enhance the well-being and health of local residents	before/after surveys; implement login book to document garden & visitor experience
Strengthen knowledge of: urban food production & climate resilient food sys	# of workshops offered/# of participants; before/after surveys
Establish new community partnerships and initiatives	# of new partnerships and initiatives developed through the allotment garden;
Enhance health of natural environment and increase biodiversity	# of native trees, shrubs, and wildflowers planted in allotment garden area

### 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 Summit at Quadra Village Allotment Gardens  
 Who is your target audience? Residents of the City of Victoria without access to growing space for food production

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Hillside-Quadra has well documented food security challenges and has had a strong appetite to see allotment gardens on the grounds of the former Blanshard Elementary since the closure of the school in 2003. Through community consultation, allotment gardens were a popular choice of the neighbourhood and openly outlined as an option through the advanced consultation prior to the commencement of the Summit at Quadra Village Project. Since, QVCC has developed a working relationship with CRHD (land owner) and VIHA (land manager) and have come up with terms for a Lease Agreement for an agreed upon portion of the site at the Summit at Quadra Village Project that will be converted to a community allotment garden (\*lease is pending final approval, it's expected to be approved). We are now in the planning phases of the Allotment Garden project, and are hoping for the project to commence late-Spring/Summer 2020. In order for this to happen, we are actively seeking diverse funding and operational support for the project. Start-up costs for building, developing, and administrative management of the allotment garden will consist of the majority of the costs, and provides the rationale for the need of the grant to mobilize the project forward.

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 [2019-2022 Strategic Plan](#)).

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☒ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)  
☒ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☒ Strong, Liveable Neighbourhoods (5.50)

- ☐ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)





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## 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 max - **do not add extra pages**)

Community gardens help facilitate: community-building, health and well-being, positive social interaction, poverty reduction and empowerment of local residents, a sense of place and a connection to our natural world and local ecological and food systems, and a means for which to produce food, locally. Initiatives supporting local food security are a necessary antidote to a vulnerable global food system. The globalization of food systems has had far-reaching impacts to global and local food security: Vancouver Island currently imports 70% of its food from California, a region which is itself highly vulnerable to the implications of climate change on food production. Climate change is exacerbating the loss of socio-ecological, cultural, and food system resilience, highlighting the need to re-think, re-design and re-localize food systems; providing increased opportunities to grow food locally using ecological and traditional knowledge about resilience is one way of overcoming these challenges. Additionally, the therapeutic effects of horticulture are well-documented and provide sound rationale and support that this project would substantially increase the health and well-being of garden and community members.

How many will benefit from the project or program? ~10,295

What percentage of residents benefit from this project or program? City of Victoria ~12 % Greater Victoria ~2.5 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 29,197.5 (71,997.50 Total Budget) **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Project Coordination and Volunteer Labour Support	14,720.00	7 Hours Weekly Average Paid Coordination for 40 weeks including MIRCS plus Volunteers
Soil and Crushed Limestone/Gravel	7,500.00	Soil@50/cubic yard; 100 cubic yds : 15.5 cubic yds materials for accessible pathways@355/cubic yard
3-bin compost system (including all necessary hardware and hardware cloth)	1,000.00	*could potentially be less expensive with the use as pallets as materials
Irrigation in community garden area incl. hose bibs etc	2,000.00	*drip irrigation for community garden area only and water spigot access
Fencing, covered tool shed and pergola area for meeting	10,800	*deer fencing, tool shed provided by "the Shed Guys" 4x4 cedar posts, cedar boards, screws
Lumber & brackets for: 25 3x12x2 ft; 5 4x4x2 ft; 6 3x20x2 ft raised beds	10,000.00	*Planning on using Douglas-fir *
Garden supplies and tools (wheel barrows, shovels, hoses, etc.); Plant material for communal areas	3,500.00	*Additional tools for garden members; edible/medicinal/pollinator/native trees, shrubs & wildflowers
Land Lease for Allotment Gardens	18,000.00	\$18,000 Land Lease
Signage and Copying	650.00	Wayfinding, Welcome and Onsite Instruction Signage Plus Copying for Gardeners
<b>A. Total Project or Program Expenses</b>	<b>\$ 68,170.00</b>	
<b>Administration</b>		
Project Oversight and Supervision of Coordinator	2,400.00	54 hours over the Course of the Project
Bookkeeping	682.50	21 Hours over Course of the Project
Insurance costs	745.00	* Additional Insurance for New Project on CRHD Land
<b>B. Total Administrative Expenses</b>	<b>\$ 3,827.50</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 71,997.50</b>	<b>Should equal Total Program Funding Sources on page 4.</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	5.31	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	29,197.5	Pending	Alex Harned	778.533.2934
City of Victoria (40% Garden Coordinator grant)	4,000.00	Pending	Alex Harned	778.533.2934
<b>A. Total Government Funding</b>	<b>33,197.5</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
Service Club Grants	4,500.00	Pending		
GVSCU Legacy Foundation	5,500.00	Pending		
<b>C. Total Matching Funds</b>	<b>\$ 10,000</b>			
<b>In-Kind Contributions</b>				
Land Lease at Summit at Quadra Village	18,000.00	Confirmed	David Wilkinson, CRHD	250.360.3656
Volunteer Labour & Skilled expertise	3,500.00	Pending	Kelly Greenwell	250 388 7696
Institutional Grade Deer Fencing	6,000	Confirmed	David Wilkinson, CRHD	250.360.3656
<b>D. Total In-Kind Contributions</b>	<b>\$27,500.00</b>			
<b>Waived Fees and Charges</b>				
Victoria Landscapes soil delivery charges	200.00	Pending		
Woodchip deliveries from local arborists	400.00	Confirmed		
Discounts on Plants and Building Materials	700.00	Pending		
<b>E. Total Waived Fees and Charges</b>	<b>\$ 1,300.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$71,997.50</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

There are substantial financial requirements for the start-up and implementation of the community allotment garden, especially with regard to materials, labour, installation, and administration costs. We will attempt to secure additional funding in order to ensure the project can be effectively implemented; however, if we do not receive the full funding from this grant request, it may impact how much of the community allotment garden can be completed within the first 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: July 1, 2020 To: June 30, 2021

Project or program location: The Summit at Quadra Village long-term/complex care facility at 955 Hillside Street, Victoria, BC



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
February/March 2020	Allotment Garden Committee & allotment gardener recruitment (consistent with C of V garden policy)
February/March 2020	Pursue additional funding/grant opportunities for allotment garden preparation, tools, signage, etc.
February/March 2020	CRHD installation of fencing, entrance gate/arbor, landscape leveling, water source and power access
Late Spring 2020	Commence work parties of approved contractors, allotment gardeners and other volunteers
Summer 2020	Continue with building of raised beds, compost bins, signage, etc. as needed for completion
Summer 2020	Grand opening and first planting take place - host a community event. Signage developed and posted.
Ongoing	Allotment garden and site maintenance volunteering; Garden education and workshops; partner liaison

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15-30 Total volunteer hours required: 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

Kelly Greenwell

Name

Executive Director

Position

January 31, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Refugee Sponsorship Program of the Anglican Diocese of BC

Mailing Address: 900 Vancouver Street, Victoria, BC V8V 3V7

Contact Person: Andrea McCoy Email: amccoy@bc.anglican.ca

Telephone: 250-386-7781, ext 259 Website: www.refugeeswelcomevi.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: 11878 7142 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 max - **do not add extra pages**)

The mission of the Refugee Sponsorship Program of the Anglican Diocese of BC is to support, train and equip local residents in welcoming refugees displaced by famine, war, torture, political violence, and inhumane treatment. We aim to contribute to the inclusive, open-hearted and welcoming city that Victoria is by accepting all refugees and creating a safe community for them. Refugees make our City of Victoria more prosperous, more inclusive, and more welcoming.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

The Diocese has sponsored refugees from around the world for over 30 years. When the Syrian Refugee Crisis emerged into the consciousness of Canadians in September 2015 we were well placed with our experience and expertise to expand and aid ordinary citizens who have sponsored over 400 refugees. Our 1000+ volunteer sponsors are active residents of our city. From this work, former refugees have created jobs, widened our worldview, enriched our communities, and made us simply better.

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

How many volunteer staff at organization? 4 Total volunteer hours: 250

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	40,000.00	Human resources, wage costs, creation of online forum, program trainings, marketing and events.
Anglican Diocese Administrative Fund	42,500.00	Human resources for program coordinators, training materials, office supplies, and social media.
Anglican Diocese of BC	60,000.00	Application processing, recruitment, community engagement, membership fees, conferences and training
Jewish Foundation	5,000.00	Volunteer training and support for refugee sponsorship.
Roman Catholic Diocese Grant	10,000.00	Volunteer training and support for refugee sponsorship.
Pending - Oromo Community Grant	10,000.00	Submit applications, recruitment and support for refugee sponsorship.
Organization's Annual Budget	\$ 167,500.00	



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## 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 provide eight training sessions to educate against racism, for inclusion	Volunteers demonstrate understanding of racism and move from empathy to respect, dignity, autonomy.
To complete 77 applications in process and begin over 100 more.	Those in process will arrive in Victoria and those beginning will secure an allocated spot with IRCC
To raise awareness of the contribution of refugees in our community.	Project participants and the community express better understanding of the contribution of refugees.
To improve the capacity and functionality of sponsoring groups.	Feedback from volunteers; 75% report improvements in their capacity and over 50% will sponsor again.
To improve the experience of refugees sponsored privately.	Feedback from refugees; 90% report feeling accepted, respected, and autonomy restored.
To increase numbers of new volunteers who have not worked with program	More than 25% of applications processed are from new volunteers.
To increase resource sharing and networking among volunteers.	Feedback from volunteers: 90% report increased access to settlement resources.

### 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: My Welcoming City Includes Refugees

Who is your target audience? Local residents, private citizens and newcomer refugees.

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

The response of Victoria residents to the 2015 Syrian refugee crisis resulted in 100+ sponsoring groups forming spontaneously, thanks to 1,000+ eager volunteers. This reflects the open & welcoming culture of our residents. Sadly, 4 years later, the number of sponsoring groups has declined dramatically, mostly due to burn out & isolation, while refugee numbers worldwide reach an unprecedented 25+ million. We have over 300 new requests for sponsorship for Greater Victoria alone, mostly for family reunification. This grant will help us strengthen & form more sponsoring groups. Using community development tools, we will identify key factors sustaining their functionality, share values from collaboration, good leadership, decision-making, planning & evaluation, to diversity awareness, inclusion, justice and respect. Victoria needs a strategy to renew and strengthen the capacity of sponsoring groups among private citizens. We will plan, design & deliver a community development & engagement strategy based on consultation, training events, community meetings, creating an on-line forum for sponsors to network, share best practices & resources, and sustain our capacity to respond to the needs of refugees still waiting to come to 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 [2019-2022 Strategic Plan](#)).

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☐ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☐ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☐ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)



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Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective.  
(1250 characters max - **do not add extra pages**)

Population health and wellbeing are important indicators of a welcoming city. Private sponsoring groups are the first support network of the newcomers. The knowledge of resources available to refugees is crucial for labour market integration and economic sustainability. By focusing on maintaining the functionality of private sponsoring groups and increasing their knowledge, this project will equalize power dynamics and restore autonomy to refugees in making their own decisions. This project will be promoting values of collaboration, leadership, participatory decision-making, inclusive planning and evaluation, as well as diversity awareness, inclusion and respect.

In addition, a strategy for supporting the activities of sponsoring groups, alliances, partnerships and collaboration agreements is being renewed with service providers and health care organizations such as VIRCS, ICA, VICCIRS, and others. These partnerships will increase access to health and other services that support the wellbeing of newcomers and ultimately the welcoming city that Victoria can be.

How many will benefit from the project or program? 500

What percentage of residents benefit from this project or program? City of Victoria 75 % Greater Victoria 25 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 40,000

**Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (If applicable)
<b>Project or Program Costs</b>		
Human Resources	98,000.00	Current funding for three, part-time staff, wage costs, benefits.
Human Resources	37,275.00	Increase allocated hours for program staff to carry forward program objectives.
Meetings	250.00	Community and government.
Supplies, Materials for Training, Print/Photocopying	1,950.00	Stationary, office equipment supplies, refreshments, projector, volunteer training books.
Conference Fees and Travel	4,150.00	Annual conferences with regional and national SAHs.
Memberships	770.00	Canadian Council for Refugees and Volunteer Victoria.
Website and Social Media	1,000.00	Updating information, event creation and marketing.
Online Forum and Database Maintenance.	10,000.00	Creation of forum (200 hours @ \$20 per hour) and database maintenance (300 hours @ \$20 per hour)
Phone	1,980.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 155,375.00</b>	
<b>Administration</b>		
Insurance, office expenses, landline phones, electricity	12,125.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 12,125.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 167,500.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	7.24%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	40,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 40,000.00</b>			
<b>Corporate Sponsorships</b>				
The Oromo Community	10,000.00	Pending	Gail Gauthier	250-386-7781, ext. 245
The Jewish Foundation	5,000.00	Confirmed	Gail Gauthier	250-386-7781, ext. 245
The Roman Catholic Diocese Grant	10,000.00	Confirmed	Gail Gauthier	250-386-7781, ext. 245
<b>B. Total Corporate Sponsorships</b>	<b>\$ 25,000.00</b>			
<b>Matching Funds</b>				
Anglican Diocese Administrative Fund	42,500.00	Confirmed	Gail Gauthier	250-386-7781, ext. 245
Diocese - Synod Contribution	60,000.00	Confirmed	Gail Gauthier	250-386-7781, ext. 245
<b>C. Total Matching Funds</b>	<b>\$ 102,500.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 167,500.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

Our capacity to respond to the global need for refugee settlement would be affected. In addition, local citizens and residents would be unhappy as they would not be equipped to assist refugees.

### 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, 2020 To: June 30, 2020

Project or program location: Victoria, BC (including surrounding neighbourhoods)



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
07/01/20 to 06/30/21	Conduct eight training sessions for volunteer education of cultural respect, restoring dignity.
07/01/20 to 06/30/21	Host four events with faith groups, settlement agencies, ethnic communities for program development
07/01/20 to 06/30/21	Gather reporting from volunteers, ensuring access to settlement resources.
07/01/20 to 06/30/21	Regularly meet newcomer refugees to obtain their perspective of settlement and living in Victoria.
07/01/20 to 06/30/21	Recruit new volunteers for refugee sponsorship.
07/01/20 to 09/01/20	Create online forum for volunteers who are sponsoring refugees.
09/02/20 to 06/30/21	Monitor, survey and gain feedback on forum creation. Change and adjust to support volunteers.

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 250 Total volunteer hours required: 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

**Andrea McCoy** Digitally signed by Andrea McCoy  
Date: 2020.01.30 17:02:06 -08'00'

Signature

**Community Engagement Coordinator**

Position

**Andrea McCoy**

Name

**January 31, 2020**

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Rent Smart Education and Support Society (formerly Ready to Rent BC Assc.)

Mailing Address: 211-611 Discovery St, Victoria BC, V8T 5G4

Contact Person: Andrew Holeton Email: andrew@rentsmarteducation.org

Telephone: 250-388-7171 Website: www.rentsmarteducation.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: S-58333

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 80163 5517 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 max - **do not add extra pages**)

The Rent Smart Education and Support Society (formerly Ready to Rent BC) opens doors to housing through education and other services.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Rent Smart Education and Support Society (RSESS) has been providing education and support to Victoria residents since 2009. Based in Victoria, RSESS works locally and nationally. RentSmart tenant education programs build the capacity of organizations, their staff and community members to decrease housing instability and prevent homelessness. Since 2009, over 5000 people have benefited from RSESS services.

How many paid staff at organization? Full Time: 6 Part Time: 1

How many volunteer staff at organization? 5 Total volunteer hours: 100

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	7,245.00	Victoria Program Delivery
Federal Grants (Reaching home CRD)	10,959.37	CRD Program Delivery
Provincial (BC Housing)	67,000.00	BC Program Delivery Materials & Online courses
Anonymous Donor	112,500.00	Western Canada Program Delivery
Foundation Grants	330,196.00	RentSmart Programs & Initiatives, local, provincial, national.
Registration Fees & Manual sales	225,570.00	RentSmart Educator training fee, RentSmart participant manuals
Fee for Service	52,785.00	Adaption of RentSmart Programs for Saskatchewan & Nunavut
Organization's Annual Budget	\$ 806,255.37	





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## 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
Promote RentSmart Educator training to Victoria organizations	Distribution reach, responses generated
Eligible Organizations apply for access to the training	Eligible Applications received,
Rentsmart Educator training provided to applicants	# of eligible applicants who complete training
Eligible organizations access participant manuals	# of manuals distributed
Organizations have increased capacity to support housing	# of orgs who report increased capacity Impact Survey
Reduced barriers to delivering	# of orgs who report decreased barriers in applications and Impact Survey
More tenants can access RentSmart programs	# of tenants accessing/% increase from previous year
tenants report increased housing stability	#annual survey, program evaluation forms

### 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: Education Support for Housing Stability

Who is your target audience? Organizations serving Victoria residents at risk of homelessness and/or housing instability

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Across BC, lack of rental vacancy & affordable options have created an ongoing crisis for individuals & families. With 27,645 renter households (over 60% of residents) in Victoria, lack of knowledge about renting is a common and preventable issue. RentSmart Education was designed to increase housing stability using a life skills approach to tenant education. Graduates receive a verifiable certificate recognized by BCNPHA, BC Housing. Through a train-the educator model, RentSmart is used by a wide range of community organizations in many provinces. Organizations still struggle with the cost of the program and this is a common barrier articulated. Municipalities are playing an increased role in providing financial support to overcome this. This project is based on an approach used in Calgary, Windsor & Toronto found effective in creating a more cohesive coordinated regional approach. The project will use an application process to provide 15 local organizations with access to Educator training, participant manuals for approximately 300 vulnerable tenants, & an impact survey to measure the effect of the program & financial support. We have received letters of support for the project from Cool Aid, VNFC, Our Place, Burnside Gorge CC.

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 [2019-2022 Strategic Plan](#)).

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☒ Affordable Housing (6.00)
- ☒ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☒ Affordable Housing (6.00)
- ☐ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☐ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)



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Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective.  
(1250 characters max - **do not add extra pages**)

Community organizations play a vital role in supporting vulnerable Victoria residents & families. This project is a proven approach to building their capacity to support people to access and stay housed. This aligns with many of the City's affordable housing goals. RentSmart helps renters navigate situations that otherwise lead to eviction, a critical part of preventing homelessness. 98% of graduates reported RentSmart gave them skills and knowledge to be good tenants. 76% of Educators reported clients/participants were more confident & knowledgeable about renting. With a significant portion of rental stock in secondary suites, encouraging positive relationships with landlords is essential. 81% of RentSmart graduates reported an improved relationship with their landlord. RentSmart certificates are recognized by BC Housing and BCNPHA members in lieu of a second reference thereby increasing access to affordable & subsidized housing as well as market rental. 81% of graduates said the knowledge gained made finding a rental easier.

"Our agency assists people experiencing housing insecurity, so being able to provide these workshops has been incredible. Providing clients with such valuable knowledge has been immensely positive"

How many will benefit from the project or program? 315

What percentage of residents benefit from this project or program? City of Victoria 75 % Greater Victoria 25 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 7,245 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Wages & Benefits (Mgr of Engagement)	5,096.52	Project lead on application process, registration, manuals, impact survey
Wages & Benefits (BC Coordinator)	2,032.80	Coaching & facilitation support to Reaching Home Educators
Wages & Benefits (Director of Operations)	1,693.85	Supervision, oversight, financial management, reporting
RentSmart Educator Participant fee (Reaching Home Orgs)	3,900.00	6 registrations for 4 day RSE course & access to all RS resources & support
RentSmart Educator Participant fee (Reaching Home Peer Wks)	1,300.00	2 Registrations for 4 day RSE course & access to all RS resources & support
RentSmart Educator Participant fees( Victoria Orgs)	4,550.00	7 registrations for 4 day RSE course & access to all RS resources & support
RentSmart manuals (Reaching Home)	4,000.00	Tenant Education Participant Manuals (\$500/Educator*8)
RentSmart manuals (Reaching Home)	1,750.00	Tenant Education Participant Manuals (\$250/Educator*7)
<b>A. Total Project or Program Expenses</b>	<b>\$ 24,323.17</b>	
<b>Administration</b>		
Office Manager	867.57	Administrative & logistical support, bookkeeping, suppliers
Office Rent	1,295.00	Portion of rent for project activities
Telecommunications	416.67	internet, phone
<b>B. Total Administrative Expenses</b>	<b>\$ 2,579.24</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 26,902.41</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.59%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	7,245.00	Pending		
Reaching Home (CRD)	10,959.37	Pending	Gina Dolinsky	(250) 360-3319
<b>A. Total Government Funding</b>	<b>\$ 18,204.37</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
Anonymous Donor	4,398.04	Confirmed	Linda Amy	250-388-7171
Earned Revenue	4,300.00	Confirmed	Linda Amy	250-388-7171
<b>C. Total Matching Funds</b>	<b>\$ 8,698.04</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 26,902.41</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We have also applied under Reaching Home funding for additional Educator training, support and materials for organizations working with those experiencing homelessness. This grant would give similar access to orgs working with other vulnerable Victoria residents (youth, seniors, newcomers). The project is in direct response to barriers identified by local organizations. We could proceed with partial funding but with decreased impact and capacity building.

### 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, 2020 To: June 30, 2021

Project or program location: Victoria BC





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 15, 2020	Design and Implement application process for Victoria Rentsmart Educator Training
July 31, 2020	Communication and Promotion of RentSmart Educator training offering and application process
September 11, 2020	Applications received & reviewed. Notification to applicant organizations.
Sept 30, 2020	RentSmart Educator registration process completed. Follow up Impact survey designed.
Oct 12-15, 2020	RentSmart Educator (4 day) Training Delivered
April 30, 2020	Tenant Education Participant Manuals distributed to organizations, Onboarding support provided
April 1-May 28, 2020	Follow up Impact Survey initiated. Results received.
June 15, 2020	Impact Survey results collated. Final report generated.

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 1 Total volunteer hours required: 2

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 promotional 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

Digitally signed by Andrew Holeyton  
Date: 2020.01.30 16:50:14 -08'00'

Signature

Director of Operations

Position

Andrew Holeyton

Name

January 30, 2020

Date



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## 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: www.KiidsAtTennis.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 max - **do not add extra pages**)

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, Wheelchair disabilities). We do so by providing free tennis 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 max - **do not add extra pages**)

Since our first class in 2013 we have had 12,754 disadvantaged kids participate.  
The remarkable reception we have received from parents, kids and diverse social organizations is a testament to the need for this program.  
Age range is 5 to 19 and gender mix close to 50/50.  
We partner with 45 social agencies and low-income neighbourhood schools including: Victoria Parks & Rec, Aboriginal, Newcomer and Disability groups.  
Internal and external evaluations have been consistently positive

How many paid staff at organization? Full Time: 0 Part Time: 0  
How many volunteer staff at organization? 54 Total volunteer hours: 80 hours/month

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	8,000.00	Instructor Fees
Canadian Tire Jumpstart	25,000.00	Tennis Equipment/Teaching Aids
The Victoria Fdn	16,500.00	Court Rentals
Coast Capital, CKNW Kids's Fund	10,000.00	Administration
CFAX Santa Anonymous	5,000.00	
Hamber Foundation	3,000.00	
The Greygates Foundation	2,000.00	
Greater Victoria Credit Savings Union	5,000.00	
<b>Organization's Annual Budget</b>	<b>\$ 74,500.00</b>	



## 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 physical fitness	Participant, parent, coach, volunteer and agency staff surveys
Improved social Interaction with peers	Participant, parent, coach, volunteer and agency staff surveys
Improved social interactions with coaches and mentoring staff	Participant, parent, coach, volunteer and agency staff surveys
Improved self-confidence and self-esteem	Participant, parent, coach, volunteer and agency staff surveys
Reduced time on cell phones , game consoles, computers and tv.	Participant, parent, coach, volunteer and agency staff surveys
Increased interest in exercise and sports	Participant, parent, coach, volunteer and agency staff surveys
Enhanced Physical Literacy	Participant, parent, coach, volunteer and agency staff surveys

### 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 Disadvantaged Kids

Who is your target audience? Financially and Disability Challenged Children and Youth ages 5 to 19.

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

KATS operates a year-round program providing opportunities for sport to children and young adults from families who would otherwise not have access due to financial or developmental disability challenges.

Our classes facilitate social inclusion by bringing together diverse groups including: Aboriginal, Newcomer, Girls groups and kids with physical and/or cognitive disabilities.

Community wellness is promoted by offering an alternative to the growing trend to "techno" play by providing a physical 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 most recent ParticipACTION Canada's "Report Card on Physical Activity" indicates that in children between the ages of 5 to 17, only 9% are getting the activity they need.

Digital play also promotes isolation which is leading to dramatic increases in emotional distress and childhood depression. Tennis encourages gains in these areas through structured interaction with peers and mentoring coaches, volunteers and agency staff.

The program addresses these growing physical and emotional challenges faced by youth today.

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





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## 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 max - **do not add extra pages**)

Health and well being has been addressed in the Program Description above.  
Our program is a perfect example of a welcoming city as bringing together a diverse cross-section of the City of Victoria's population.  
We work with the two "Newcomer" organizations (Inter-Cultural Association of Victoria and Victoria Immigrant and Refugee Society). Many participants in the classes conducted for Community Centres and Recreation Centres are drawn from these newcomer groups.  
We partner with several Aboriginal Organizations and Schools.  
We conduct classes for "Girls Groups" and our overall gender ratio is 52/48 with girls in the lead.  
In our first three years we focussed exclusively on the financially disadvantaged. Since then we have included children with developmental disabilities (Autism and Down Syndrome) and we have now included kids with physical disabilities. Conducting wheelchair tennis classes.

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 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 10,000.00 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Instruction and Program (Instructor Fees, Court Rentals, Volunteer Training)	60,805.00	
Tennis Equipment (Racquets, Balls, Nets, Teaching Aids)	4,951.00	
Insurance	2,040.00	
Dues & Membership Fees	819.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 68,615.00</b>	
<b>Administration</b>		
Office Supplies	748.00	
Professional Fees	1,743.00	
Promotion	1,530.00	
Transportation	3,188.00	
Telephone	1,408.00	
Bank Charges	378.00	
Amortization	106.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 9,101.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 77,716.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	11.71%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	10,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 10,000.00</b>			
<b>Corporate Sponsorships</b>				
Canadian Tire Jumpstart	25,000.00	Pending	Katlyn Soanes	604-557-3304
The Victoria Fdn	16,500.00	Confirmed	Rudi Wallace	250-381-5532
Coast Capital, CFAX, Hamber Fdn, Greygates Fdn, GVSCU, PECSF	26,216.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 67,716.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 77,716.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

From the start of this program, six years ago, Dr. Sy Silverberg M.D. (founder, president and general manager) has been committed to it's continuation.  
He has and will continue to fund any shortfalls in the budget.

### 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, 2020 To: Dec 20, 2020

Project or program location: Various outdoor courts and school gymnasias in Victoria.



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
January to March	Winter Classes (Indoor at Quadra Village Community Centre)
April to August	Spring and Summer Classes (Outdoor at various locations)
September to December	Fall Classes (Indoor or out depending on weather)

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 54 Total volunteer hours required: 80 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: 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

*Sy Silverberg M.D.*

Signature

President

Position

Sy Silverberg M.D.

Name

Date





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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Society For Kids At Tennis (KATS)

Mailing Address: 1642 Chandler Ave. Victor

Contact Person: Dr. Sy Siilverberg M.D. Email: tenniskids@shaw.ca

Telephone: 250-412-1406 Website: www.KidsAtTennis.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Free Tennis Lessons for D

Is the project or program completed?

☒ Yes If yes, what is the completion date?: June 30, 2019

☐ 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)

### 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
Improved Health	feedback from parents, coaches, volunteers and organiz	Yes
Physical Literacy (Fundamental Movement Skills)	after surveys conducted by University of Waterloo Fac	Yes
Improved Social Interaction with peers and adults	feedback from parents, coaches, volunteers and organiz	Yes
Reduced "screen" time	feedback from parents, coaches, volunteers and organiz	Yes
Interest in sports and exercise increase	feedback from parents, coaches, volunteers and organiz	Yes
Enhanced Confidence	feedback from parents, coaches, volunteers and organiz	Yes
Improved Competence	feedback from parents, coaches, volunteers and organiz	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Children and youth challenged by low family income or by developmental disability.

What positive impacts were felt by your target audience? All the objectives listed above.

How many have benefitted from the project or program? 2,200

What percentage of Greater Victoria Residents benefitted from this project or program? 55

How many volunteers have worked on this project or program? 54 What total hours did they work? 240



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## 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)
<b>Project or Program Costs</b>		
Instructor Fees and Court Rentals	51,906	
Tennis Equipment	8573	
Insurance	2040	
<b>A. Total Project or Program Expenses</b>	<b>62519</b>	
<b>Administration</b>		
Professional Fees	1663	
Promotion	1778	
Auto	1259	
Telephone	965	
Dues and membership fees	328	
Bank charges	307	
Amortization	138	
<b>B. Total Administrative Expenses</b>	<b>6438</b>	
<b>Total Expenses (A+B)</b>	<b>68957</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	8000	Confirmed		
<b>A. Total Government Funding</b>	<b>8000</b>			
<b>Corporate Sponsorships</b>				
Canadian Tire Jumpstart	20000	Confirmed	Dan Kasperski	403-472-4361
Victoria Foundation	16500	Confirmed	Kathryn Righetti	250-381-5532
CFOX Santa Anonymous	5000	Confirmed	Christine Hewitt	250-386-1070
<b>B. Total Corporate Sponsorships</b>	<b>41500</b>			



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## 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)	49500			

### 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.

Signature

Sy Silverberg M.D.

Name

President

Position

October 9, 2019

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Stigma-Free Society (formerly Bipolar Disorder Society of British Columbia)

Mailing Address: 102 - 245 Ross Drive, New Westminster, B.C. V3L 0C6

Contact Person: Andrea Paquette Email: Andrea.Paquette@stigmafreesociety.com

Telephone: 778-678-2223 Website: www.stigmafreesociety.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 max - **do not add extra pages**)

The Stigma-Free Society is committed to combating stigma of all kinds that exist in our society. The Society's Vision and Mission fosters programs that cultivate, encourage, and educate diverse communities to be inclusive and compassionate through awareness and understanding and fosters this through education, support and leadership. Our Charity helps people achieve personal empowerment by providing peer support for women and raising awareness through education in schools and the community.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Since 2010, Stigma-Free Zone school presentations have reached out to over 17,136 children & youth in Greater Victoria as well as health professionals, parents, youth clubs and local service and business organizations. The Society also offers the Women's Peer Support Group in Greater Victoria for women living with any mental illness or experiencing stigma and has assisted over 277 women since 2012, including the lives of 31 women in 2018 and 28 women in 2019.

How many paid staff at organization? Full Time: 1 Part Time: 8

How many volunteer staff at organization? 30 Total volunteer hours: 950

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	9,000.00	Women's Peer Support Group
Gaming (pending)	35,000.00	Sigma-Free Zone School Program, LM & Vancouver Island, Women's Support Group
Pamela & David Richardson Family Fdn.	50,000.00	All Society programs and some operating expenses
Victoria Foundation	16,000.00	Stigma-Free Zone School Program & Children's Mental Health Program - GVA
Coast Capital Savings (pending)	20,000.00	Sigma-Free Zone School Program, Lower Mainland & Vancouver Island
CFAX Santas Anon Society	7,500.00	Stigma-Free Zone School Program & Children's Mental Health Program - GVA
Ministry of Mental Health & Addictions B.C. (pending)	130,000.00	Sigma-Free Zone School Program, Lower Mainland & Vancouver Island
Gary Zlotnik, ZLC Foundation	30,000.00	All Society programs and some operating expenses
<b>Organization's Annual Budget</b>	<b>\$ 297,500.00</b>	<b>Total Annual Budget is \$384,500</b>



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## 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 develop new knowledge of and skills for mental health	80% of participants gained new knowledge & skills for mental health in the following:
e.g. Community/clinical mental health services; Coping strategies for challenges such as mental illness & experiencing stigma	Community/clinical mental health services; Coping strategies for challenges such as mental illness and experiencing stigma of any kind
Changes in attitudes: e.g. • Participants more confident socially;	80% of participants feel more confident in social situations
• Participants feel more confident managing their mental health challenges	80% of participants feel more confident managing their mental health challenges
• Participants feel less critical/shameful towards their own situation	80% of participants feel less critical/shameful towards their own situation
• Participants more likely to seek help when experiencing mental illness	80% of participants sought help when experiencing mental illness or other challenges
• Participants have established new friendships	80% of participants have established new friendships

### 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: Women's Peer Support Group

Who is your target audience? Women 18 years and older dealing with any mental health concern or diagnosis or experiencing stigma

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

The Women's Peer Support Group is designed for 10 to 12 women at a time (age 18 and up) struggling with a mental health condition such as bipolar disorder, schizophrenia, borderline personality disorder, anxiety and/or depression, etc., who seek help through an interactive group to share personal experiences of how to manage their illness while bringing up a family and/or maintaining employment. Activities for the group include having conversations ranging from the topics of mental wellness, career building, self-care and coping strategies. The Women's Group provides a place of healing where women can build friendships and work towards acceptance of their mental health condition. The group empowers women to set personal and professional goals, while excelling in an environment that is both encouraging and empowering.

Weekly, 90-minute group sessions will run from July 1, 2020 through June 30, 2021. The Society anticipates working with approximately 25-40 individuals during that time period as members are free to rotate in and out of the Group.

Why Funding is required: The Women's Peer Support Group, established in July 2012, is ongoing and is at maximum capacity. The budget for the Group is \$16,650 per annum.

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 [2019-2022 Strategic Plan](#)).

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☐ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☐ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)



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Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective.  
(1250 characters max - **do not add extra pages**)

Our Women's Peer Support Group aligns primarily with The City of Victoria's Strategic Plan to Facilitate Health and Wellbeing. The Program is key in directly helping and offering tools to women facing any mental health challenges and/or experiencing stigma by encouraging the individuals to help themselves by providing them with a valuable peer support group system. Such support significantly and positively impacts the mental health and well-being of the community as a whole as members re-integrate with family, the workplace and the community. The Group began in 2012 and has become a close-knit network of supportive women. Participants arrange events, dinners, and social outings with each other while building thriving friendships. Participants repeatedly attest how meaningful it is to be able to speak openly about their mental health challenges and group attendees often leave the group feeling a sense of empowerment and hope. Participants gain new knowledge and skills in the following areas:  
o Community and clinical mental health services;  
o Coping strategies for challenges such as mental illnesses and/or experiencing stigma  
o Problem-solving skills  
o Communication skills

How many will benefit from the project or program? 25-40 women

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 9000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Program Delivery - Personnel	4,800.00	Facilitators & Co-Facilitators
Program Development, Preparation & Management	8,000.00	by President, Community Development Manager & Program Coordinator
Facilitator(s) development & training	500.00	
Educational materials & hand-outs for participants	300.00	
Room Rental:	1,200.00	at Burnside Gorge Community Assoc., 471 Cecelia Road, Victoria
Refreshments & Activity Fund for Participants	600.00	
Program Insurance & Evaluation	450.00	
Office Supplies, copy & telephone	400.00	
Program Promotion	400.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 16,650.00</b>	
<b>Administration</b>		
<b>B. Total Administrative Expenses</b>	<b>\$ 0.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 16,650.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	0.00%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	9,000.00	Pending		
Gaming	5,150.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 14,150.00</b>			
<b>Corporate Sponsorships</b>				
Otsuka Canada Pharmaceutical Inc.	2,500.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 2,500.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 16,650.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

Our 2020-2021 budget is predicated on 48 weekly sessions of the Women's Peer Support Group based on receiving full funding. In the event of a shortfall in funding some scaling back of the number of these sessions 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: July 1, 2020 To: June 30, 2021

Project or program location: Burnside Gorge Community Assoc., 471 Cecelia Road, Victoria every Tuesday at 7-8:30 pm.



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Preparation of content for sessions by President, Community Development Manager & Lead Facilitator
July 7, 2020	Commencement of peer support sessions, Tuesdays 7:00 to 8:30 p.m.
Ongoing	Follow-up with all participants of the Group outside of weekly session as required
June 2021	Participants fill out the Group Survey to assist the Society to evaluate results/success.

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours required: 30 hours per annum

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

**Andrea Paquette** Digitally signed by Andrea Paquette  
Date: 2020.01.12 11:27:35 -08'00'

Signature

**President**

Position

**Andrea Paquette**

Name

**January 12, 2020**

Date



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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Stigma-Free Society  
Mailing Address: 102- 245 Ross Drive, New West, BC V3L 0C6  
Contact Person: Andrea Paquette Email: Andrea.Paquette@stigmafreezone.com  
Telephone: 778-678-2223 Website: www.stigmafreesociety.com

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Women's Peer Support Group

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 is ongoing; however we are providing financial information as per the City of Victoria's reporting requirements along with participation results. The Women's Peer Support Group was established in 2012 in response to community demand. To date the Group has worked with over 286 women in the Greater Victoria Area plus 28 additional women in 2019.

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

The Society's Women's Peer Support Group for those dealing with mental health challenges aligns with the City's Strategic Plan objectives: Engage and Empower the Community and Facilitate Social Inclusion and Community Wellness. The Program is key in directly helping and offering tools to women facing any mental health challenges by encouraging the individuals to help themselves by providing them with a valuable peer support group system.

### 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
Participants develop new knowledge of and skills for mental health	In person surveys Qualitative and Qualitative by Society.	Yes
e.g. Community/clinical mental health services; Coping strategies	18 people surveyed in 2019.	Yes
for challenges such as mental illness		Yes
Changes in attitudes: e.g. • Participants more confident socially;		Yes
• Participants feel more confident managing their mental health challenges		Yes
• Participants feel less critical/shameful towards their own situation		Yes
• Participants more likely to seek help when experiencing mental illness		Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Women 18+ dealing with any mental health concern or diagnosis

What positive impacts were felt by your target audience? Less isolation, new community connections, mental health knowledge.

How many have benefitted from the project or program? 28 women

What percentage of Greater Victoria Residents benefitted from this project or program? 75%

How many volunteers have worked on this project or program? 2 What total hours did they work? 45





## 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)
<b>Project or Program Costs</b>		
Program Delivery: Personnel	4,108.00	
Program Delivery: Development, Preparation & Management	9,457.00	
Facilitator(s) development & training	252.00	
Refreshments & Activity Fund for participants	148.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 13,965.00</b>	
<b>Administration</b>		
Educational materials & handouts for participants	277.00	
Room Rental - Fernwood Community Centre	395.00	
Program Insurance	150.00	
Evaluation	58.00	
Office Supplies, copy & telephone	553.00	
Program Promotion	292.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 1,725.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 15,690.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
Gaming	5,590.00	Confirmed		
City of Victoria	5,100.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 10,690.00</b>			
<b>Corporate Sponsorships</b>				
Otsuka-Lundbeck Alliance	5,000.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 5,000.00</b>			



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## 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)	\$ 15,690.00			

### 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 \_\_\_\_\_

☐ Social Media

☐ Newsletter

☐ Sponsor Plaque

☐ Annual Report

☐ Other \_\_\_\_\_

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

Date: \_\_\_\_\_

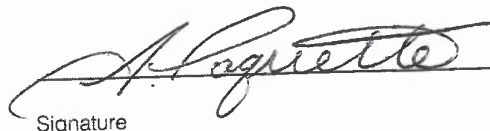
☐ Website

☐ Newspaper Advertisement

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

Andrea Paquette

Name

President

Position

January 12, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Story Studio Writing Society  
Mailing Address: 2001A Douglas Street, Victoria, BC, V8T 4K9  
Contact Person: Sean Rodman Email: sean.rodman@gmail.com  
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 max - **do not add extra pages**)

Story Studio is a charity that inspires, educates and empowers youth to be great storytellers, transforming lives and strengthening communities. We partner with other organisations to deliver workshops to vulnerable youth – youth who may be at risk in terms of their academic achievement and social functioning. Our workshops improve participants' capacity in education/literacy, while building their confidence, engaging them in their community and enhancing mental wellness.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Over the past 8 years, we have delivered workshops for almost 10,000 youth. 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 thousands of young writer's stories, including in a hardcover anthology, entitled "Victoria Imagined."

How many paid staff at organization? Full Time: 0 Part Time: 4  
How many volunteer staff at organization? 20 Total volunteer hours: 500

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	\$ 3000	Pending
Foundation and Government Grants	\$ 17000	\$ 7000 confirmed
Donations	\$ 30000	\$ 24000 confirmed
Fee based programming (camps, etc.)	\$ 24000	\$ 10,000 confirmed
Organization's Annual Budget	\$ 74000.00	





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## 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 free storytelling workshops to vulnerable youth	Number of free workshops provided; Number of youth participating in workshops
Empower and celebrate the achievements of vulnerable youth	Number of youth-authored publications printed and/or shared online
Increase confidence, communication skills in participants	Responses on feedback forms / surveys

### 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: Rising Writers: Storytelling Workshops for Vulnerable Youth in Victoria

Who is your target audience? Youth (8-15 years old) within the City of Victoria

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

In 2019, the City funded a pilot project for Story Studio to partner with the Pacifica Housing Society. We determined that (1) there is a significant need in Victoria for free out-of-school events and programs for vulnerable youth, (2) there are very limited opportunities for vulnerable youth to engage in storytelling and narrative capacity building, in a self-directed and empowering way. In addition, our experience, (and broader research) indicates that storytelling programs with marginalized or vulnerable youth yield numerous positive benefits: positive peer experiences, one-on-one attention from caring adults, and learning new skills of self-expression. In addition, storytelling workshops can serve as a method of creating a deeper sense of community and greater cultural understanding, as the works created by the youth are shared throughout the City. We will now partner with additional organisations serving vulnerable youth throughout Victoria (eg. Youth Empowerment Society, ICA.) A core requirement of this program is that it be offered at no cost to the participants – thus, we require financial assistance to offset the costs of staff and materials. With assistance, we will offer workshops in the fall of 2020 and spring of 2021.

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 [2019-2022 Strategic Plan](#)).

- |   |   |
|---|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City(4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> ClimateLeadershipandEnvironmentalStewardship(5.25)       |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> SustainableTransportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - **do not add extra pages**)

### Health, Well-Being and a Welcoming City - Measurable Outcomes:

1. **Increase sense of belonging and participation in civic life among all demographic groups:** Vulnerable youth often face barriers to participation in the public sphere, often stemming from a lack of confidence in their communication skills. Our workshops empower youth while educating them, so that they can engage more fully in civic life.
2. **Increase in cultural literacy, deepening understanding and welcoming of diversity:** Our workshops encourage empathy and understanding among participants, through the sharing of stories. They also increase understanding in the broader community through the publication of the participants' stories.
3. **Increase in availability of free recreation options:** Our own experience, and other research such as the Vital Signs report, indicates that among vulnerable or marginalized youth and families, there is a particular need for free recreation and educational activities. Our program will leverage partnerships to 'meet them where they are' – public housing sites, cultural centres, etc. - and offer workshops for free, to have the broadest impact possible.

How many will benefit from the project or program? 60+

What percentage of residents benefit from this project or program? City of Victoria 25 % Greater Victoria 25 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$3000

**Must equal Total Funding Sources page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Staff	\$ 4050.00	(150 hours @ \$27/hr; inc. program development & delivery)
Materials	\$1000.00	(Publication and printing costs)
<b>A. Total Project or Program Expenses</b>	<b>\$ 5050.00</b>	
<b>Administration</b>		
Promotion / Partnership Development / HR	\$500.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 500.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 5550.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.00%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	\$3000.00	Pending	TBD	TBD
<b>A. Total Government Funding</b>	\$ 0.00			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	\$ 0.00			
<b>Matching Funds</b>				
Donor-contributed funds	\$2550.00	Confirmed	Sean Rodman	250 884 4522
<b>C. Total Matching Funds</b>	\$ 0.00			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	\$ 0.00			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	\$ 0.00			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	\$5550 .00	Should equal Total Program Expenditures page 3		

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 max - do not add extra pages)

If we do not receive full funding, we will seek additional sources of revenue and/or 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: Sept 1 2020 To: June 31 2021

Project or program location: Various (at partner locations across Victoria)





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
August 1, 2020	Recruit staff, determine location partner and venue
September 1, 2020	Select contract staff to deliver workshops and recruit volunteers;
October 1, 2020	Begin delivering workshops
June 31, 2021	Complete final workshops; conduct program evaluation

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 12 Total volunteer hours required: 100+

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: In participant publications

### 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, 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Story Studio Writing Society  
Mailing Address: 2001A Douglas St., Victor  
Contact Person: Sean Rodman Email: sean.rodman@storystudio.c  
Telephone: 2508844522 Website: storystudio.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Youth Creative Writing CI

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)

Our application was to deliver storytelling workshops to vulnerable youth in conjunction with a local partner. We selected Pacifica Housing as a partner, but determined that it was in the interest of both organisations to deliver workshops at 3 housing sites in spring 2020. We originally planned for the bulk of our project to be completed by December 31, 2019. We will instead be completing the workshops by the end of May, 2020. Please note that this does not affect the grant in any way except for the timing - the impact/expenditures will remain the same.

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

Yes. In our initial work with Pacifica, we still believe that this project will meet the objective of "Nurture Our Arts, Culture and Learning Capital."

### 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
Deliver a series of 12 workshops to 40 youth (ages 11-15)	Number of youth participating in workshops	▼
Create bound books from stories created by youth participants	Number of books produced	▼
Increased confidence, communication skills in participants	Positive ratings in feedback forms	▼
		▼
		▼
		▼
		▼

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Vulnerable Youth living in 3 Pacifica Housing sites  
What positive impacts were felt by your target audience? TBD  
How many have benefitted from the project or program? TBD - approx. 60+  
What percentage of Greater Victoria Residents benefitted from this project or program? TBD  
How many volunteers have worked on this project or program? TBD What total hours did they work? TBD







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## 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: By June 2020

- ☒ Website
- ☐ Newspaper Advertisement

- ☒ Social Media
- ☒ Newsletter
- ☐ Sponsor Plaque
- ☐ Annual Report
- ☒ Other Youth publications

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

Sean Rodman

Name

Executive Director

Position

January 31, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Surfrider Foundation Canadian Chapter  
Mailing Address: 1130 - 242 Mary Street, Victoria BC, V9A 3V9  
Contact Person: Kevin Lee Email: kevin@gogreener.ca  
Telephone: 16047240749 Website: https://vancouverisland.surfrider.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: \_\_\_\_\_  
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 805979424RR0001

**\*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 max - **do not add extra pages**)

We are a community of diverse volunteers, community leaders, and local businesses who promote the importance of environmental education & stewardship through a variety of sustainability projects, circular economy initiatives, and science-based data/research projects. Our mission in the last 10 years is simple: create an inclusive community that protects, preserves, & educates on environmental issues while providing solution-based results in Victoria.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Introduced the Cigarette butt canister and collection program with the City of Victoria; <https://vancouverisland.surfrider.org/cigarette-butt-collected-from-victoria-streets-are-recycled/>  
Helping VIHA, CRD, and COV, in testing 15+ public beaches and waterways for e.coli etc for public safety and other risks. <https://www.surfrider.org/blue-water-task-force/chapter/41>  
Spearhead plastic bag ban: <https://www.cbc.ca/news/canada/british-columbia/victoria-bc-plastic-bag-ban-regulation-1.5360420>

How many paid staff at organization? Full Time: 1 Part Time: 0  
How many volunteer staff at organization? 30+ Total volunteer hours: 3700+

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	5900	Blue Water Task Force
Fundraisers	10000	Programs, Public Education and Operations
Corporate Contribution	1500	Programs, Public Education and Operations
General Donations	20000	Programs, Public Education and Operations
Sales Revenue from Merchandise	2000	Programs, Public Education and Operations
Program Income	18000	Programs, Public Education and Operations
Membership	1400	Programs, Public Education and Operations
Foundation	2000	Programs, Public Education and Operations
Organization's Annual Budget	60800	



## 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 water testing safety in the City of Victoria's waterways	Sample, test, and publish results of bacteria levels from over 15 public fresh and saltwater beaches
Reduce carbon footprint of current and prior testing logistics	Store and test water samples in a central location, upgrade from glass testing tools
Promote importance of environmental stewardship	Public education, volunteer advocacy and organization, and tracking of all involved hours

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Bluewater Task Force  
Who is your target audience? All persons who utilize public beaches and waterways, schools and volunteers

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Blue Water Task Force (BWTF), our flagship water sampling and advocacy program, builds upon testing currently performed by the Vancouver Island Health Authority (VIHA) & Capital Regional District (CRD). Over 15 different recreational beaches and waterways are tested for freshwater e.coli and saltwater enterococcus to ensure public safety access and other potential risks. Results are published here: <https://www.surfrider.org/blue-water-task-force/chapter/41>

VIHA sampling occurs in limited areas during the summer season, while the CRD performs on-going but limited testing. BWTF becomes a pro-active bridge-gap solution for public water safety tests year round.

Water-quality sampling traditionally has an inherent output of plastic waste, BWTF invested \$9,000 last year for the purchase of supplies and equipment to mitigate and improve water-sampling techniques, we believe such waste saving techniques can be applied throughout VIHA and CRD.

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 [2019-2022 Strategic Plan](#)).

**Reconciliation and Indigenous Relations (4.75)**

**Affordable Housing (6.00)**

**Prosperity and Economic Inclusion (3.88)**

**Strong, Liveable Neighbourhoods (5.50)**

**Health, Well-Being and a Welcoming City (4.50)**

☒ **Climate Leadership and Environmental Stewardship (5.25)**

**Sustainable Transportation (5.63)**

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.

☐ **Reconciliation and Indigenous Relations (4.75)**

☐ **Affordable Housing (6.00)**

☐ **Prosperity and Economic Inclusion (3.88)**

☐ **Strong, Liveable Neighbourhoods (5.50)**

☐ **Health, Well-Being and a Welcoming City (4.50)**

☒ **Climate Leadership and Environmental Stewardship (5.25)**

☐ **Sustainable Transportation (5.63)**





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## 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 max - **do not add extra pages**)

By increasing & researching water sampling & testing for e.coli, enterococcus etc, BWTF provides up-to-date public safety information to residents and non-residents of Victoria. We also perform plastic pellet research: <https://www.cbc.ca/news/canada/british-columbia/group-calls-for-plastic-pellet-regulation-after-finding-widespread-pollution-1.5309805>

The primary objective being to improve the natural habitats of our beaches and waterways, while promoting sustainability practices for businesses, residents, and City level. BWTF program works in symbiosis to our other connecting climate & environmental projects. 'Combing the Coast' reach over 800 volunteers annually to remove garbage & educate on shoreline waste; 'Rise Above Plastics' program raises awareness and provides solutions and edu material to local businesses and the community on sustainability solutions; 'Ban the Bag' involved campaigning with the COV to adopt a bylaw to remove single-use plastic bags from local municipalities. BWTF is just one way we lead climate leadership and provide environmental programs and projects for the City of Victoria in becoming a greener, more eco-conscious city.

How many will benefit from the project or program? the public

What percentage of residents benefit from this project or program? City of Victoria 50 % Greater Victoria 50 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 12500 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages.**

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Enterolert- reagent for saltwater testing	3000	
Quanti Trays	700	
Colilert-24hr reagent/trays combo - 100 pack	1000	
Incubator	1200	
Repairs/replacement	1000	
BWTF volunteer expenses local supplies	1000	
Glassware	1000	
Lab storage	3600	
<b>A. Total Project or Program Expenses</b>	<b>12500</b>	
<b>Administration</b>		
<b>B. Total Administrative Expenses</b>	<b>0</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>12500</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	0	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	5900	Pending	Jennifer Lockhart	(250) 361 0396
<b>A. Total Government Funding</b>	<b>5900</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>0</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>0</b>			
<b>In-Kind Contributions</b>				
Blue Day Fundraising (Surfrider)	3000	Confirmed	Sally McIntyre	(250) 8938 235
Maritime Museum of BC	3600	Confirmed	David Leverton	(250) 385 4222
<b>D. Total In-Kind Contributions</b>	<b>6600</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>0</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>12500</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

If no funding is received we will continue with the current number of water tests per year, however the testing numbers are already based upon minimal requirements. Public water testing data will be out of date to the public and overall public safety risk will be increased. We will seek additional funding if VSG cannot allot the grant to us.

### 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: Greater Victoria Region



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
2020-01-01 - 2021	Secure storage space for lab equipment and samples
2020-01-01 - 2021	Ongoing task of increasing volunteer team and training & local school participation and training
2020-06-01 - 2021-06-01	Purchase of equipment and water sampling materials to increase testing

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 300 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: \_\_\_\_\_

### 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

Vice Chair

Position

Sally McIntyre

Name

January 30, 2020

Date





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## 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: Janiene Boice Email: janiene@mustardseed.ca  
Telephone: 250-953-1579 Website: 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 max - do not add extra pages)

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 max - do not add extra pages)

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: 24 Part Time: 10  
How many volunteer staff at organization? 50 daily Total volunteer hours: 40,000

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	26,000.00	Hospitality Centre's Beyond the Streets & Community Care Space
Numerous other Grants	626,742.00	Area of greatest need
Donations	2,314,859.00	Area of greatest need
Hope Farm	83,399.00	Area of greatest need
Bequests	100,000.00	Area of greatest need
CRD Food Waste Diversion	24,000.00	Dumping fees
Organization's Annual Budget	\$ 3,175,000.00	



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## 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 Hospitality Centre experience	- Through qualitative feedback from community members
- Provide 12 Beyond the Streets excursions per year	- Identify individual qualitative impacts from relationships built and self-empowerment activities
- Develop Community Care Centre to hold 'Next Steps' programs such as finding jobs, housing, and other resources, as well as for provision and counseling support	- Tracking Community Care Centre programs taken by community members and documenting outcomes and feedback
- Provide ongoing hospitality lunch programs through year	- Tracking monthly progress of capacity to provide nutritious meals

### 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 working poor

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

The Hospitality Centre provides a welcome environment to anyone seeking help. We serve over 3,000 hot meals and 9,000 cups of coffee per 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, crisis intervention access and self-help empowerment. We provide free case management to individuals working towards meaningful and healthy goals. This grant is required to help enhance the quality of life for the homeless and working poor through the aforementioned services we provide. With your continued support, we will be able to help nourish and provide a sense of community to our clients. Low income families, the homeless, and those who cope with disabilities or substance abuse struggle to enter or return into the workforce. There are also those who are former prisoners who have been rejected by potential employers in addition to refugees or new immigrants facing social and financial barriers: these demographics of individuals attend The Mustard Seed because they feel safe, welcomed and unafraid.

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective.  
(1250 characters max - do not add extra pages)

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 the City's objective of improving the health and well-being of its residents and continuing to make Victoria a welcoming City. By working on breaking of the cycle of poverty, The Hospitality Centre provides transformative care in addition to essential services that put those who face a daily struggle on a path to improving their circumstances. With nourishment, a hot cup of coffee, conversations with staff, and by participating in our social programs, the Centre facilitates social inclusion through welcoming all people and integrating them into the community regardless of their current situation. It also promotes community wellness by providing essential services such as free haircuts and clothing as well as 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 residents benefit from this project or program? City of Victoria .038 % Greater Victoria .002 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 26,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages.**

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Program costs	34,300.00	daily coffee, disposable dinner plates & cutlery, emergency clothing, tarps, sleeping bags, music/sound equipment small parts like batteries, replacement cords, repairs to bathroom plumbing or fixtures and kitchen equipment repairs and hood fan inspections, Beyond the Streets backpacks, camping and trail/park fees, snowshoe rentals, parking fees, bus rentals, gasoline, snacks, games, canvas, paints,
Personnel	202,039.00	Staff trained in leadership, crises intervention, drug & alcohol, suicide intervention, naloxone, mental health, First Aid, prisoner interaction and assisting the Parole Board of Canada
Community Care space	15,000.00	Nursing center, counseling support, advocacy and 'Next Steps' programs for finding jobs, housing or obtaining other resources
<b>A. Total Project or Program Expenses</b>	<b>\$ 251,339.00</b>	
<b>Administration</b>		
Personnel	29,849.00	Examples of this allocation of time are scheduling staff and volunteers, organizing the meal schedule, programming for the entertainment during the mealtimes, etc
Office	1,380.00	Office supplies as well as cell phone plans for emergency phone calls to police, security staff, and calls to other agencies while on the floor to discuss 'community splits' and matching opportunities for support to emergency situations that our clients are confronted with
<b>B. Total Administrative Expenses</b>	<b>\$ 31,229.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 282,568.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	11.05%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - Include pending requests</b>				
City of Victoria	26,000.00	Pending		
Canada Summer Jobs Grant	17,520.00	Pending		
BC Gaming Grant	25,000.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 68,520.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
Mustard Seed general revenues	212,943.00	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 212,943.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 282,568.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - do not add extra pages)

Beyond the Streets which has been immensely successful for mental health improvements, may be severely impacted with the lack of financial ability to offer its transformative programming in natural settings. These excursions allow participants to engage in a place of freedom from their daily limiting constructs that have defined their identity. Relationships develop and encouragement and self-empowerment have become evident and sometimes participants have resulted in volunteering with us.

### 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, 2020 To: June 30, 2021

Project or program location: The Mustard Seed, 625 Queens Ave, Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2020 - June 2021	Provide nutritious meals and coffee each weekday for the hospitality lunch program, Friday dinners, Saturday dinners and some Sunday family dinners
July 2020 - June 2021	Provide Beyond the Streets consisting of 12 excursions within the year
July 2020 - June 2021	Provide Community Care Centre case management, advocacy, education, training, job placement and 'Next Steps' support

### 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

J. Boice  
Signature

Director - Rusty Seed  
Position

J. Boice  
Name

28 January 2020  
Date



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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: The Mustard Seed Street Church

Mailing Address: 625 Queens Ave

Contact Person: Julia Davidson

Email: grants@mustardseed.ca

Telephone: 250-940-5339

Website: mustardseed.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Hospitality Centre

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)

Our program's success is impactful hence we are wishing to continue the program until March 2020 with more Beyond the Streets trips.

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

The Hospitality Centre's Beyond the Streets aligned with the Strategic Plan objectives selected in the application by bringing marginalized community members into the wilderness where they can partake in the psychological peacefulness of being in nature away from the disappointments they currently face struggling in the downtown. Our staff members interacted with our clients to bring about a feeling of community where they could share fellowship with one another which serves as case management.

### 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
Complete Beyond the Streets program	We are wishing to continue the program to March 2020	Yes
Participation in Café Shack program	Unable to fund project	No

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Marginalized community members

What positive impacts were felt by your target audience? A sense of community, social inclusion and well being

How many have benefitted from the project or program? 1507

What percentage of Greater Victoria Residents benefitted from this project or program? 0.4%

How many volunteers have worked on this project or program? 240 What total hours did they work? 12,388





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## 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		
Mileage	1,082	
Food	700	
Program Staffing	2,080	80 hours
Equipment	270	
Vehicle Rental	418	
A. Total Project or Program Expenses	4,548	
Administration		
Planning and Admin	494	19 hours
B. Total Administrative Expenses	494	
Total Expenses (A+B)	5,042	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Plan Grant	4,500	Confirmed	Christine Havelka	260-361-0346
A. Total Government Funding	4,500			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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## Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Mustard Seed General Revenues	542.00			
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)	5,042.00			

### 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

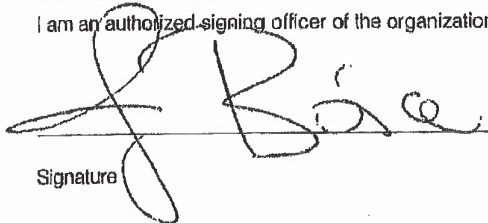
☐ Annual Report

☐ 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.

  
Signature

Janiene Boice

Name

Director of Development

Position

21 October 2019

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: The Proulx Global Education and Community Foundation

Mailing Address: 143 Joseph Street, Victoria, British Columbia, V8S 3H6

Contact Person: Michelle Winkel Email: michelle@ciat.org

Telephone: 1-866-452-4428 Website: www.proulxfoundation.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: S0066409

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 max - **do not add extra pages**)

To provide individual and community development through visual and expressive arts; to provide high quality art therapy education to adults; and to provide similar and related services as determined by the membership.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

The Proulx Foundation is a non-profit society incorporated in November 2016. Through VIHA, we provide art as therapy services in Victoria to adults and children. The Trent Street Art Studio program at Jubilee Hospital has provided services to individuals dually diagnosed with mental health and substance use issues for over 20 years. We adopted this program in 2016. We also provide art and expressive art therapies to children and staff training in the same at Queen Alexandra Hospital.

How many paid staff at organization? Full Time: 2 Part Time: 5

How many volunteer staff at organization? 9 Total volunteer hours: 20/week

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	14,000.00	Art Hive at the Victoria Native Friendship Centre
Capital Regional District: IDEA Grant	2,000.00	Art Hive at the Victoria Native Friendship Centre
Vancouver Island Health Authority	30,999.96	Trent Street Art as Therapy Studios (yearly)
Vancouver Island Health Authority	25,000.00	Ledger House: Art Therapy and Training (2019.12.01-2020.03.01)
CiiAT student tuition fees	77,600.00	Operations and management of school programs / Proulx Foundation support
Organization's Annual Budget	\$ 149,599.96	





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## 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 a strong, liveable neighbourhood through easy access to an Art Hive	Participant evaluation for all objective areas
Improve Indigenous relations by providing an Art Hive focused primarily on gaps in Indigenous services, transference of knowledge from Indigenous elders to children and community, and by teaching Indigenous language.	
Nurture health and well-being through engagement with art-making, strengthening interpersonal relationships across divides, individual healing, self-discovery, and resilience via individual art therapy.	
Promote economic inclusion by providing a free program and art supplies.	

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Art Hive at the Victoria Native Friendship Centre  
Who is your target audience? Indigenous people of all ages, focusing on youth and children matched with elders  
Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

With support from the grant that the City of Victoria gave us last year, we have opened an Art Hive at the Victoria Native Friendship Centre. This is a therapeutic arts space (open Monday afternoons through evening) where Indigenous people can drop in and create art for free, with all art materials provided, and an art therapist on-site to provide support to the participants. We would like to renew current funding through donations and grants in order to support the program. The Art Hive provides a safe space for children, ages 7-12, who previously attended the after school program at the VNFC, but have since lost their connection to the centre due to a loss of funding. We have also been offering individual art therapy and dyad art therapy two days per week for all ages and are looking for funding to continue to do so. To increase community involvement, we also propose providing in-kind training in trauma-informed therapeutic arts techniques to VNFC staff and elders (if desired) to build capacity and support the community. This is consistent with the Proulx Foundation's mission to increase awareness and skills in therapeutic arts in communities and across professional domains.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	\$36,820.00	Pending	Jennifer Lockhart	250-361-0396
<b>A. Total Government Funding</b>	<b>\$36,820.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
Victoria Native Friendship Centre space (\$200/week)	10,400.00	Confirmed	Beth Aubrey	250-384-3211
Proulx Foundation & Ocus Community Donations Program: Donated art materials	3,000.00	Confirmed	Michelle Winkel	1-866-452-4428
Indigenous ECE Support Worker wage (\$107.30/week)	5,579.60	Confirmed	Beth Aubrey	250-384-3211
<b>D. Total In-Kind Contributions</b>	<b>\$18,979.60</b>			
<b>Waived Fees and Charges</b>				
Therapeutic Arts Practitioner Program training	2,780.00	Confirmed	Cheryl-Ann Webster	778-817-1043
Elder Support Workers' wage (\$300/ month)	3,600.00	Confirmed	Beth Aubrey	250-384-3211
<b>E. Total Waived Fees and Charges</b>	<b>\$ 6,380.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$62,179.60</b>	Should equal Total Program Expenditures page 3		

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 max - do not add extra pages)

If we receive partial funding, the project will still proceed but will have to be significantly reduced. Last year we received less than half of the amount required to run at full capacity, so we needed to start some of our milestones much later than hoped, and this significantly minimized our one-on-one and dyad art therapy.

### 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, 2020 To: June 30, 2021

Project or program location: Victoria Native Friendship Centre, 231 Regina Avenue, Victoria, BC, V8Z 1J6



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## 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 max - do not add extra pages)

An Art Hive is a community art studio whose purpose is to build community, promote self-discovery, increase empathy, and strengthen interpersonal relationships through art creation. It is an accessible and cost-effective method to engage the community through inclusivity. We encourage Indigenous children as well as non-Indigenous children to participate at Art Hive, encouraging dialogue and understanding across divides. It is our hope that through art-making and working together, these children will learn important community values and to respect and encourage each other in celebration of their differences and similarities, while carrying these values with them in life to support the future strength of our community. At Art Hive the children are provided with nutritious snacks and a full dinner, as this is protocol for the Victoria Native Friendship Centre. Many of these children go to bed hungry, and have come to rely on this guaranteed meal, and safe space, that Art Hive provides weekly. Our one-on-one Art Therapy sessions provide a safe space for emotions to be processed, via art making, with the guidance of an art therapist. Over the past 6 months we have seen the great benefit this program has had on dedicated participants.

How many will benefit from the project or program? 40-50 children/families

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ \$36,820

Must equal Total Funding Sources on page 4

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Therapeutic Arts Facilitator's wage	6,240.00	4 hrs/week for 52 weeks @ \$30/hr.
Therapeutic Arts Practitioner training for VNFC staff	2,780.00	In-kind training donation from Proulx Foundation
Art materials as needed	3000.00	Consumable art materials (paint, ink, etc.)
One-on-One and Dyad Art Therapist wages	12,480.00	6 hrs/week for 52 weeks @ \$40/hr.
Program Coordinator's wage	11,700.00	10 hrs/week for 52 weeks @ \$22.50/hr.
Victoria Native Friendship Centre space	10,400.00	\$200/week for 52 weeks
Indigenous ECE Support Worker's wage	5,579.60	\$107.30/week for 52 weeks
Elder Support Workers' wages	3,600.00	6 hrs/month for 12 months @ \$50/hr.
Proulx Foundation Supervisor's wage/TAPPs training	2,600.00	1 hr/week for 52 weeks @ \$50/hr
<b>A. Total Project or Program Expenses</b>	<b>\$58,379.00</b>	
<b>Administration</b>		
General administration	2,800.00	Staff supervision, office and contract management, share of fees, licenses, overhead
Media, marketing, and engagement	500.00	Posters, flyers, social media advertisement
Evaluation	500.00	Evaluation and program management
<b>B. Total Administrative Expenses</b>	<b>\$ 3,800.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$62,179.60</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	6.01%	





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 1, 2020	Art Hive reopens; One-on-One and Dyad Art Therapy resumes
July 1, 2020	Restart ongoing Indigenous language learning sessions
July 1, 2020	Restart ongoing Indigenous Ways of Knowing sessions with elders leading the participants

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 1 Total volunteer hours required: 80

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

*Michelle Winkel*

Signature

Clinical Director

Position

Michelle Winkel

Name

January 28, 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)
2. Assemble **Assessment Documentation**:
  - ☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: The Proulx Global Education and Community Foundation  
Mailing Address: 143 Joseph St., Victoria  
Contact Person: Michelle Winkel Email: Michelle@ciiat.org  
Telephone: 1-866-452-4428 Website: www.proulxfoundation.org

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Art Hive at the VNFC  
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 project is not complete because the Art Hive and one-on-one art therapy sessions are scheduled to continue until June 30, 2020. We are currently at the interim of program delivery. We wish to continue programming from July 1, 2020- June 30, 2021, in an expanded manner, to serve even more children and families, provided we are funded again by the City. As we received less than half of the funding requested, the "documentary-style promo video" and co-facilitator were removed from the original project plan, as well as delaying and reducing the one-on-one art therapy sessions. While VNFC is connected to various elders, many of those individuals have prior and ongoing commitments. Because of the ongoing impacts of colonization, the elders support is highly valued, yet limited, which delayed language learning sessions. However, we will be able to complete this milestone because Judy Elk from Dakota Sioux Nation and Chantalle Ohs from Metis Nation are available starting in February 2020.

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

Yes, the program aligned. As stated in the Participant Evaluation attached, the participants of the Art Hive and Art Therapy sessions stated that they experienced social inclusion in community, flourished through engagement and empowerment in community and the arts, learned important things about themselves and others in relation to resilience, emotional health and wellness capacity, and experienced an increase in cultural and community competency and wellness.

### 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
Facilitate social inclusion and community wellness	Participant evaluation	Yes
Engage and empower the community	Participant evaluation	Yes
Nurture our arts, culture and learning capital	Participant evaluation	Yes
Strengthen interpersonal relationships across divides	Participant evaluation	Yes
Individual healing and improvement of resilience plus self-discovery	Participant evaluation	Yes
Transfer of knowledge from Indigenous Elders to children and community	Participant evaluation- Outcome TBD	
Teaching Indigenous language	Participant evaluation- Outcome TBD	

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? 7- 12 yr olds and Elders for Art Hive and Art Therapy sessions now open to all ages.  
What positive impacts were felt by your target audience? Please see participant evaluation form attached.  
How many have benefitted from the project or program? Approx 30 families directly so far, but numbers are to increase in coming months  
What percentage of Greater Victoria Residents benefitted from this project or program? 100% All are welcome.  
How many volunteers have worked on this project or program? 1 What total hours did they work? 45



## 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)
<b>Project or Program Costs</b>		
Therapeutic Arts Facilitator's wage	1,935.00	through January 31,2020
Indigenous ECE Support worker's wage	1,380.00	Provided in-kind by Victoria Native Friendship Centre
Art materials as needed	2,000.00	Donated by OPUS
One-on-one and Dyad Art Therapist's wages	660.00	through January 31,2020
Program Coordinator's wage	1,136.25	through January 31,2020
Victoria Native Friendship Centre space	6,000.00	Provided in-kind by Victoria Native Friendship Centre
Donated Art Materials	4,500.00	Provided in-kind by OPUS Community Support and Proulx Foundation
<b>A. Total Project or Program Expenses</b>	<b>\$ 17,611.25</b>	interim expenses through January 31,2020
<b>Administration</b>		
General Administrative costs	600.00	
General Media costs	120.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 720.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 18,331.25</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
Capital Regional IDEA Grant	2,000.00	Confirmed	James Lam	250-360-3205
City of Victoria Strategic Plan Grant	14,000.00	Confirmed	Tami Reynolds	250-361-0272
<b>A. Total Government Funding</b>	<b>\$ 16,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			





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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
Victoria Native Friendship Centre space (200.00/week)	6,000.00	Confirmed	Beth Aubrey	250-384-3211
Indigenous ECE support worker's wage (107.30/week)	1,380.00	Confirmed	Beth Aubrey	250-384-3211
Opus Community Support and Proulx Foundation Donated art materials	4,500.00	Confirmed	Michelle Winkel	778-817-1043
<b>D. Total In-Kind Contributions</b>	<b>\$ 11,880.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 27,880.00</b>			

### 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 Posters

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

Date: May 2020

☐ 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.

Michelle Winkel

Signature

Clinical Director

Position

Michelle Winkel

Name

January 28, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name The Victoria Youth Empowerment Society  
Mailing Address 533 Yates Street, Victoria BC, 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 max - do not add extra pages)

Our mission is two-fold 1) to assist youth to remove themselves from the high risk environment of the street and make the transition to healthier and more constructive life situations. 2) To help youth and families make positive choices that will prevent involvement in at-risk behaviour with the street scene. Our vision is to provide a continuum of care that empowers positive choices by multi barrier youth through accessible, innovative and proactive programs.

Brief history and role in benefiting residents of Greater Victoria (500 characters max - do not add extra pages)

Since 1992, YES has supported 1000's of youth/families to transition to healthier life situations. YES offers: a safe place off the streets for vulnerable youth, basic needs (shelter, food, etc), support for youth aging out of care, life skills, residential detox, family counselling, emergency shelter, street outreach downtown and counselling related to addictions, mental health, housing and education etc. In 2018-2019 YES assisted over 1900 individual youth and families.

How many paid staff at organization? Full Time 27 Part Time 38  
How many volunteer staff at organization? 25 Total volunteer hours 2150

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests

Funding Sources	\$ Amount	Use
City of Victoria	13,000.00	Alliance Club (pending)
Ministry of Children and Family	1,339,876.00	KEYS, Outreach, Life Skills, SIL, Alliance Club, YFSS
Island Health	666,889.00	Specialized Youth Detox
United Way	40,000.00	Alliance Club
Donations/membership/fundraising etc	109,060.00	Program and General Expenses
Rental Income	85,000.00	Program and General Expenses
Other Grants	14,720.00	HRSDC
Organization's Annual Budget	\$ 2,268,545.00	



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## 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 access to primary health services	# of health referrals given to youth, #of youth assisted in accessing health care
Improve ease of access to mental health and addiction services	#connected to mental health and addiction services/attendance at harm/risk reduction sessions
Increase safety of youth	# of youth that are referred and/or connected to housing, to community supports, to police
Help with immediate basic needs including food security	#assisted w/meals, laundry, clothes etc #referred to food programs #of youth access cooking classes
Provide opportunities to access rec/social/community programs	#of youth participating in social activities, #of youth connected to city community rec
Increase employment readiness and essential skill development	# of youth helped with job readiness, resumes, clothing, # of employment program referrals
Increase sense of belonging	#of youth who access program, #of youth who are referred to community supports

### 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 Alliance Club Drop-In (The Club)

Who is your target audience? High risk, vulnerable youth, ages 13-19

Brief description of the project or program and why the grant is needed (1250 characters max - do not add extra pages)

The Club is an evening drop-in centre for youth aged 13 to 19 that is open Mon-Fri. The Club provides a safe, healthy alternative for youth who may be hanging out in the downtown core, as well as a connection point for at risk and street entrenched youth who may wish to explore a more positive lifestyle. The Club addresses the short term, immediate needs of youth and makes referrals to facilitate community connections. Offering a range of services including laundry, meals, clothing, showers, as well as counselling services and pro-social activities, the Club supports a wide range of complex youth issues within Victoria. The staff/volunteers build rapport with youth to develop trusting relationships, offer support in implementing positive change, and provide basic life skills to enhance successful long-term goals. Services are offered in a low barrier setting and the Club acts as a hub and connection point for community members seeking services for vulnerable youth. The Club offers culturally appropriate services and works with Indigenous agencies to link youth to support that strengthens their link to their culture. In 2018-19 fiscal year, 1011 ind. youth accessed the Club for a total of 8163 visits and 4999 meals were served.

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 [2019-2022 Strategic Plan](#))

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





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## 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 max - do not add extra pages)

The Club addresses strategic objective #5 by providing services that allow vulnerable youth to be safe and find a healthy sense of belonging within their community. Youth have access to services that support their mental health, addiction needs, and primary health concerns (among other needs). This program broadens the likelihood that disconnected youth will develop the confidence and skills to become healthy adults who will have access to a living wage. To address the needs of vulnerable youth, the Club is vigilant in integrating the program with other community service providers, such as MYST, Victoria Police, and GT Hiring and acts as a linking mechanism to services such as housing, mental health, addictions, school, employment, life skills, families etc. The Club made 2468 referrals the previous year to support youth connecting to services. Outcomes from the previous year include 133 youth being supported to meet their educational/employment goals/ 1011 youth having their primary health needs addressed/ 165 youth experiencing safer drug use/alcohol use and improved mental health. The Club also facilitates free pro-social, community driven recreation and outdoor activities.

How many will benefit from the project or program? 900

What percentage of Greater Victoria residents benefit from this project or program? 95 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019 Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700

Total project or program amount requested \$13,000 Must equal Total Funding Sources on page 4

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Staff Wages/Benefits	118,000.00	
Repair and Maintenance	7,000.00	
Telephone/Cellular/Fax/Internet/Utilities Expenses	12,500.00	
Food Purchases	15,000.00	
Rent (Includes Kitchen, Laundry, Showers, Storage etc)	25,020.00	
Office supplies, Postage, Service Contract, Lease Expenses	1,700.00	
Parking/Mileage Expenses	3,250.00	
Program Supplies	10,000.00	
Staff Training/Advertising/Equipment	5,850.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 198,320.00</b>	
<b>Administration</b>		
Administration	12,000.00	
Insurance Expenses	3,700.00	
Professional Fees	1,600.00	
Accreditation Expenses	100.00	
Membership/Dues Expenses	450.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 17,850.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 216,170.00</b>	Should equal Total Program Funding Sources on page 4
Administrative costs are capped at a maximum of 18% of total budget		
Total percentage of administrative costs	8.26%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	13,000.00	Pending		
Ministry of Children and Family	122,215.00	Confirmed	Suman Singh	250-952-6062
A. Total Government Funding	\$ 135 215.00			
Corporate Sponsorships				
United Way	40,000.00	Confirmed	Rachel Carrol	250-220-7363
Fundraising	40,955.00	Confirmed		
B. Total Corporate Sponsorships	\$ 80,955.00			
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 PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 216,170.00	Should equal Total Program Expenditures page 3		

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 max - do not add extra pages)

This past year saw over 1000 individual youth access Club services located in the downtown core. If The Alliance Club is not successful in obtaining this grant, this could mean a reduction in hours and services. This could mean that youth will not have a safe place to access downtown and may be more prone to engaging in less healthy activities in and around the city. Youth may also lose consistent access to their basic needs being met, as the Club is the only youth drop-in open 5 days a week.

### 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 BC, V8W 1K7



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones

Date	Milestone
Ongoing	Continue to provide meals, shower, laundry, clothing and hygiene products to youth
Ongoing	Continue to refer youth to appropriate services
Ongoing	Continue to support youth transitions to adult systems and services
Ongoing	Continue to deliver free recreation programming options such as music, art and baking to youth
Ongoing	Continued services delivery coordination w/Vic PD, Foundry, GT Hiring and other service providers
Ongoing	Continue to offer extra recreation/outdoor activities in summer so youth have access to healthy rec

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

EXECUTIVE DIRECTOR  
Position

PATRICK GRIFFIN  
Name

JANUARY 27 2020  
Date





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1 Centennial Square  
Victoria, BC V8W 1P6  
E [grants@victoria.ca](mailto: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](mailto:grants@victoria.ca)
2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Youth Empowerment Society

Mailing Address: 533 Yates Street,

Contact Person: Pat Griffin

Email: Pat.griffin@vye.sca

Telephone: 250-383-3514

Website: vyes.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Youth Outreach Team-YSOT

Is the project or program completed?

☒ Yes If yes, what is the completion date?: Project is on going

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

The Youth Services outreach Team is an ongoing program service that provides support, referrals, connections and counseling to high risk, homeless and marginalized youth and their families.

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

YSOT provided services that made: health accessible, enhanced quality of life, worked towards ending homelessness & helped make recreation more accessible. YSOT acted as a direct access point for youth, families, social workers, community service agencies, teachers & police to connect with outreach counsellors. YSOT delivered 3968 referrals/connections in health, basic needs, employment, school, housing, recreation etc 513 outreach contacts, 763 Community contacts and 336 individual youth

### 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
Crisis intervention/make youth aware/connect to services in a timely manner	3968 referrals/connections were made for youth	Yes
Helped w/basic needs, emergency shelter, transportation	Over 600 referrals/connections to mental health/addiction/shelter resources	Yes
Provided opportunities to access social/recreational & cultural activities	over 160 youth connected to recreational and cultural activities	Yes
Improved ease of access to health services	Over 700 referrals/connections were made to health services	Yes
Assisted youth to obtain safe, appropriate housing	Over 180 referrals/connections were made to housing resources	Yes
Partnered with MYST officer, local police and other community agencies	Over 520 community contacts were made over the year	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? High risk, homeless and marginalized youth

What positive impacts were felt by your target audience? connections to community, education, employment, housing & independence

How many have benefitted from the project or program? 336

What percentage of Greater Victoria Residents benefitted from this project or program? 95%

How many volunteers have worked on this project or program? 7 What total hours did they work? 140



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## 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)
<b>Project or Program Costs</b>		
Staff Wages/Benefits	159,200.00	
Utilities Expenses	1,335.00	
Telephone/Cellular/Fax/Internet Expenses	1,920.00	
Equipment	2,895.00	
Repair and Maintenance	5,240.00	
Office Supplies, Postage, Service Contract, Lease Expenses	1,820.00	
Parking / Mileage Expenses	21,900.00	
Program Supplies	5,770.00	
Miscellaneous/Staff Training	480.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 200,560.00</b>	
<b>Administration</b>		
Administration	10,000.00	
Insurance Expense	1,500.00	
Professional Fees Expense	1,750.00	
Accreditation Expense	0.00	
Membership / Dues Expenses	250.00	
Rent	8,200.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 21,700.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 222,260.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
Ministry of Children and Family	191,955.00	Confirmed	Suman Singh	250-952-6062
City of Victoria	10,000.00	Confirmed	Christine Havelka	250-361-0554
<b>A. Total Government Funding</b>	<b>\$ 201,955.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			



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## 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)	\$ 201,955.00			

### 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.

Signature

Executive Director

Position

Patrick Griffin

Oct 25 2019

Name

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Theatre SKAM Association

Mailing Address: PO Box 8563, Main PO, 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 max - **do not add extra pages**)

Theatre SKAM strives, with rigour and discipline, to effect positive social change in our community, to propel the professional careers of artists, notably Victoria artists, and especially emerging artists, and to invigorate our community with living contemporary theatre and events that provide varied and provocative entertainment for audiences in Victoria and on tour. Our mission is to instill in all our creators and their work a sense of fun, innovation, and freedom, and above all never boring

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

For 25 years 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 children. We bring best practices to the performing arts in Victoria.

How many paid staff at organization?

Full Time: 1

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	10,000.00	Strategic Projects
City of Victoria	12,000.00	Festival Investment Grant- SKAMpede
Earned revenue (E.g. box office & classes)	160,000.00	Annual Festival, Venue costs, Projects, General operations
Public Revenue (Operations & Project)	408,000.00	Annual Festival, Venue costs, Projects
Private Revenue (Foundations & Donations)	91,500.00	Projects, General operations
Organization's Annual Budget	\$ 681,500.00	



## 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
Increase the audience from previous years	Continue audience tracking methods
Target new neighbourhood venues	Work with city staff to select appropriate locations, count new sites
Increase students employed to 5 (from 4)	Evaluate project budget and hire five persons if possible

### 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%)

#### Pop Up Victoria Live Theatre Series

Project or program title:

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 max - **do not add extra pages**)

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 run. Close quarters provide an intimate opportunity to introduce residents and visitors to high-quality theatre in an unlikely venue.

The "Pop Up Victoria Live Theatre Series" responds to the strategic plan by creating a welcoming city and strong, liveable neighbourhoods, 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, 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 activates the landscape in a unique way.

SKAM has a proven track record, a strong reputation within the wider community, and a desire to seek out performers representing different cultures and backgrounds, including local Indigenous artists.

The project is based on an established format, the strategic plan grant will increase our reach to Victoria residents.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - **do not add extra pages**)

The project will:

Support strong, liveable neighbourhoods: 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

Create a more welcoming city: 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 endeavors 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 residents benefit from this project or program? City of Victoria 16 % Greater Victoria \_\_\_\_\_ %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ Request=12,000 (of38,470) **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (If applicable)
<b>Project or Program Costs</b>		
Director/ Coordinator fee	4,875.00	hired to schedule the shows & directs performers
Four performers	21,500.00	local performers
Technician	4,875.00	creates & maintains scenery & supports w/lighting & sound
Materials: Scenery, Costumes, Props	500.00	based on last summer
Venue Costs	3,250.00	the cost of maintenance of the vehicle & pop up theatre
Fuel	300.00	based on last summer
<b>A. Total Project or Program Expenses</b>	<b>\$ 35,300.00</b>	
<b>Administration</b>		
Operations Coordinator	2,520.00	portion of annual salary
Permit costs	400.00	
Office supplies	250.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 3,170.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 38,470.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	8.24%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	12,000.00	Pending		
Operating funding- federal, provincial	5,000.00	Confirmed		
BC Gaming Grants	6,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 23,000.00</b>			
<b>Corporate Sponsorships</b>				
Earned revenue: fundraising	4,000.00	Confirmed		
Canada Summer Jobs	11,470.00	Pending		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 15,470.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 38,470.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

This project began in response to earlier strategic plans, and ran well with full support. Without the strategic plan grant, the delivery of the project will be greatly hampered. The duration of the project will be the primary way it will be affected. We expect strong support from other avenues but want to keep entrance as donations, funding from the strategic grant will make this project more accessible for citizens 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: May 11, 2020 To: Aug 28, 2020

Project or program location: Various parks, parking lots, festivals and farmer's markets in the City of Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
May 4, 2020	Finalize programming and casting
May 11, 2020	First rehearsals begin
May 18, 2020	Shows begin
Aug 28, 2020	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, onsite logos

### 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

Anne Taylor  
Name

General Manager  
Position

January 31, 2020  
Date

## Supplement to Theatre SKAM's Strategic Plan Grant Application Form

please note that this is not additional information for consideration, this is just the information from the application in larger font.

### **Brief description of the project or program and why the grant is needed:**

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 run. Close quarters provide an intimate opportunity to introduce residents and visitors to high-quality theatre in an unlikely venue.

The "Pop Up Victoria Live Theatre Series" responds to the strategic plan by creating a welcoming city and strong, liveable neighbourhoods, 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, 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 activates the landscape in a unique way.

SKAM has a proven track record, a strong reputation within the wider community, and a desire to seek out performers representing different cultures and backgrounds, including local Indigenous artists.

The project is based on an established format, the strategic plan grant will increase our reach to Victoria residents.

### **Explain in detail how this project or program will meet and support the chosen City of Victoria's Strategic Plan objective.**

The project will:

Support strong, liveable neighbourhoods: 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

Create a more welcoming city: 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 endeavors 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.

### **If you do not receive full funding, what is the impact to the project or program:**

This project began in response to earlier strategic plans, and ran well with full support. Without the strategic plan grant, the delivery of the project will be greatly hampered. The duration of the project will be the primary way it will be affected. We expect strong support from other avenues but want to keep entrance as donations, funding from the strategic grant will make this project more accessible for citizens of Victoria.





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Threshold Housing Society

Mailing Address: 1524 Fort St. Victoria, BC V8S 5J2

Contact Person: Colin Tessier

Email: colin.t@thresholdhousing.ca

Telephone: 250-383-8830

Website: 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: 8226033

Are you a registered Charity?

☒ Yes ☐ No

Charity Registration Number: 876673369 RR 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 max - **do not add extra pages**)

Vision Statement: A community where all youth thrive.

Mission Statement: Threshold Housing Society works to prevent adult homelessness by providing safe housing, support services, and community to at-risk youth.

We serve at-risk youth experiencing homelessness, aging out of care, or fleeing violence in the home. We offer safe housing, community and support to help youth make healthy choices and shift toward a brighter future.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Threshold Housing Society has been operating in the City of Victoria since 1990. In that time, Threshold has safely housed more than 550 at-risk youth. In addition to safe housing, Threshold offers wrap-around support services to youth, including individualized case plans focused on the root of the issue(s) that is putting them at risk. We provide supports that help break the cycle of homelessness and trauma in their lives. In 2019, we received 122 referrals.

How many paid staff at organization?

Full Time: 11

Part Time: 3

How many volunteer staff at organization?

25

Total volunteer hours: 1,200

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	35,000.00	Wrap-around support program. Case planning, advocacy, referral, and connection for youth.
Government - BC Housing & MCFD	286,854.00	BC Housing is for rent supplements and 1 program staff. MCFD is operational funding for two houses.
Donations & Fundraising	224,800.00	General funding to round out the budget and is directed to greatest need.
Youth Fees	184,300.00	Supports the operations of each house and unit.
Investment Revenue	28,332.00	General funding to round out the budget and is directed to greatest need.
Coast Capital Community Grant	70,000.00	Supports operations of Threshold House, a home where 8 youth live.
Reaching Home	85,000.00	Funds one Youth Engagement Liaison position and associated youth program costs.
Other Grants	119,266.00	Have applied for BC Gaming, Victoria Foundation and a couple other small grants. Program focused.
Organization's Annual Budget	\$ 1,033,552.00	



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## 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
Support 56 youth with wrap-around services in a housing context	Sustained caseloads of 35 youth for Youth Engagement Liaison positions (2 FTE).
Successfully graduate 21 youth	21 youth graduate and move into confirmed positive and sustainable housing situations.
56 youth have co-created & individualized case plans	Individualized goals, referrals, achievements etc. are recorded and tracked on a monthly basis.
Youth see a 50% increase in their holistic assets	Measured with an assessment that includes areas such as finances, physical health, & mental health

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Youth Homelessness Prevention & Housing Stabilization

Who is your target audience? At-risk youth who are experiencing homelessness, aging out of care, and/or fleeing violence/abuse

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

This program drives the wrap-around case management and skills building activities that comprise the central component of Threshold's overall housing program. This program seeks to support housed youth toward long-term sustainable housing in adulthood by preparing them and supporting them as they build capacity and exit homelessness for good. The program is guided by the Housing First for Youth model. This model focuses on healthy transitions to adulthood, not just short-term independent living. The program will allow Youth Engagement Liaisons to work intensively with youth who would otherwise not receive coordinated services to identify personal goals and skills that will sustain them into adulthood. This work is done over a flexible, sustained period. The care plans will be dictated by the needs and evolving development of the young person along their journey - recognizing that youth needs will change and grow as they do. The model is based on a fail-forward concept, always highlighting youth strengths rather than being problem focused or deficit based.

Without this program, the housing equation is incomplete and youth are not provided the opportunity to grow into sustainable and brighter futures.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input checked="" type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)                    |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input checked="" type="checkbox"/> Affordable Housing (6.00)           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





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## 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 max - **do not add extra pages**)

The 2018 PIT Count found that 156 youth were experiencing homelessness in Greater Victoria. Of the adults counted that day, more than half indicated experiencing homelessness for the first time as a young person. Of the youth counted, more than half indicated that they had been in government care and reported becoming homeless within a year of leaving care, with 35% stating that they became homeless within a month of leaving care. It can be argued that this prevalence of youth homelessness in the community forms the bedrock that becomes adult homelessness in a system where it is left unaddressed. Research shows that early intervention can prevent escalation and decrease the likelihood of future instances of homelessness. Our current system operates as a band-aid with an inequity of investment focused on turning off the taps that create homelessness. Not only will this program reduce homelessness this year, it will have an exponentially positive effect on reducing the number of people who experience homelessness in the future. Indigenous youth are 17 times more likely to be in care than non-Indigenous youth. By focusing on transition supports for Indigenous youth from care into safe housing, we are contributing to Reconciliation.

How many will benefit from the project or program? 56

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 35,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Direct client staff positions	109,651.00	Salary, MERC, and benefits for 2 Full-time Youth Engagement Liaisons
Health & education program costs	2,500.00	Equipment and fees needed for youth in school and extracurricular sports.
Life skill program costs	2,500.00	Life skill development courses related to goals within their case plan.
Cultural program costs	2,500.00	Connecting indigenous youth to cultural support including Elders and Knowledge Keepers.
<b>A. Total Project or Program Expenses</b>	<b>\$ 117,151.00</b>	
<b>Administration</b>		
Wages for Administration staff	23,000.00	Percentage of Director of Program Services and Finance/Bookkeeping
Staff training	1,000.00	ASIST, First Aid, Motivational Interviewing, trauma-informed practice, among others.
Office supplies and equipment	500.00	General supplies
Phone and internet	950.00	Two cell phones and access to internet at the office.
<b>B. Total Administrative Expenses</b>	<b>\$ 25,450.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 142,601.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	17.85%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	35,000.00	Pending		
Reaching Home	83,239.00	Pending	Gina Dolinsky	250-360-3319
A. Total Government Funding	\$ 118,239.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
Donations	24,362.00	Confirmed	Colin Tessier	250-383-8830
C. Total Matching Funds	\$ 24,362.00			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 142,601.00	Should equal Total Program Expenditures page 3		

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 max - **do not add extra pages**)

Without full funding Threshold will be forced to redistribute an increased amount of donor revenue to this program. We are a small non-profit and do not have extra margin in our budget. Every dollar is significant and has an important job to do within our annual budget. With partial funding this program will still move forward but real financial pressure on the organization overall will be increased.

### 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, 2020 To: June 30th, 2021

Project or program location: Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 1st, 2020	Support a full caseload of 35 youth
August 1st, 2020	First monthly case plan reports completed. Continues monthly for duration of program
Ongoing	Support youth as graduate into sustainable housing and adulthood
June 30th, 2021	Celebrate 21 youth who successfully graduated into sustainable housing and adulthood

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 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?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Website      | <input type="checkbox"/> Sponsor Plaque           |
| <input type="checkbox"/> Newspaper Advertisement | <input checked="" type="checkbox"/> Annual Report |
| <input checked="" type="checkbox"/> Social Media | <input type="checkbox"/> Other: _____             |
| <input checked="" type="checkbox"/> Newsletter   |   |

### 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

Colin Tessier

Name

January 31st, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Tides Canada Initiatives - 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 max - **do not add extra pages**)

#### MISSION

The Existence Project is a project on Tides Canada's Shared Platform that uses storytelling to connect different communities.

#### MANDATE

To develop connection, dignity and belonging for marginalized youth and adults through community based transformative workshops  
To increase understanding of systemic social-issues facing marginalized peoples in communities with political-power and privilege

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Since our foundation in 2018 we have developed and ran 40 + transformative workshops out of schools, downtown service providers and public venues that have fostered connection, belonging and mutual understanding for a diverse cross-section of 1000+ Victoria city dwellers. During this time we have trained comprehensive speakers bureau of 19 dynamic storytellers with experience of homelessness while sharing 200+ art reflections, podcasts, and written reflections with the wider community.

How many paid staff at organization?

Full Time: 2

Part Time: \_\_\_\_\_

How many volunteer staff at organization?

12

Total volunteer hours: 400

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	25,000.00	Essential Staffing Costs
SPARC BC	10,000.00	Essential Staffing Costs
All One Fund	5,000.00	Essential Staffing Costs
Coast Capital Community Investment	30,000.00	School Based Programming
Anawim Companion Society; west Coast creations; Gillian Monsonhng Phot	18,100.00	Workshop Space, Office Space, Printing; web support; photography fees (all in-kind)
Catherine Donnelly Foundation	35,000.00	Essential Staffing Costs
Vancouver Foundation	100,000.00	Ongoing programming costs including school based programming
Organization's Annual Budget	\$ 223,100.00	





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## 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
Run 16 workshops out of 2+ Downtown Service Providers	16 Workshops run out of Anawim House and PEERS
Build capacity in marginalized communities to tell their story	16 storytellers with lived experience of homelessness trained
Increased sense of belonging in civic life for marginalized people	Evaluations show 100+ marginalized Individuals feel increased sense of belonging
Increased understanding and connection to social-issues of marginalized ppl	Evaluations show 50+ guest participants feel increased sense of understanding and connection
Create anti-stigma community generated content for wider sharing	Online channels shared *16 podcasts, 16 artist reflections, 32 reflections from guest participants
Engage the wider public in dialogue and reflection through online channels	2500 unique interactions through all of our online channels (website, facebook, instagram)

### 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: Keeping It Human - For Communities

Who is your target audience? Victoria based People experiencing homelessness,

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Public misconceptions of people suffering from poverty, addiction, mental illness, and homelessness reinforce their exclusion at a systemic level. Such misconceptions are based on misinformation, and compounded by a lack of personal contact with people within those communities. In Victoria, marginalized people are functionally segregated from the people with the means to advocate for them resulting in a community fragmented along socioeconomic lines (Paule, 2018). We facilitate health, well-being and a the growth of a welcoming city by creating a meaningful space for marginalized people to engage with a wider community. Working with established service providers, we employ a storyteller with a lived experience of homelessness as the starting point for guided creative reflection that encourages participants to share their perspectives on the social issues that affect their day-to-day lives. This powerful group process that includes clients of downtown service providers, socially minded artists, students and community ally's encourages critical thinking and empathetic reasoning through storytelling.

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - **do not add extra pages**)

Keeping It Human is an innovative, effective and long-term solution to systemic social exclusion of people experiencing homelessness, addiction and poverty, bringing diverse community members together through the experience of personal storytelling. We believe that story is the key to building community, restoring dignity, and creating a sense of belonging among all community members, irrespective of socioeconomic status, race, gender, or sexuality. In our storytelling workshops, we connect people with wide-ranging lived experiences to engage in vulnerable, and often transformative, dialogue. After three years of pilot programming our 2019 impact report codified hundreds of individual reflections made during and after the workshop. The thematic results are: 1) Inclusion: compassion, for others, love & acceptance, shared healing 2) Health and Well-being: self-growth/love/compassion, healing, vulnerability, emotions, identity 3) Critical Thinking: what action to take, how to help. In practice, past participants of our program have directly enabled expansion into government, schools and prominent organizations (outlined in partnerships section).

How many will benefit from the project or program? 2720

What percentage of residents benefit from this project or program? City of Victoria 3 % Greater Victoria 0.008 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$25000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Project Coordinator (PC) Salary	42,241.00	Responsible for Training, Facilitation and Program Outreach
Communications Coordinator (CC) Salary	42,241.00	Responsible for Workshop Coordination, Online Sharing, Public Engagement
Co-Facilitator Salary	12,000.00	Estimated 600 hours @ 20\$ per hour
Creative Materials	1,200.00	Story boxes, pens, flip paper, notebooks, marker, and other misc.
Social Media Promotion	1,200.00	Two promoted posts per week X 10\$ = 80\$ per month
Participant Honorariums	5,000.00	
Photography (in-kind)	1,000.00	
Web Development / Maintenance (In-Kind)	8,000.00	Donated by West Coastal Creations
PC & CC Salary Breakdown		Estimated 1200 hours @ 30\$ per hour including taxes and benefits
<b>A. Total Project or Program Expenses</b>	<b>\$ 112,882.00</b>	
<b>Administration</b>		
Tides Canada Overhead	14,166.00	
Workshop Space (in-kind)	4,000.00	Donated by Anawim Companion Society
Office Space (in-kind)	4,000.00	Donated by Anawim Companion Society
Print, Photocopy (in-kind)	1,100.00	Donated by Anawim Companion Society
<b>B. Total Administrative Expenses</b>	<b>\$ 23,266.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 136,148.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	17.09%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	25,000.00	Pending		
SPARC BC	10,000.00	Confirmed	Lorraine Copas	604.718.7736
<b>A. Total Government Funding</b>	<b>\$ 35,000.00</b>			
<b>Corporate Sponsorships</b>				
All One Fund	5,000.00	Confirmed	Megan Parrish	Megan@lakeoffice.ca
Catherine Donnelly Foundation	35,000.00	Pending	Anne Mark	416-461-2996 ext 204
Vancouver Foundation	43,048.00	Pending	Hayleigh Chafe	(604) 688-2204
<b>B. Total Corporate Sponsorships</b>	<b>\$ 83,048.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
West Coastal Creations	8,000.00	Confirmed	Adam Farquharson	250-813-1414
Gillian Mansonhng Photography	1,000.00	Confirmed	Gillian Staples	250-888-2870
Anawim Companion Society	9,100.00	Confirmed	Terry Edison-Brown	
<b>D. Total In-Kind Contributions</b>	<b>\$ 18,100.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 136,148.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

If we do not receive full funding our programming will still move forward, however the amount of programming and the efficacy to which we are able to support it will have to be scaled downwards.

### 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 15th To: June 30th

Project or program location: Anawim Companion Society and Peers Resource Society





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 15 - Aug. 30th 2021	Train 2020 roster of storytellers with lived experience of homelessness
July 15 - Aug. 30th 2021	Confirm and build roster of guest artists, students and community allies
Sept. 1st - May 30th 2021	Deliver ongoing workshops at Anawim House and PEERS throughout the year
June 15th, 2021	16 podcasts, 100+ reflection photographs *16 art reflections, 32 written reflections shared
June 1st 2021	Create impact report outlining evaluation results, feedback and themes participant reflections
June 30th, 2021	Create analytic report of online interaction and engagement

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 48 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

DocuSigned by:

*Lizzie Howells*

44A23C5ED7394DF...

Signature

Director, Shared Platform

Position

Lizzie Howells

Name

January 31, 2020 | 5:32 PM PST

Date



1 Centennial Square  
Victoria, BC V8W 1P6  
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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)
2. Assemble **Assessment Documentation**:
  - ☒ Documentation acknowledging the City of Victoria's funding support

### 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

Telephone: 250-813-1434

Website: theexistenceproject.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Keeping It Human

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 is in progress. We are well underway with the program activities and anticipate completing the project by Mid-April 2020.  
NOTE: The surplus of remaining funds is to be spent on other programming in the coming months

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

Yes, our project has begun programming for classrooms across the city and early indicators have shown increased feelings of inclusion and wellness in youth aged 12-18. Early indicators have also shown an increased understanding of youth at risk amongst students and educators.

### 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
Keeping It Human - Pilot Program Evaluation and Research Report completed	Pilot Program Evaluation and Research Report Completed	Yes
Employ and train 6 storytellers with lived experience of youth homelessness	Trained/employed 6 storytellers with lived experience of youth homelessness	Yes
Increased feeling of inclusion and wellness in 600+ students aged 12-18	250 students engaged so far. In Progress	No
Increased understanding of youth homelessness in 600+ students aged 12-18	250 students engaged so far. In Progress	No
Increased understanding of youth homelessness in 10+ educators	Evals show increased understanding of youth homelessness in 12+ educators	Yes
Increased understanding of resources available for homeless youth	250 students engaged so far. In Progress	No

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Middle School / High School Students aged 12-18

What positive impacts were felt by your target audience? increased feeling of inclusion, wellness and understanding of youth homelessness

How many have benefitted from the project or program? 250 Middle School / High School Students aged 12-18

What percentage of Greater Victoria Residents benefitted from this project or program? 0.002

How many volunteers have worked on this project or program? 2 What total hours did they work? 40



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## 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)
<b>Project or Program Costs</b>		
Project Coordinator	21,770.39	
Social Media & Communications coordinator, co-facilitator	14,067.77	
Honorariums	2,159.00	
Creative Supplies	148.00	
Storybox Supplies	306.00	
Web Development/Maintenance	495.00	
Workshop Space	343.00	
Office Space	816.00	
Curriculum, evaluation forms, handouts, colour prints, art prints	38.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 40,143.16</b>	
<b>Administration</b>		
Tides Canada Overhead	11,060.37	
<b>B. Total Administrative Expenses</b>	<b>\$ 11,060.37</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 51,203.53</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	5,000.00	Confirmed		
ESDC	4,125.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 9,125.00</b>			
<b>Corporate Sponsorships</b>				
Coast	30,000.00	Confirmed		
SPARC	22,500.00	Confirmed		
All one fund	30,000.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 82,500.00</b>			





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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
Donations	700.00	Confirmed		
Other Revenue	4,790.00	Confirmed		
Interest	403.69	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 5,893.69</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 97,518.69</b>			

### 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.

DocuSigned by:

*Lizzie Howells*

44A23G5ED7394BF...

Signature

Lizzie Howells

Name

Director, Shared Platform

Position

January 31, 2020 | 5:32 PM PST

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Vancouver Island Counselling Centre for Immigrants and Refugees - VICCIR

Mailing Address: #100-850 Blanshard Street, Victoria, BC, V8W 2H2

Contact Person: Rachel Davey

Email: newsletter@viccir.org

Telephone: 778-404-1777

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: Not applicable

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: 763343498 RR 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 max - **do not add extra pages**)

VICCIR removes the barriers that prevent refugees and immigrants in Victoria receiving the mental health support they so desperately need. Individuals of all ages and genders can access counselling provided by an experienced clinical counsellor specifically trained in trauma-informed and culturally appropriate practices. Therapy is available in the client's first language and fees are on a sliding scale. VICCIR's client-centred approach ensures that their needs are always our first consideration

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Since 2016 VICCIR has created positive and long-lasting change in Greater Victoria by assisting newcomers with their transition to their new lives. There is a clear and documented link between good mental health and general social, economic and physical well-being. By providing easily to access counselling, VICCIR supports improved individual well-being and resilience, secure parent-child relationships, better parenting skills, enhanced quality of life, greater engagement in the wider community.

How many paid staff at organization?

Full Time: 1

Part Time: 42

How many volunteer staff at organization?

12

Total volunteer hours: 4570

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	40,000.00	All funding sources that are not restricted to
Community Gaming Grant (pending)	75,000.00	specific projects/expenditures cover the following:
Donations, client payments, memberships, honorariums, IFHP	29,400.00	Rent, insurance, office manager, marketing, contract services (interpreters)
Revenue from partnership agreements	5,000.00	training costs, telephone and internet, office supplies.
Other funding (pending)	14,000.00	
In kind services	292,850.00	
Grants from Victoria and Vancouver Foundations	45,000.00	\$5000 restricted from Vancouver Foundation for systems change project
Community Counselling Grant	120,000.00	Compensation for counsellors and supervisors (restricted)
Organization's Annual Budget	\$ 621,250.00	



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## 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
More clients able to access counselling	Tracking the number of clients and comparing to previous years
No extended waiting periods to access counselling	Tracking the period of time between the initial inquiry and intake
Reduction in symptoms for clients	Symptom checklist administered at intake, 3, 6 and 12 months. Results compiled and compared.
Client satisfaction	Attendance rates, feedback from clients, testimonials
Support for service providers - counsellors, interpreters, staff	Regular supervision and training, debrief sessions, team meetings
Overall excellent level of service to clients	Formal external evaluation by Dr Catherine Costigan, University of Victoria
Greater understanding/orientation to mental health in the wider community	Tracking the number of training sessions, workshops and consultations provided
Collaboration with partners working in the same field	Number of partnership agreements with like-minded organizations and collaboration results reported

### 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

Who is your target audience? Immigrants and refugees of all ages and genders in Victoria

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

Many things have changed, and much has been learned since VICCIR received funding from the City of Victoria in 2018. At that time, the \$10,000 grant funded our first paid positions. Since then our budget has increased twelve-fold, including a three-year grant from the Ministry of Mental Health and Addictions to pay our counsellors and supervisors. We have also received funding and continued to build strong relationships with partners such as ICA, the University of Victoria, Victoria Foundation, Vancouver Foundation, Island Health, and all the Greater Victoria School Districts. VICCIR is now in a far more sustainable position to continue to deliver this ongoing project. The expertise and skills of our registered clinical counsellors and clinical interpreters have always been available: now we have the funding to compensate them, no longer depending on our volunteers. The need for our services continues to grow, with numbers of referrals from many different sources increasing, especially for children and youth. In 2018 90% of VICCIR clients reported a reduction in their symptoms – however it is the longer-term positive change that will most impact our city, as newcomers are able to thrive.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)      | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)              |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





## 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 max - **do not add extra pages**)

For Victoria to be a thriving and inclusive city, it is vital to provide newcomers with the mental health support they need to make the transition to their new life. In order to have a sense of belonging and to be able to participate in civic life, immigrants and refugees need to be able to process the trauma they may have experienced prior to coming to Canada. VICCIR ensures that these often marginalized and under-served populations get access to services that are both culturally appropriate and trauma informed. With improved mental health, refugees and immigrants are more likely to feel welcomed, accepted, respected and encouraged to participate. Studies show that the model of early intervention practiced by VICCIR results in improved mental health and general well-being and a reduced need to access acute and crisis-oriented services. Individuals and families thrive, enjoying an improved quality of life and mental, physical, social, economic well-being. Immigrants and refugees are more likely to enjoy prosperity and find the integration process easier. Ultimately, these individuals and families will make Victoria a more culturally diverse city whose citizens model compassion and understanding.

How many will benefit from the project or program? 3000 estimated

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 40000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Rent	42,900.00	
Insurance	2,500.00	We are not able to offer counselling without insurance
Vancouver Foundation Grant contract services	5,000.00	
Community Counselling Grant contract services	120,000.00	
Contract services (interpreters)	11,000.00	
Director of Services/Executive Director	100,000.00	
In kind services	289,400.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 570,800.00</b>	
<b>Administration</b>		
Advertising	600.00	
Bank charges and interest	100.00	
Office supplies	2,500.00	
Telephone and internet	1,500.00	
Training expenses	775.00	
Office Manager	41,100.00	
Miscellaneous	425.00	
In kind services (administration)	3,450.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 50,450.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 621,250.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	8.12%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	40,000.00	Pending		
Community Counselling Grant	120,000.00	Confirmed		
Community Gaming Grant	75,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 235,000.00</b>			
<b>Corporate Sponsorships</b>				
Interim Federal Health Program	10,000.00	Pending		
Donations	10,000.00	Pending		
Client Payments	8,000.00	Pending		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 28,000.00</b>			
<b>Matching Funds</b>				
Honorariums and membership fees	1,400.00	Pending		
Revenue from partnership agreements	5,000.00	Pending		
Victoria Foundation Community Grant	40,000.00	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 46,400.00</b>			
<b>In-Kind Contributions</b>				
Clinical services	144,000.00	Confirmed		
Director of Services/ED	137,000.00	Confirmed		
Admin assistant and other	11,850.00	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 292,850.00</b>			
<b>Waived Fees and Charges</b>				
Vancouver Foundation Grant	5,000.00	Confirmed		
Other funding	14,000.00	Pending		
<b>E. Total Waived Fees and Charges</b>	<b>\$ 19,000.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 621,250.00</b>	<b><u>Should equal Total Program Expenditures page 3</u></b>		

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 max - **do not add extra pages**)

We hope that the City of Victoria will choose once again to grant funds to enable VICCIR to continue its work in support of the Strategic Plan objectives. If our application is not successful, VICCIR's work will continue, however we may be required to scale back on the key program objectives listed in section 5. VICCIR will also continue to apply for other sources of funding whether or not this application is successful.

### 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 2020 To: June 30 2021

Project or program location: VICCIR, #100-850 Blanshard Street, Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 1 '20 - June 30 '21	Continuous recruitment and training of new counsellors and interpreters.
July 1 '20 - June 30 '21	Accepting more clients for mental health counselling.
July 1 '20 - June 30 '21	Additional supervision and training of existing counsellors and interpreters.
July 1 '20 - June 30 '21	Recruitment and training of additional supervisors.
July 1 '20 - June 30 '21	Additional outreach, training and mental health orientation.
July 1 '20 - June 30 '21	Increasing support hours – admin, fundraiser, volunteer coordinator

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? <sup>12</sup> \_\_\_\_\_ Total volunteer hours required: 4570

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** Digitally signed by Adrienne Carter  
Date: 2020.01.31 16:46:53 -08'00'

Signature

**Director of Services**

Position

**Adrienne Carter**

Name

**January 31 2020**

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Vancouver Island Local History Society (VILHS)

Mailing Address: 2616 Pleasant Street, Victoria, BC, V8T 4V3

Contact Person: Dr. Kelly Black

Email: Kelly@PointElliceHouse.com

Telephone: 250-580-3420

Website: PointElliceHouse.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: S0069713

Are you a registered Charity?

☒ Yes ☐ No

Charity Registration Number: 741473714RR0001

*\*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 max - **do not add extra pages**)

VILHS operates historic Point Ellice House (PEH). Our mission is to develop and support local history projects in Victoria that are inclusive, diverse, and representative of communities in the past and present. We believe PEH reflects the history of the City and is a site for encountering stories about the communities around us. We value the location of PEH within the Burnside Gorge area and believe in building relationships with neighbours/businesses to serve the future of the community.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

VILHS has operated Point Ellice House since early 2019. In that time we have undertaken significant changes to the site, including heritage conservation, accessibility upgrades, a major feature exhibition, and updates to the historical narrative. Our work has increased access to the historic site for residents and visitors. We have also held a number of events to benefit residents, including walking tours, free heritage events, and by-donation days to support the city's marginalized communities

How many paid staff at organization? Full Time: 1 Part Time: 3

How many volunteer staff at organization? 20 Total volunteer hours: 1372 (2019)

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	20,000.00	Exhibit design; digital interactives
Province of British Columbia	80,000.00	Operational funding, collection management, historic garden management, staff wages
Rental Income	15,000.00	Wages, maintenance, regular & special events programming, utilities
Admission Fees & Special Events	14,000.00	Wages, maintenance, regular & special events programming, utilities
Gift shop	2,000.00	Wages, maintenance, regular & special events programming, utilities
Donations & Sponsorship	5,500.00	Wages, maintenance, regular & special events programming, utilities
Organization's Annual Budget	\$ 136,500.00	



## 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
Show where & how Victoria obtained drinking water, ~1842-1915	Visitor numbers; media coverage; visitor comments/engagement (online/in person)
Show where & how Victoria disposed of waste	Visitor numbers; media coverage; visitor comments/engagement (online/in person)
Demonstrate the everyday aspects of waste & water in a historical house	Visitor numbers; media coverage; visitor comments/engagement (online/in person)
Introduce visitors to racist motivations behind some sanitation projects	Visitor numbers; media coverage; visitor comments/engagement (online/in person)
Introduce visitors to role of colonization in water & waste issues	Visitor numbers; media coverage; visitor comments/engagement (online/in person)
To link the history of Victoria with present-day issues	Visitor comments/engagement; media coverage

## 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: Springs and Scavengers: Waste and Water in Victoria, 1842-1915

Who is your target audience? Residents of Victoria; visitors to the city.

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

In summer 2020, the VILHS will launch a feature exhibit on the history of waste and water in Victoria. Waste and water connect all people; questions of where/how to protect water and dispose of waste are often debated. The subject sparks curiosity; visitors to PEH are surprised to find that one of Victoria's oldest homes is located in a light-industrial neighbourhood; the sights, sounds, and smells of waste transfer are a daily reality.

As a site with municipal, provincial, and national heritage designations, PEH and its collection reveal many connections to the geographic, socio-economic, and political history of water and waste. The exhibit will use local history to prompt broader conversations about the future of the city and a rapidly changing climate.

The creation of an exhibit involves many elements and people, including researchers, archivists, conservators, graphic designers, and trades people. A grant will allow the society to hire an exhibit design firm and local businesses to design and construct the exhibit and its interactive elements. We will also contract a videographer to create video clips at featured waste and water sites in the City, for use in the exhibit and online.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |

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.

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |



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## 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 max - **do not add extra pages**)

Museum exhibits are sites of learning and dialogue. Although Point Ellice House is one of BC's oldest homes with deep connections to Victoria's past, the site is under-visited by residents. The exhibit is an opportunity to reach residents with the history and stories of the City's past. As such, the project will meet a number of the City's objectives, particularly with regards to Strong, Liveable Neighbourhoods:  
- The exhibit will develop a strong sense of place rooted in the history of Victoria. Understanding the past is critical to placemaking initiatives that envision the future of public spaces and resources.  
- Through the project and our location, the exhibit provides a key opportunity for engagement with the Rock Bay/Burnside Gorge neighbourhood.  
- A dynamic exhibit about the City creates a thriving, distinctive, appealing, and viable sense of place for residents and our rapidly changing light-industrial neighbourhood.  
- Point Ellice House is often overlooked by residents because of our location within a light-industrial area. Through the exhibit, increased awareness of this historic site will introduce residents to two acres of green space, including the longest remaining natural shoreline on the Gorge Waterway.

How many will benefit from the project or program? 5,000

What percentage of residents benefit from this project or program? City of Victoria 60 % Greater Victoria 40 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 31,280.00 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Archival Research & Reports	6,720.00	Archival research at City of Victoria, BC Archives; Secondary research- 168 hrs @ \$40/h
Interpretive Writing (13 to 15 Panels)	1,870.00	Based on estimate provided by Double Dare Design
Exhibit Design & Drawings	1,780.00	Based on estimate provided by Double Dare Design
Graphic Design & Installation	4,410.00	Based on estimate provided by Double Dare Design
Artifact Mounts & Cases	1,500.00	Based on estimate provided by Double Dare Design
Interactive/Digital Content	9,000.00	Based on estimates provided by Double Dare Design and The Number Creative
Marketing/Advertising	2,900.00	Newspaper 6 pack, \$2400; Digital Media, \$500
<b>A. Total Project or Program Expenses</b>	<b>\$ 28,180.00</b>	
<b>Administration</b>		
Executive Director	1,850.00	Project and contract management
Curatorial Staff	1,250.00	Support for design, installation of artifacts
<b>B. Total Administrative Expenses</b>	<b>\$ 3,100.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 31,280.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.91%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	20,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 20,000.00</b>			
<b>Corporate Sponsorships</b>				
Local Businesses	6,000.00	Pending		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 6,000.00</b>			
<b>Matching Funds</b>				
VILHS; research, install, paint, volunteers	5,280.00	Confirmed	Kelly Black	250 580 3420
<b>C. Total Matching Funds</b>	<b>\$ 5,280.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 31,280.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

The exhibit will be scaled back; specifically, digital and interactive elements will be curtailed or eliminated; marketing and advertising budgets will also be significantly reduced. This will diminish the potential reach of the exhibit, particularly as online elements such as informational videos may not be undertaken. Marketing and promotion are key to our museum as we are located in an industrial area and do not benefit from more organic visitation such as foot traffic.

### 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: June 2020 To: May 2021

Project or program location: Point Ellice House Museum and Gardens (2616 Pleasant Street, Victoria)



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
January to March 2020	Research; finalize key stories and interpretive writing
April 2020	Prepare design drawings/graphics; select interactive elements
April/May 2020	Plan videos for exhibit and online
May/June 2020	Finalize interactive exhibit elements; film videos
June 2020	Exhibit launch
June to October 2020	Marketing and advertising
May 2021	Exhibit closes

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 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

**Kelly Black**

Digitally signed by Kelly Black  
Date: 2020.01.22 09:02:18 -08'00'

Signature

**Executive Director**

Position

**Kelly Black**

Name

**January 22, 2020**

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Brain Injury Society  
Mailing Address: Units C, D & E, 830 Pembroke Street, Victoria V8T 1H9  
Contact Person: Pam Prewett Email: pamp@vbis.ca  
Telephone: 250-590-6344 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 max - **do not add extra pages**)

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 max - **do not add extra pages**)

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: 7 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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	12,000.00	Peer Support
Island Health - Brain Injury Program	93,000.00	Case management, ABI, administration
Fundraising/Donations	81,000.00	Programs, rent, insurance, administration, etc
Advertising/Memberships/Rental	1,680.00	Programs, rent, insurance, administration, etc
Grants	194,563.00	Specific programs, eg Music Therapy
United Way of Greater Victoria	45,000.00	Community Connections
Organization's Annual Budget	\$ 427,243.00	





## 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 community as a result of peer support
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:

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - 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 max - **do not add extra pages**)

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - **do not add extra pages**)

Increase sense of belonging and participation in civic life among all demographic groups - 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 belonging for individuals  
Increase in number of people who feel safe and part of the community - 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 safe, non-judgmental space in which individuals discuss health & well-being. 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. Individuals partaking in the peer support group interact with others who are in a similar situation and feel less alone.

How many will benefit from the project or program? 300

What percentage of residents benefit from this project or program? City of Victoria 90 % Greater Victoria 99 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 12000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages.**

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
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	
<b>A. Total Project or Program Expenses</b>	<b>\$ 35,206.64</b>	
<b>Administration</b>		
Phone	567.29	
Insurance	523.38	
Office and general supplies	586.67	
Client computer support	1,937.78	
<b>B. Total Administrative Expenses</b>	<b>\$ 3,615.12</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 38,821.76</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.31%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	12,000.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 12,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
VBIS Fundraising	10,831.61	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 10,831.61</b>			
<b>In-Kind Contributions</b>				
Volunteer Support	390.00	Confirmed		
Peer Supporters	15,600.00	Pending		
<b>D. Total In-Kind Contributions</b>	<b>\$ 15,990.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 38,821.61</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

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 2020 To: June 30 2021

Project or program location: 830 Pembroke Street





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## 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 for future use
Jan-June 2021	Mentor and support new peer supporters in providing support to brain injury survivors
June 2021	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

**Pam Prewett**

Digitally signed by Pam Prewett  
Date: 2020.01.27 07:56:04 -08'00'

Signature

**Executive Director**

Position

**Pam Prewett**

Name

**January 27, 2020**

Date



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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)
2. Assemble **Assessment Documentation**:
  - ☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Brain Injury Society

Mailing Address: Units C, D & E - 830 Pemb

Contact Person: Pam Prewett Email: pamp@vbis.ca

Telephone: 250-590-6344 Website: www.vbis.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Peer Support

Is the project or program completed?

☒ Yes If yes, what is the completion date?: June 2019

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

Peer supporters have received training and are now in their new volunteer positions. The program is in progress and on track with milestones.

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

Facilitate Social Inclusion and Community Wellness - Peer support provides a non-judgmental space in which individuals discuss health & well-being. 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. The connections that peer support makes possible increases the sense of social connectedness for individuals.

### 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
Train 5 new peer supporters	4 brain injury survivors completed 10 weeks of support training program	Yes
Provide peer support to over 300 people	Survivors provided peer support to 467 brain injury survivors	Yes
Peer support helps improve people's health	Peer supporters encourage & assist survivors to access other health service	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Brain Injury Survivors

What positive impacts were felt by your target audience? Enhancement to quality of life, increase in skills and confidence

How many have benefitted from the project or program? 467

What percentage of Greater Victoria Residents benefitted from this project or program? 99%

How many volunteers have worked on this project or program? 4 What total hours did they work? 10



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## 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)
<b>Project or Program Costs</b>		
Wages for program facilitator & support	9,068.28	
Volunteer Support	390.00	
Room for peer support delivery including property taxes	9,620.00	
Peer Support Manuals	528.36	
Peer Supporter	15,600.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 35,206.64</b>	
<b>Administration</b>		
Phone	567.29	
Insurance	523.38	
Office and general supplies	586.67	
Client computer support	1,937.78	
<b>B. Total Administrative Expenses</b>	<b>\$ 3,615.12</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 38,821.76</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	8,000.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 8,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			





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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
VBIS Funding	12,831.61	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 12,831.61</b>			
<b>In-Kind Contributions</b>				
Volunteer Support	390.00	Confirmed		
Peer Supporters	15,600.00	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 15,990.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 36,821.61</b>			

### 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.

*Pam Prewett*

Signature

Pam Prewett

Name

Executive Director

Position

February 14, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Community Micro Lending Society

Mailing Address: the Dock: Centre for Social Impact, 300 - 722 Cormorant St, Victoria, BC

Contact Person: Elysia Glover

Email: elysia@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-0055894

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 max - **do not add extra pages**)

Victoria Community Micro Lending Society (CML) was formed with the aim of reducing poverty and enhancing individual empowerment through self-employment. CML achieves these ends by providing entrepreneur training, making and facilitating micro loans to individuals ineligible for credit from financial institutions and by providing business coaching and mentorship. Through this work we seek to foster sustainable and diverse small businesses contributing to a vibrant local economy.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

Over the past 10 years CML has helped over 620 people navigate the world of self-employment through financing, training, workshops, coaching and business plan preparation. This support can break cycles of poverty by increasing financial literacy and opening opportunities not previously available. CML has successfully delivered 21 entrepreneur training programs to diverse communities including immigrants, refugees, Indigenous and Metis, women who have experienced trauma and abuse, and youth.

How many paid staff at organization? Full Time: 1 Part Time: 1

How many volunteer staff at organization? 18 Total volunteer hours: 410

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes ☒ No

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	15,350.00	Pending - Community Connect
Contract services	25,933.00	Delivery of programs and services
Other grants	23,750.00	Delivery of programs and services
Donations	11,548.00	Operating
Fundraising Revenue	6,122.00	Operating
Interest from borrowers	1,832.00	Operating
Memberships	1,100.00	Operating
Organization's Annual Budget	\$ 85,635.00	



### 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 increase capacity to develop business	Self-report on exit evaluations
Increase in self-confidence and networking skills	Self-report on exit evaluation, attendance of sessions
Participants develop peer-support network	Self-report on exit evaluation, attendance of sessions
Familiarity with City of Victoria business hub	Attendance of sessions, exit evaluations, # of handouts taken
Develop business-specific financial literacy skills	Participation in sessions, self-report on evaluation
Increase sense of belonging and participation in civic life	Exit evaluations, record of community social enterprises developed
Increase awareness of business support and financing	Attendance at sessions, exit evaluations
Increased access to CML's network of support	Number of new participants

### 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: Community Connect: continuing training & support for local entrepreneurs

Who is your target audience? Past participants from our cohorts and new participants needing to develop their business skills

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

We have run over 20 self-employment training programs in Victoria, BC, often in partnership with community organizations including VIRCS, Songhees Innovation Centre, Bridges for Women, 1Up Single Parent Resource Centre and others. We have observed that every program participant applies their learning at their own pace and many return for further support. While coaching and mentorship are ongoing, participants across cohorts have requested ongoing opportunities to connect with their peers, tune up their skills and invite others into the learning community in a substantial way. This program will be 12 months long and include 12 monthly Co-work Connect sessions and 9 skill Tune Up workshops featuring local expert speakers covering core business topics. Sessions will rotate between the Dock, VIRCS and Songhees Innovation Centre to engage existing communities and encourage cross community connections.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)                    |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





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## 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 max - **do not add extra pages**)

By providing sustained access to opportunities to connect, learn and build capacity to fully participate in the local economy, this program will increase a sense of belonging and participation in civic and business life among diverse demographic groups and increase participation within and across communities. Participants in cohorts report increased self esteem and we anticipate access to regular in person support in this format community-focused format will significantly prolong and increase these benefits. Finally, by providing an ongoing access to basic financial literacy and self-employment training, the program will aim to improve the financial situations of participants through improved self-employment or employment outcomes.

How many will benefit from the project or program? 192 + their communities

What percentage of residents benefit from this project or program? City of Victoria 40 % Greater Victoria 40 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 15350 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Program coordinator	6,000.00	5 hrs/ week x 48 weeks x \$25/hr
Session facilitator	4,200.00	5 hrs / session x 21 sessions x \$40/hr (prep + delivery)
Venue	3,150.00	3 hrs/session x \$50/hr x 21 sessions
Materials	100.00	Paper and printing for handouts, pens, markers
Promo	500.00	Social media ads, poster printing
Speaker fees/honoraria	1,250.00	9 sessions x \$100, \$300 for Elders \$50 for local cards
Coach & mentor coordination	3,600.00	12 hrs/month x 12 months x \$25/hr
Snacks, refreshments	1,050.00	\$50/session x 21 sessions
Childcare Subsidy; Bus Tickets	1,000.00	\$500 for childcare subsidy; \$500 for bus tickets
<b>A. Total Project or Program Expenses</b>	<b>\$ 20,850.00</b>	
<b>Administration</b>		
Office rent, insurance	3,000.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 3,000.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 23,850.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	12.58%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	15,350.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 15,350.00</b>			
<b>Corporate Sponsorships</b>				
Food sponsors (grocery cards)	500.00	Pending		
Session sponsors	500.00	Pending		
		Pending		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 1,000.00</b>			
<b>Matching Funds</b>				
Vancity Branch Grants (2 branches at \$500 each)	1,000.00	Pending		
CML Donors - Childcare subsidy	500.00	Confirmed	Elysia Glover	250-216-2605
<b>C. Total Matching Funds</b>	<b>\$ 1,500.00</b>			
<b>In-Kind Contributions</b>				
CML - coordinator/facilitator time	3,700.00	Confirmed	Elysia Glover	250-216-2605
CML - promo	300.00	Confirmed	Elysia Glover	250-216-2605
<b>D. Total In-Kind Contributions</b>	<b>\$ 4,000.00</b>			
<b>Waived Fees and Charges</b>				
CML Coaching & Mentorship Coordination	2,000.00	Confirmed	Elysia Glover	250-216-2605
<b>E. Total Waived Fees and Charges</b>	<b>\$ 2,000.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 23,850.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

This is our first time offering this program and so we are looking for funding from the City to get started. If we do not receive full funding we will seek further corporate sponsorship and in-kind contributions and make reductions across the program where possible.

### 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 6, 2020 To: June 30, 2021

Project or program location: The Dock: Centre for Social Impact; Songhees Innovation Centre; VIRCS



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 6 - Aug 31 2020	Promotion; 2 Community Coworking Sessions; arrange speakers for the Tune Up Talks; Sponsor asks
Sep 1 '20 - June 26 '21	9 Tune Up Workshops 10 Cowork Connect Sessions, ongoing coaching & mentorship
July 6 '20 - June 26 '21	Exit evaluations for each session
June 26 - June 30	Program wrap up, final evaluation

### 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: Program materials; poster; media release

### 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

Elysia Glover

Name

Jan 30, 2020

Date





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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)
2. Assemble **Assessment Documentation**:
  - ☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Community Micro Lending Society  
 Mailing Address: the Dock: Centre for Social Impact, 300 - 722 Cormorant St, Victoria, BC  
 Contact Person: Elysia Glover Email: elysia@communitymicrolending.ca  
 Telephone: 250-216-2605 Website: www.vcml.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Indigenous Youth Training Program  
 Is the project or program completed?  
☒ Yes If yes, what is the completion date?: December 18th, 2019  
☐ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

Please note coaching and mentor matching continue.

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

Yes, the program aligned with the Strategic Plan Objective of increasing prosperity through economic development by increasing the capacity of Indigenous entrepreneurs to participate in the local economy.

### 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
Complete business plan	Completed business plan presented at final event	
Increase awareness of financial & pro	Attendance at dedicated session, final evaluation rating	
Increase awareness of effective busi	Participation in sessions, Final evaluation rating this	
Increase knowledge of online & local	Participation in session, business plan, Final evaluation	
Increase awareness of effective mark	Participation in session, business plan, Final evaluation	
Develop network of support within co	Participation in session, attendance, final evaluation	
Increase financial literacy	Final evaluation	

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Indigenous Youth in Greater Victoria Region  
 What positive impacts were felt by your target audience? Increased understanding of business tools & knowledge  
 How many have benefitted from the project or program? 48  
 What percentage of Greater Victoria Residents benefitted from this project or program? 40  
 How many volunteers have worked on this project or program? 13 What total hours did they work? 120



## 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)
<b>Project or Program Costs</b>		
Workshop facilitator and guest speaker	4500	8 sessions including multiple expert guest speakers
Mentorship administration	2000	10 participants x \$200
Project Coordinator salary for 17 weeks	4250	\$25/hr x 10 hrs/wk x 17 weeks
Individual business coaching	3000	10 participants x 5 hrs each x \$60/hr
Workshop food and beverage and materials	560	Food and beverage \$50/session, materials \$20/session
Promotion	200	Posters, flyers, printing, social media ads
Space rental for sessions	1800	\$50/hour for 4.5 hours x 8 sessions
Overhead cost	400	Phone, internet, insurance, office supplies for 4 months
Office rent	1000	\$250/month x 4 months
<b>A. Total Project or Program Expenses</b>	<b>\$17710</b>	
<b>Administration</b>		
Administration	1416.80	
<b>B. Total Administrative Expenses</b>	<b>1416.80</b>	
<b>Total Expenses (A+B)</b>	<b>19126.80</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	9000			
<b>A. Total Government Funding</b>	<b>9000</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>0</b>			



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## Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
Songhees Nation - space, promo	3900		Sam Vanderdoorn	
CML - Facilitation, Speakers	1710		Elysia Glover	250-216-2605
D. Total In-Kind Contributions	5610			
Waived Fees and Charges				
CML - Mentorship	2000		Elysia Glover	250-216-2605
CML - Coaching	2500		Elysia Glover	250-216-2605
CML - Admin	16.80		Elysia Glover	250-216-2605
E. Total Waived Fees and Charges	4516.80			
Total Funding Sources (A+B+C+D+E)	19126.80			

### 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 materials, poster

☐ 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

Elysia Glover

Name

January 30, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Compost Education Centre

Mailing Address: 1216 North Park Street, Victoria, BC, V8T1C9

Contact Person: Alexis Hogan Email: info@compost.bc.ca

Telephone: 250-386-9676 Website: 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 max - **do not add extra pages**)

The Compost Education Centre (CEC) promotes composting, soil conservation, local food security, conservation and urban sustainability by providing education and resources on these topics, which support climate change resilience, to City of Victoria and Capital Regional District residents. The CEC offers accessible education programs for all ages; operates a demonstration site with retail space in Fernwood; participates in community outreach programs and has an active member and volunteer base.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

For 28 years, the CEC has offered a wide range of inspiration, education, and community connection: factsheets, site tours, workshops, web/phone hotline services, retail sales of compost bins & local seeds. Our demonstration site is open to the public to observe composting, food growing & conservation in practice. We host 2 large plant sales & run the Healing City Soils program in partnership with Royal Roads University, which educates residents on low tech soil remediation options.

How many paid staff at organization? Full Time: 3 Part Time: 1

How many volunteer staff at organization? 10 Total volunteer hours: 600

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	6,000.00	Adult Education Program
Capital Regional District	93,000.00	Program Staff Wages, Advertising, Capital Upgrades, Adult & Youth Education Programs
Community Gaming Grant	25,000.00	Program Staff Wages
Misc. Funders and Donations	16,400.00	Healing City Soils Program, Adult, Child and Youth Programs, Capital Upgrades
TD Friends of the Environment	4,600.00	Child and Youth Education Program
NSERC Promoscience	18,000.00	Child and Youth Education Program
CEC Programming and Retail Revenue	65,000.00	Healing City Soils, Staff Wages, Educational Programs, Advertising, Outreach, Administrative Expense
Organization's Annual Budget	\$ 228,000.00	



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## 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 more adult workshops on Saturdays to Victoria Residents	Teach 10 more adult workshops on site, with majority of participants reporting positive feedback
Teach more workshops to Vitoria based adult community groups	Teach 5 more adult workshops to in Victoria community group spaces, with majority positive feedback
Develop and offer 1 new CEC taught adult workshop	Feedback from participants: 85% report it is informative, clear and engaging. Workshop is full.
Develop new factsheets to add to our series	2 new factsheets developed and made public, one of these will be titled "Zero Waste Living"
Generate more social media engagement with educational resources	Web and social media analytics demonstrate increase from previous year
Offer two free workshops on soil contaminants remediation best practices	Feedback from participants: 85% report it is informative, clear, engaging. Workshops are full.
To empower more residents to reduce their carbon emissions	Promotional materials developed and shared in new and different places in Victoria
Educate City of Victoria residents on local composting options	At least 13 free composting workshops offered and well attended, with majority positive feedback

### 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: **Expansion of the Adult Education Program (AEP)**

Who is your target audience? **Adults of all ages, abilities, backgrounds and experience levels throughout Victoria**

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

The Adult Education Program (AEP) features accessible workshops and resources to residents of Victoria. Workshops are taught both at the demonstration gardens in Fernwood and hosted in partnership with local groups and held in community spaces. Some workshops are taught by CEC staff, many are taught by expert instructors with whom we've formed long-standing relationships. In recent years, interest in the AEP has swelled, testing the limits of the CEC's capacity. We regularly have waitlists for workshop offerings such as Addressing Soil Contamination, Grow Your Own Food 101, Rainwater Harvesting, Food Preservation, Plastic Free Living, Indigenous Plant Walk, Gardening for Gary Oak Ecosystems and Advanced Composting. Staff regularly turn away potential learners as wait lists are sometimes 75 people long. Funding from the City will support the AEP by enabling us to teach more workshops, develop a new adult workshop shaped by community feedback and publish two new factsheets. Funds will support the CEC in coming closer to meeting the demand of the Victoria community seeking climate change and environmental stewardship skills.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |

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.

- |   |   |
|---|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)                     |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |   |



## 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 max - **do not add extra pages**)

The AEP meets and supports the city's Strategic Objective of Climate Leadership and Environmental Stewardship. Through the AEP the CEC empowers residents of Victoria to live a more sustainable, climate-wise lifestyle: this includes inspiring residents to reduce their carbon emissions and seek local composting options. Through programs like Rainwater Resilience, Zero Waste Living and Canning the Abundance, the CEC educates citizens with tools and knowledge they need to contribute toward the city's Zero Waste Strategy. Furthermore workshops like Gardening for Gary Oak Ecosystems, Indigenous Plant Walk and Late Spring Edibles encourage local transition to food bearing plants and native plant landscaping. The CEC offers 375 spaces for city residents in free workshops on composting each year – these workshops are crucial opportunities to educate citizens on the merits of composting: building healthy soil; reducing carbon emissions; reducing and diverting waste from landfill; and optimizing local compost solutions for both food and garden waste. By expanding the AEP we will be able to reach more residents in order to impart valuable, empowering environmental stewardship and climate change resilience tools and skills.

How many will benefit from the project or program? 32000

What percentage of residents benefit from this project or program? City of Victoria 35 % Greater Victoria 8 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 11000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Curriculum development of new workshop	3,000.00	Creation of a new adult workshop in the core curricula of the CEC
Promotional Materials and Advertising	1,500.00	Web and Print Advertising
Factsheet Development and publishing	3,500.00	Research, write, make public 2 new factsheets
AEP delivery: coordination and registration	7,350.00	7hrs/wk, 42 weeks in program @ \$25/hr
AEP delivery: fees for workshop teachers	2,600.00	26 workshops (2hrs each) @ \$50/hr
AEP delivery: workshops taught by CEC staff at demonstration site	900.00	24 workshops (2hrs each) + 12 prep hours @ \$25/hr
AEP delivery: workshops taught by CEC staff in community	2,850.00	47 workshops (2hrs each) + 20 prep hours @ \$25/hr
<b>A. Total Project or Program Expenses</b>	<b>\$ 21,700.00</b>	
<b>Administration</b>		
Program Tracking and Reporting	1,500.00	
Production of Unaudited Financial reports by accountant	1,500.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 3,000.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 24,700.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	12.15%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	11,000.00	Pending	grants@victoria.ca	
Capital Regional District	7,000.00	Confirmed	Avril Gilmour Ford	250-360-3133
<b>A. Total Government Funding</b>	<b>\$ 18,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
The Compost Education Centre	2,700.00	Confirmed	info@compost.bc.ca	250-386-9676
Hummingbird Foundation	4,000.00	Confirmed	Scott Poole & Laurie Kelley	1800-510 West Georgia St.
<b>C. Total Matching Funds</b>	<b>\$ 6,700.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 24,700.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

A primary goal of the CEC is to offer new, current, timely education that is accessible for all demographics. Full program funding will expand our capacity allowing the CEC to come closer to meeting the demand of Victoria residents for more adult education workshops, and create new educational factsheets to share. Without full support from the city, we will seek other funding opportunities and scale back educational and resource offerings where necessary.

### 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 2020 To: June 2021

Project or program location: The Compost Education Centre, 1216 North Park St. Victoria. And off-site in community spaces.



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
June 2021	10 more workshops offered on site, for a total of approx. 55 onsite workshops by this date
June 2021	5 more workshops offered in community spaces, for a total of approx. 52 workshops by this date
July 2020-Dec 2020	1 new workshop researched and developed during this time and offered on site by Dec 2020
July 2020-Dec 2020	Research and write new factsheets, publish early in 2021
Jan 2021-June 2021	Develop promotional materials to share on web platforms, and in turn boost social media education
July 2020-Dec 2021	Network with community groups in city to share resources and workshops more widely
April 2020-June 2021	Random sampling of AEP participants surveyed to evaluate for carbon emission, local composting
Ongoing	AEP coordination, registration

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 100

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

Acting Executive Director

Position

Alexis Hogan

Name

January 31, 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)
2. Assemble **Assessment Documentation**:  
☐ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Compost and Conservation Education Society (Operating as the Compost Education Centre)  
Mailing Address: 1216 North Park Street  
Contact Person: Alexis Hogan Email: info@compost.bc.ca  
Telephone: 250 386 9676 Website: www.compost.bc.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Compost & Climate Change:

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 is still in progress, with a scheduled end of June 30th, 2020, making this report an interim report as opposed to a final report.

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

The Compost & Climate Change Adult Education Program has achieved many goals aligned with objective: "Enhancement and Stewardship of Public Spaces, Green Spaces and Food Systems". A new fact-sheet, "Bioremediation Basics" & educational poster, "Bioaccumulators of Southern Vancouver Island" was created and will be published and available by the end of January 2020. We've hosted 46 (90% sold out) workshops since July 2020, increasing adult education offerings by 119% as compared to 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
Develop and Expand Upon Climate Resilient Programming	Host more paid & free workshops; Event Attendance; Educator Feedback Forms	Yes
Pair New Workshops with Free Supplementary Educational Materials	Resource development; Tracked virtual dissemination	Yes
Increased Community Literacy: Soil Health, Waste Diversion, Ecoconservation	Increased Composting, Urban Food Growing; Decreased Strain on Public Resour	Yes
Expand Climate Resilient Programming to the Greater Victoria Area	Workshops delivered in other municipalities; tracked increased demand	Yes
Host Free Speaker Series	Host 4+ special speaker presentations at the CEC demonstration site	No

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Adults of all ages, abilities, backgrounds and experience levels throughout Greater Victoria

What positive impacts were felt by your target audience? Hands-on learning; increased awareness; access to resources; community building

How many have benefitted from the project or program? TBD

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

How many volunteers have worked on this project or program? 10 What total hours did they work? 20





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## 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)
<b>Project or Program Costs</b>		
Curriculum Revision and Adult Workshop Delivery	14,000.00	Adult workshop revision and delivery, speaker and teacher honoraria;
Educational Materials - Handouts and Workshop Lesson Plans	2,000.00	Resource development (factsheets, educational videos, online education programs)
Promotional Materials and Advertising	1,250.00	Mini-documentary about adult programs (educational/outreach tool); web and print advertising
Volunteers (\$15/hr x 50 hrs)-in-kind workshop assist	750.00	
Demonstration Site Supplies for Workshops & Speaker Series	4,000.00	E.g. Capacity and accessibility enhancing, equipment rentals
<b>A. Total Project or Program Expenses</b>	<b>\$ 22,000.00</b>	
<b>Administration</b>		
Reporting and Program Tracking	1,500.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 1,500.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 23,500.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City Of Victoria	6,000.00	Confirmed	<a href="mailto:grants@victoria.ca">grants@victoria.ca</a>	
Capital Regional District	7,000.00	Confirmed	Avril Gilmour Ford	250-360-3133
<b>A. Total Government Funding</b>	<b>\$ 13,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			



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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
Compost Education Centre	1,500.00	Confirmed	Alexis Hogan	2503869676
Hummingbird Foundation	5,000.00	Confirmed	Scott Poole	1800-510 West Georgia Street
<b>C. Total Matching Funds</b>	<b>\$ 6,500.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 19,500.00</b>			

### 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 educational 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.

Signature

Acting Executive Director

Position

Alexis Hogan

Name

January 10, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Conservatory of Music

Mailing Address: 900 Johnson Street Victoria BC V8V 3N4

Contact Person: Jane Butler McGregor

Email: buttermcgregor@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 max - do not add extra pages)

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 max - do not add extra pages)

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: 35

Part Time: 125

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	9,500.00	Early Childhood Music Education Outreach Program
Tuition Revenue	3,416,290.00	Operating - payroll, maintenance, utilities
Other Revenue	60,271.00	Operating - payroll, maintenance, utilities
Events Revenue (Rentals, Concerts)	297,876.00	Operating - payroll, maintenance, utilities
Fundraising Revenue	1,860,862.00	Operating - payroll, maintenance, utilities
Organization's Annual Budget	\$ 5,644,799.00	





### 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 access to music education in 5 community organizations	Classes scheduled to serve in 5 centres with limited resources
Provide custom-delivered music classes to marginalized children	Children from differing backgrounds and ethnicities engaged in music classes at various centres
Provide parents with tools to assist with child development	Parents participation in music classes with their children
Provide children with positive experiences as they learn new skills	Feedback from community centre staff; Overall report of class behaviour
Stimulate children's interest in music	80-90% of children attend classes on a regular basis

### 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: **Getting Started - Early Childhood Music Education Outreach**

Who is your target audience? **Children under the age of 5 in daycares and preschools**

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

The Victoria Conservatory of Music's Getting Started - Early Childhood Music Education Outreach initiative provides access to music education free of charge for young children (infants to five years old) and their parent(s) through childcare centres and preschools. The initiative focuses on centres that serve marginalized communities including aboriginals, refugees, teenage mothers, and military families. Many of the families that access these community centres, such as the Intercultural Association, the Native Friendship Centre, and the Cridge Centre for the Family, do not have the means to afford music programs for their children. Early education in music has benefits that transcend the musical domain and no child should be denied access to these benefits on the rationale of financial need. This specialized music outreach initiative for young children is foundational for future cognitive and emotional health. The music program provides the children with opportunities to explore music in a different way, learn various musical and non-musical skills for their specific age group and needs as well as building positive social interactions. For marginalized groups, early children's music education is often not affordable.

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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - do not add extra pages)

This Getting Started - Early Childhood Music Education Outreach initiative directly addresses the Strategic Plan Objective "Health, Well-Being and a Welcoming City" by providing access to early childhood music classes to marginalized children attending preschools and early childhood centres. Music facilitates learning, instills respect and pride, and increases self-esteem. It promotes positive social interactions from an early age and provides children with a foundation for future cognitive and emotional health. Our work with refugee and aboriginal children showed that music provides an essential forum for children of different cultures to learn social skills, find an outlet for expression, define their identity, and develop communication skills in a supportive environment. Our program is evidence-based and we have incorporated best practices for refugee and aboriginal children documented in BC reports and other articles.

How many will benefit from the project or program? 150

What percentage of residents benefit from this project or program? City of Victoria 60 % Greater Victoria 40 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 9500 Must equal Total Funding Sources on page 4

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Program Delivery	11,725.00	Music Instructors: 175hrs @ \$67/hr
Mileage	400.00	Instructor travel to centres
Musical Instruments & Props	375.00	Replacement of children's musical instruments & educational materials
Evaluations	1,000.00	Music Instructors: 15hrs @ \$67/hr
<b>A. Total Project or Program Expenses</b>	<b>\$ 13,500.00</b>	
<b>Administration</b>		
Program Director	2,500.00	Allocation of Director's salary - operating
<b>B. Total Administrative Expenses</b>	<b>\$ 2,500.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 16,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	15.63%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	9,500.00	Pending		
<b>A. Total Government Funding</b>	<b>\$ 9,500.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
Charlton L. Smith Foundation	4,000.00	Pending	Bruce McFarlane	250-952-7778
Victoria Conservatory of Music - Donations	2,500.00	Confirmed	Chris Kask	250-386-5311
<b>C. Total Matching Funds</b>	<b>\$ 6,500.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 16,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - do not add extra pages)

The City of Victoria funding is for conducting the music classes in the community centres so we would have to reduce the number of centres if we did not receive full funding. This reduces our ability to have an impact in 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: September 2020 To: December 2020

Project or program location: Community centres serving marginalized communities in Greater Victoria





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Aug 2020	Connecting with community organizations and formalizing partnerships and models for class delivery
Sep 2020	Ensure age and culturally appropriate music activities meet organization and families needs
Sep 2020 - Dec 2020	Delivery of music classes and assessment of progress
Dec 2020	Evaluations and Reporting completed

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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 2021

### 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 29, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Headway Victoria Epilepsy + Parkinson's Centre Socie  
Mailing Address: 202-1640 Oak Bay Ave  
Contact Person: Mira Laurence Email: milaurence@vepc.bc.ca  
Telephone: 250-475-6677 Website: www.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: 119284032RR0001

*\*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 max - do not add extra pages)

HeadWay supports people with Parkinson's Disease, focusing on preventing health-related reduced quality of life. Working with affected individuals, families, care givers, and the community. HeadWay creates community connections, and provides services, such as basic health screening and bio-psycho-social assessments. Providing intervention strategies for chronic disease management, personal health and lifestyle decisions. Emphasis is placed on maintaining mental health and reducing isolation

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

Founded in the 1980's as the Victoria Epilepsy and Parkinson's Centre; HeadWay has been providing much needed support for individuals with complex neurological conditions, and their families, for over three decades. Support for epilepsy clients was recently transferred to the BC Epilepsy Society, and Headway now focuses entirely on support for those affected by Parkinson's Disease, as the needs of those affected by epilepsy are cared for elsewhere.

How many paid staff at organization? Full Time: 1 Part Time: 2  
How many volunteer staff at organization? 20 Total volunteer hours: 300

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	10,000 Pending	expand peer support groups in new neighbourhoods
Victoria Foundation	15,000 Pending	1:1 consults, client education
Island Health	27,000 Confirmed	reduce reliance on health services, 1:1 consults, 8 peer support
Vancouver Foundation investments	10,000	operations
Individual donations	80,000	programs, peer support groups, speaker series
fundraising	27,500	staff
sponsorships	15,000	program, operating costs, information
third party fundraising	25,000	staff
Organization's Annual Budget	295,000	



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## 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
Management of chronic disease	60 consultations between individuals, their families, and an RPN in Q1
information	700 people affected by Parkinson's receive up-to-date information (newsletter or eblast)
Community education	Training sessions for three local community 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: HeadWay Parkinson's Support Program  
Who is your target audience? People with Parkinson's, their families, care givers, and community organizations.

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

HeadWay needs grant funding to continue to provide much needed support services for people affected by Parkinson's Disease. Due to the degenerative nature of the disease, as group members age and their condition progresses, individuals face greater challenges attending meetings, and the absence of a group near their residence is a barrier to support. Increasing the number of neighbourhoods with peer support groups, will ensure that more people affected by Parkinson's have access to peer support groups in the neighbourhoods that they live. Funding for additional groups in the Fairfield/James Bay/ Cook Street areas, will reduce the challenge of travelling to the large group at the Victorian at McKenzie.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |  |

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.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)                    |  |





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## 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 max - **do not add extra pages**)

The support that HeadWay provides is firmly within Objective 5: Health, Well-being and a Welcoming City. HeadWay works hard to create community connections, by referring clients to recreation programs, and other services, that help people living with Parkinson's Disease, their families, and caregivers stay connected to the community. By providing more support groups distributed throughout the city, and the option of remote access; HeadWay is reducing barriers to support. HeadWay also provides consultations with a Registered Psychiatric Nurse, who provides basic health screening, and can refer clients to mental health and general practitioners. This service can be accessed by phone, email or in-office. When necessary HeadWay will offer clients home consults.

How many will benefit from the project or program? 300

What percentage of residents benefit from this project or program? City of Victoria 3 % Greater Victoria 1 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 11,760 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Facilitator prep	2,160	3 hrs x 2 meetings x 12 months @ \$30/hr (3 x 2 x 12 x 30)
3 hrs of facilitator time for meeting	2,160	(3 x 2 x 12 x 30)
1 hr data reporting	720	(1 x 2 x 30 x 12)
room rental	2000	McKenize & New Location
tea, coffee, cookies	800	McKenzie & New Support Group
mileage (RPN)	200	0.53/Km To McKenzie & Fairfiled
workshop speakers	1000	McKenzie & New Support Group
mail outs	800	McKenzie & New Support Group
<b>A. Total Project or Program Expenses</b>	<b>9,840</b>	
<b>Administration</b>		
Staff coordination and planning	1920	80 hrs@\$24/hr
<b>B. Total Administrative Expenses</b>	<b>1,920</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>11,760</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	16.5%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - Include pending requests</b>				
City of Victoria	8,500	Pending		
Island Health	3,260	Confirmed	Mark Blanford	
<b>A. Total Government Funding</b>	<b>11,760</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>				
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>11,760</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

Without funding to maintain the Victorian at McKenzie support group and add a new facilitated group meeting in another Victoria community, puts residents in jeopardy of losing their peer support network. Isolation is at the core of Parkinson's Disease. Studies have shown that social interaction reduces depression. It is estimated that at least 50 percent of those diagnosed with PD will experience some form of depression during their illness, and 40 percent will experience anxiety.

### 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 2020 To: June 30 2021

Project or program location: Various locations in Greater Victoria



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
2020: (Jul 1 - Sep 30)	Q1 - Community connections - provide twenty referrals to recreation programs
2020: (Oct 1 - Dec 31)	Q2 - Mental Health - provide ten individual referrals for mental health services
2021: (Jan 1 - Mar 31)	Q3 - Accessibility - facilitate one new support group in Victoria
2021: (Apr 1 - Jun 30)	Q4 - Barrier Free - provide remote access to support groups for fifty individuals

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

Mira Laurence

Name

Executive Director

Position

January 30, 2020

Date





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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Immigrant and Refugee Centre Society

Mailing Address: 1004 North Park Street

Contact Person: David Lau Email: david@vircs.bc.ca

Telephone: 250 361-9433 ext 215 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: S0024281

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 max - **do not add extra pages**)

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.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

For 30 years VIRCS has worked to create better lives for newcomers to Victoria. VIRCS is a collaborative organization that has always worked in partnership with local charitable and non-profits, the business community and all 3 levels of government to create strategic & innovative programs that bring improvements in the lives of newcomers in Victoria neighbourhoods.

How many paid staff at organization? Full Time: 25 Part Time: 3

How many volunteer staff at organization? 250+ annually Total volunteer hours: \_\_\_\_\_

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria		
IRCC	375,641.00	Settlement
EPBC	48,535.00	Employment
PSEC/Mc Foundation	151,116.00	Children/youth
HRDC	320,333.00	Youth employment
BCJTST	137,000.00	bc settlement service
other grants/ministries	62,791.00	Welcome Gardens
Service Can/Dept of Justice	66,564.00	Womens Project
<b>Organization's Annual Budget</b>	<b>\$ 1,161,980.00</b>	



## 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
inform newcomer youth of post-secondary options	newcomer youth are informed of post-secondary options
assist youth in selecting best post-sec options	newcomer youth navigate and select post-secondary options
assist newcomer youth in compiling materials for applications	newcomer youth have compiled materials for applications
assist newcomer youth with applications	newcomer youth complete their post-secondary applications
orient newcomer youth with post-sec finance options	newcomer youth have a post-sec finance strategy
assist newcomer youth with grant/bursary/scholarship applications	newcomer youth complete grant/bursary/scholarship applications
assist newcomer youth with BC Loan applications	assist newcomer youth have promptly completed relevant BC Loan applications
follow up on post-application needs	all participating youth have follow up calls and meetings to ensure progression

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: Newcomer Youth Post-Secondary Boost

Who is your target audience? Newcomer youth considering post-secondary education

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

For many newcomer youth, especially those in families where parental English language functionality is low, navigating and successfully applying for enrollment and financial assistance is far more difficult than other local student. Whereby many newcomers are eager that their children go beyond high school, the pathways and processes are not clearly understood, the educational pathways are not understood so course selection is difficult, the strategic aspect of post-secondary applications is not understood; and as a result many applications are not as competitive and do not seek easily-available grants, bursaries and scholarships that the newcomer youth would be eligible for. Many of our youth clients come from low-income families, these options for financial support are critical to university being completed. VIRCS will retain skilled consultants and volunteers to help present core seminars and then schedule 1-on-1 appointments to help students get their full applications completed, with follow-up supports so our youth do not get left behind.

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 [2019-2022 Strategic Plan](#)).

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☒ Prosperity and Economic Inclusion (3.88)  
☐ Strong, Liveable Neighbourhoods (5.50)

- ☐ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)  
☐ Affordable Housing (6.00)  
☐ Prosperity and Economic Inclusion (3.88)  
☐ Strong, Liveable Neighbourhoods (5.50)

- ☐ Health, Well-Being and a Welcoming City (4.50)  
☐ Climate Leadership and Environmental Stewardship (5.25)  
☐ Sustainable Transportation (5.63)



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## 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 max - **do not add extra pages**)

Greater Victoria and BC is fortunate to have many excellent post-secondary institutions. Post-secondary education, in many cases, is key to a lifetime of improved prosperity and economic inclusion. Access to these is based on complex applications. For newcomer families who lack an understanding of the language and strategy of applications, the youth have less likelihood of submitting highly successful applications. Because the families are not yet oriented to Canadian post-secondary options, it is very often the case that the applications do not focus on the best educational pathways and may ignore options that are less known, but may be better choices. All this leads to a decreased knowledge of and ability to evaluate and be rewarded with bursaries, scholarship and other financial support that otherwise would make post-secondary unfeasible. This Booster program will level the playing field for newcomer youth who otherwise lack the guidance and support they truly need to get into post-secondary, with adequate funds to complete a degree. This program benefits small numbers but they are truly the most vulnerable and have the most to gain from this small, effective program.

How many will benefit from the project or program? 60

What percentage of residents benefit from this project or program? City of Victoria -1%<sup>^</sup> % Greater Victoria -1% %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 18200 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Salary - Coordinator	4,300.00	staffed position to plan, promote, execute, deliver and report
Salary - Consultant	4,300.00	contract position to deliver workshops, attend interviews and do follow-up
Materials/Fees	7,100.00	for items such as: inclass materials, copies, internet, printing and application fees
Volunteer facilitator	2,500.00	utilize existing homework club tutors, train for this service and coordinate
volunteer value	4,000.00	based on BC Gaming values
<b>A. Total Project or Program Expenses</b>	<b>\$ 22,200.00</b>	
<b>Administration</b>		
Administrative cost	2,200.00	overhead and operational costs for: phone, room
cont'd		rent, facilities, accounting and reception services
Administration Services (in-kind)	4,000	
<b>B. Total Administrative Expenses</b>	<b>\$ 6,200.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 28,400.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.02%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	20,100.00	Pending <input checked="" type="checkbox"/>		
<b>A. Total Government Funding</b>	<b>\$ 20,100.00</b>			
<b>Corporate Sponsorships</b>				
VanCity/Coast Capital	4,300.00	Pending <input checked="" type="checkbox"/>		
<b>B. Total Corporate Sponsorships</b>	<b>\$ 4,300.00</b>			
<b>Matching Funds</b>				
<b>C. Total Matching Funds</b>	<b>\$ 0.00</b>			
<b>In-Kind Contributions</b>				
VIRCS	4,000.00	Confirmed <input checked="" type="checkbox"/>	David Lau	250361-9433
<b>D. Total In-Kind Contributions</b>	<b>\$ 4,000.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 28,400.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

This project is outside of major funding streams for newcomer assistance - it addresses a significant need. We will approach Coast Capital and Vancity Fndtn for support. We can operate a diminished service with less funds to a point. We can reduce the amount of workshops & clients served to adjust downwards. If we do not receive 70% of total budget, the project will not have beneficial outcomes, and we will not expend our youth client's energy nor funders money on an inconsequential effort.

### 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 Feb 2021 To: 30 June 2021

Project or program location: 1004 North Park Street - Victoria Social Innovation Centre



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
01 Feb	advertise and recruit staff/contractor
01 March	begin promotion in schools and community
01 April	launch biweekly workshop series
01 June	begin 1-on-1 consultations
30 June	submit final report

### 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: 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, VIRCS

Position

David Lau

Name

31/01/2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

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

☐ Documentation acknowledging the City of Victoria's funding support

### 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 x216

Website: \_\_\_\_\_

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Immigrant Entrepreneur Training Program

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 has a set length of 15 weeks. It was decided to run the program in the winter and so the project is proceeding with the following timeline:

Jan 13th 2020 - Feb 21 2020: Promotion and recruitment

Feb 22nd, 2020 - April 25th, 2020: Delivery of 24 hrs of instruction, coaching

April 25th, 2020 onwards: Mentorship and coaching continue

April 26th, 2020 - May 1, 2020: Wrap up, evaluation

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

Please note, the following is all scheduled and anticipated due to the structure of the program. The program will not only empower the 12 participants and their families with the tools and knowledge needed to do business in Canada, it will also impact their ethnic communities and those who interact with their businesses. It will contribute to greater economic inclusivity and increased multicultural awareness and respect within and across Victoria's communities.

### 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
Participants complete business plan	Presentation of business plan at final graduation event	
Participants increase readiness for self-employment	Participation in sessions; exit evaluation	
Participants learn personal and business skills	Participation in sessions; completion of financials	
Participants build confidence to be self-employed	Exit evaluation questions regarding self confidence	
Participants build peer support	Participation in sessions, exit evaluation	
Knowledge shared with wider community	Participants report # of people they have shared knowledge with	
Visit City of Victoria Business Hub	Visit to the Victoria Business Hub	

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Immigrant Entrepreneur Training Program

What positive impacts were felt by your target audience? Immigrants and refugees who are interested in self employment

How many have benefitted from the project or program? 185

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? 280





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## Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
VIRCS - Office rental, overhead, etc	750		David Lau	
CML - Facilitation + Speakers	1500		Elysia Glover	250-216-2605
V - Room rental, coordinator, materials	3836.50		David Lau	
D. Total In-Kind Contributions	6086.50			
Waived Fees and Charges				
CML - Coaching Fees	1500		Elysia Glover	250-216-2605
CML - Mentorship admin	2000		Elysia Glover	250-216-2605
VIRCS - admin	833.40		David Lau	
E. Total Waived Fees and Charges	4333.40			
Total Funding Sources (A+B+C+D+E)	19919.90			

### 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 Poster, program 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.



Signature

EXECUTIVE DIRECTOR

Position

David Lau

Name

30/01/2020

Date



## 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)
<b>Project or Program Costs</b>		
Project Coordinator salary	5806.50	\$27.65/hr x 15 hrs/Wk x 14 Wks
Professional fees / Program facilities	9500	4500 Facilitation; 3000 Coaching; 2000 Mentorship
Workshop food & supplies	300	\$37.50/session
Promotion	150	Posters, flyers, printing and pamphlets
Office Rental	400	\$100/month x 4 months
Workshop space rental	1500	flat rate facility rental
Overhead cost	200	phone, fax, internet, office supplies
<b>A. Total Project or Program Expenses</b>	<b>17856.50</b>	
<b>Administration</b>		
based on 10% of the total business	2063.40	
<b>B. Total Administrative Expenses</b>	<b>2063.40</b>	
<b>Total Expenses (A+B)</b>	<b>19919.90</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	9500		Tami Reynolds	
<b>A. Total Government Funding</b>	<b>9500</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>0</b>			



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## 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: Michelle Gaetz, Dan Gunn Email: mgaetz@viatec.ca, dgunn@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 CBA Canadian Registered Charities Details Page showing charity status as registered*  
Organization mission/mandate (500 characters max - **do not add extra pages**)

VIATEC's mission is to cultivate the most cohesive tech community in the world by providing resources to tackle shared opportunities and challenges while boosting a sense of belonging and shaping our region.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

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 to the local tech sector and as it's spokesperson. To better support local innovators, we acquired a building (Fort Tectoria) where we offer flexible and affordable office space to emerging local companies, along with a gathering/event space for local entrepreneurs.

How many paid staff at organization? Full Time: 9 Part Time: 3  
How many volunteer staff at organization? varies (15-20) Total volunteer hours: ~140

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	20,000.00	Economic Development & Promotion Activities
Memberships	260,000.00	Operations
Services (Job Postings, room rentals)	108,500.00	Operations
Project Income (Facilities, program fees)	231,500.00	Program expenses, building expenses, upkeep
Events	170,000.00	Event costs & execution
Innovate BC	400,000.00	VAP/Scale Up BC Programing and operations
Western Economic Diversification (WD)	500,000.00	Scale Up BC Program, leadership programs
Organization's Annual Budget	\$ 1,690,000.00	





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## 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 & event participation, Intros made, collaborations (government, founders, partners, investors)
Talent acquisition and recruitment	Salary survey, recruitment support (job posting outreach), partnerships with post secondary orgs
Education and mentoring	VAP, Scale Up BC metrics, WEP metrics, community workshops & 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 2020 Strategic Programming  
Who is your target audience? Greater Victoria companies, entrepreneurs, start ups & stakeholders focused on tech & innovation

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

VIATEC is committed to supporting & 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 value to the City for their continued support. We are requesting support in 2020 to increase our value provided to the community. We are planning to provide an updated local Salary Survey in 2020, a report that is critical to measuring the growth & 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 technology sector
- 2) Networking and Connections: Offer top-quality networking and community building opportunities by connecting members through events and introductions, along with topic-specific information as requested.
- 3) Talent: Raise awareness of the career opportunities available within local technology companies by targeting experienced workers and recent graduates while also promoting technology careers and innovation to students.
- 4) Education and Mentoring: Provide valuable training, advice, and information through programs, workshops, courses, and seminars & connect members with mentors & 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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)      | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)   |  |

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.

- |  |  |
|--|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)      | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (3.88) | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)              |  |



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## 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 max - **do not add extra pages**)

VIAPEC's projects & initiatives align with the City's 2019-2022 Strategic Plan (SP). Our programs focus on supporting & fostering a thriving and inclusive tech economy in Greater Victoria, aiming to spread the message that Victoria is a thriving hub of innovation, establishment of home-grown companies, identification of potential barriers (local and beyond) and facilitation of their introduction to the diverse community.

The Women's Entrepreneurship Program, will create an accelerator cohort created by women, for women, to increase the presence of women founders. This program aligns with the City's Prosperity and Economic Inclusion goal.

Our operations, including ownership & operation of Fort Tecfort, further supports the City's plans to support entrepreneurs & small business by provide affordable working desks and offices as well as train will in the downtown core. Attesting our members find qualified workers to fill available jobs and roles is also a focus of VIAPEC. In addition to our robust job board, VIAPEC will continue to attend post secondary job fairs & exploring initiatives for on the road job lists. An updated salary survey report will assist employers & is critical to measuring the growth & impact of the sector.

How many will benefit from the project or program? Thousands  
What percentage of residents benefit from this project or program? City of Victoria 40 % Greater Victoria 60 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$20,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - do not add extra pages.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Office supplies	34,400.00	
Rent/Property taxes/Strata	222,271.00	
Utilities & Operating Expenses	58,000.00	
Insurance	10,800.00	
Maintenance, Computers, Communications	50,000.00	
Marketing & Events	245,000.00	
Scale Up BC Program	697,944.00	
Other programs/WEP	207,900.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 1,526,315.00</b>	
<b>Administration</b>		
Salary + Benefits	163,520.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 163,520.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 1,689,835.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.68%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - Include pending requests</b>				
City of Victoria	20,000.00	Pending <input type="checkbox"/>		
Innovate BC	400,000.00	Confirmed <input type="checkbox"/>	Michelle Gaetz	250-483-3225
WD	500,000.00	Confirmed <input type="checkbox"/>	Michelle Gaetz	250-483-3225
<b>A. Total Government Funding</b>	<b>\$ 920,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
Memberships	260,000.00	Pending <input type="checkbox"/>	budgeted	
Services/Events	278,500.00	Pending <input type="checkbox"/>	budgeted	
Projects	231,500.00	Pending <input type="checkbox"/>	budgeted	
<b>C. Total Matching Funds</b>	<b>\$ 770,000.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 1,690,000.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

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:  
1) Scope and extent of the salary survey which will be invaluable to employers looking to fill job vacancies  
2) Capacity for providing sponsored venue space & staff time to community and not-for-profit groups looking to provide educational or community-benefit workshops & events

### 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, 2020 To: March 31, 2021

Project or program location: Greater Victoria





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Regional Promotion
April 2020	Culminate 2020 (Leadership Conference)
June 2020	VIATEC Technology Awards
Spring/Summer 2020	Victoria Salary Survey
Monthly	VIAFest networking events
Ongoing	Program execution: Accelerator, VAP, Scale Up BC, leadership development
Ongoing	Tech 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 23, 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Literacy Connection Society  
Mailing Address: 306 - 620 View Street, Victoria, BC, V8W 1J6  
Contact Person: Christine Bossi Email: ed@victorialiteracyconnection.ca  
Telephone: 250-385-0014 Website: victorialiteracyconnection.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: S0069401  
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 132501867RR0001

*\*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 max - **do not add extra pages**)

Victoria Literacy Connection's vision is that everyone in Greater Victoria has opportunities to acquire the literacy skills to function effectively in today's society. We help children, youth, and adults improve their literacy skills, including reading, writing, and math, by providing tutoring and a variety of other programs.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

The Victoria Literacy Connection (VLC) was formed, in early 2017, by the amalgamation of two pre-existing societies. Both the READ and Literacy Victoria societies had several decades of experience working to improve reading, writing, and math skills in Greater Victoria. Their amalgamation to form the VLC has produced a vibrant, competent, and dynamic society providing meaningful programming, responsive to the needs of the communities of Greater Victoria.

How many paid staff at organization? Full Time: 0 Part Time: 4  
How many volunteer staff at organization? 140 Total volunteer hours: 7,608

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	7,000.00	Adult literacy programming 2019
Victoria Foundation (received)	25,000.00	Child literacy programming
Times Colonist (pending)	25,000.00	Child, Youth, Adult literacy programming
Ministry of Adv. Education (received)	29,200.00	Adult Literacy programming
Other grants	21,700.00	Child, Youth, Adult literacy programming
Investment funds	17,500.00	Child, Youth, Adult literacy programming
Individual & Corporate donations	43,500.00	Child, Youth, Adult literacy programming
Other income	6,000.00	Child, Youth, Adult literacy programming
<b>Organization's Annual Budget</b>	<b>\$ 174,900.00</b>	



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## 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 number and literacy level of adult learners	Increased number of learners and advancement of level through individual assessments
Increase number and level of basic English language learners	Increased number of learners and advancement of level through individual assessments
Development of Financial Literacy program for youth & adults	Develop program & have at least 2 active classes
Increase financial literacy level of adult learners	Achieved through individual assessments.

### 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: Adult Literacy Support

Who is your target audience? Adults in need of literacy support: English language, reading, writing, math & financial skills

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

VLC has numerous programs, where we adapt to the community's needs through conversations with community partners, service providers & the learners themselves. VLC provides adult literacy programming i) 1:1 adult literacy volunteer tutoring ii) English language conversation groups iii) new Financial Literacy program. 1:1 Adult Literacy Tutoring is focused on the individual learner's needs & goals. The learner is matched with a screened, trained & capable volunteer tutor. It is also important that the learner & tutor have similar characters & interests to ensure sustainability of the match. Learners' backgrounds & literacy needs & location vary greatly. We serve members of the public & VI Regional Correctional Centre. Some have minimal reading levels, while others are trying to complete post-secondary education. Our tutors support with reading, writing, math & basic computer skills; all minimal requirements to survive in our modern society. English language conversation groups support immigrants wishing to integrate into Canadian society. In 2020 we will develop a financial literacy program to address the identified needs of youth & adults, so they manage their money wisely & avoid poverty traps, through workshops & mentoring.

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 [2019-2022 Strategic Plan](#)).

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☒ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)

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.

- ☐ Reconciliation and Indigenous Relations (4.75)
- ☐ Affordable Housing (6.00)
- ☐ Prosperity and Economic Inclusion (3.88)
- ☐ Strong, Liveable Neighbourhoods (5.50)

- ☒ Health, Well-Being and a Welcoming City (4.50)
- ☐ Climate Leadership and Environmental Stewardship (5.25)
- ☐ Sustainable Transportation (5.63)





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## 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 max - **do not add extra pages**)

Facilitate social inclusion and community wellness - Without basic literacy skills, one cannot function nor advance in modern society, let alone thrive in it. The individual learners improve their quality of life and chances of social inclusion by increasing literacy and boosting their self-esteem through mentoring to reach personal and occupational goals. The volunteer tutors feel pride and community spirit through their engagement in supporting fellow community members. The community as a whole benefits through an increasingly proud, integrated and motivated population that can contribute to making our society a prosperous one.

Adult English Language learners achieve increased sense of belonging & participation in civic life among all groups. Adult literacy learners feel safer & more a part of the community as their competency increases. All our literacy learners, especially the Financial Literacy learners, are able to transcend the poverty line & have a higher potential to earn a living wage. Our English language learners increase their Canadian cultural literacy, deepen their understanding & embrace diversity.

How many will benefit from the project or program? 160 learners 500 indirect

What percentage of residents benefit from this project or program? City of Victoria 98 % Greater Victoria 2 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 13,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Office and educational space rental	13,200.00	
Training and Learning materials	891.87	Photocopying, writing tools, etc.
Coordination	37,500.00	Financial program development. Program management.
Volunteer recruitment	500.00	
Travel & meals	116.00	
Volunteer appreciation	500.00	
Advertisement	428.74	
<b>A. Total Project or Program Expenses</b>	<b>\$ 53,136.61</b>	
<b>Administration</b>		
Financial program development. Program management.	348.47	
Bank fees & insurance	746.24	
IT & database	450.00	
Licenses, dues & memberships	303.90	
Payroll, EI & CPP fees	2,250.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 4,098.61</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 57,235.22</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	7.16%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	13,000.00	Pending		
Ministry of Advanced Education	29,200.00	Confirmed	Louis Chen	250-952-9304
<b>A. Total Government Funding</b>	<b>\$ 42,200.00</b>			
<b>Corporate Sponsorships</b>				
Prov. Employee Community Services Fund	2,500.00	Pending	received annually in the past	
Times Colonist	5,000.00	Pending	received annually in the past	
<b>B. Total Corporate Sponsorships</b>	<b>\$ 7,500.00</b>			
<b>Matching Funds</b>				
Private Donations	7,535.22	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 7,535.22</b>			
<b>In-Kind Contributions</b>				
Free use of GVPL library for tutoring		Confirmed	Maureen Sawa	250-940-1193
Free use Decoda teaching materials for tutoring		Confirmed	Maureen Kehler	604-681-4199 ext 418
Financial literacy materials		Confirmed	ProsperCanada.org	
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 57,235.22</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

We will be serving less people in our community, so our impact on Victoria's community social well-being and inclusion will be less significant. Development of the Financial Literacy program will be delayed.

### 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, 2020 To: June 30, 2021

Project or program location: Trainings & group sessions take place at the VLC office; tutoring held at libraries.



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 1, 2020	Financial Literacy Program development.
September 1, 2020	Start of Financial Literacy program.
September 1, 2020	English Language Courses resume
September 1, 2020	1:1 adult literacy tutoring program recommence, including reading, writing, math
January 15, 2021	Second Financial Literacy program begins.
June 1, 2021	Evaluation of program based upon learner assessments and satisfaction level
Mid-June, 2021	Volunteer appreciation event and celebration of achievements

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 114 Total volunteer hours required: 5,140

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

**Board Chair**

Position

**Barbara Newton**

Name

**January 30, 2020**

Date





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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: Victoria Literacy Connection Society

Mailing Address: 300-620 VIEW ST., VICTORIA, BC, V8W 1J6

Contact Person: Christine Bossi

Email: ed@victorialiteracyconnection.ca

Telephone: 250-385-0014

Website: www.victorialiteracyconnection.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Adult Literacy Support

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 programs are ongoing, but the funds have been used appropriately and efficiently according to the conditions of the grant. Actual expenses are for 6 months as City of Victoria funding was received in July 2019. Teaching period reported here is from September - December 2019.

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

Facilitate Social Inclusion and Community Wellness - our learners are increasing their literacy knowledge as well as their self-esteem. Their gratitude is expressed openly every session. The volunteers feel a part of the community through their rewarding work in supporting our learners.

### 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 number and level of literacy adult learners	Increased number of learners and advancement of level	Yes
Increase number and level of basic English language	Increased number of learners and advancement of level	Yes
Increase number and level of basic computer literate	Increased number of learners and advancement of level	No
	Dismal volunteer interest in tutoring computer skills	

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Individuals wanting literacy support: reading, writing, English language etc

What positive impacts were felt by your target audience? Literacy levels, self-confidence and integration increased

How many have benefitted from the project or program? 95 learners from Sept-Dec'19

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

How many volunteers have worked on this project or program? 93 What total hours did they work? 1,744

## 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)
<b>Project or Program Costs</b>		
Office and educational space rental	\$6,600.00	Expenses in this report are for 6 months of programming
Training and Learning materials	\$504.75	
Coordination	\$12,500.00	
Volunteer recruitment	\$250.00	
Travel and meals	\$168.00	
Volunteer appreciation	0	To take place in the spring
Advertisement	\$620.59	
<b>A. Total Project or Program Expenses</b>	<b>\$20,643.34</b>	
<b>Administration</b>		
Telephone/internet	\$413.63	
Bank fees and insurance	\$1,195.00	\$1,195.00
IT and database	\$225.00	\$225.00
Licenses, dues and memberships	0	not due yet
Payroll, EI and CPP fees	\$1,050.00	\$1,050.00
<b>B. Total Administrative Expenses</b>	<b>\$2,883.63</b>	
<b>Total Expenses (A+B)</b>	<b>\$23,526.97</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	\$7,000.00	Confirmed		
Min of Adult Education (50% of allocated)	\$14,600.00	Confirmed	Louis Chen	
<b>A. Total Government Funding</b>	<b>\$21,600.00</b>			
<b>Corporate Sponsorships</b>				
Misc	\$833.00	Confirmed		
<b>B. Total Corporate Sponsorships</b>	<b>\$833.00</b>			



<b>Matching Funds</b>				
Private donations	\$1,093.97			
<b>C. Total Matching Funds</b>	<b>\$1,093.97</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
Free use of GVPL library for tutoring		Confirmed	Maureen Sawa	
<small>Free use Decade teaching materials for tutoring</small>		Confirmed	Maureen Kehler	604-681-4199 ext 418
Free space at VI Reg. Correctional Centre		Confirmed		
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$23,526.97</b>			

## 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: \_\_\_\_\_

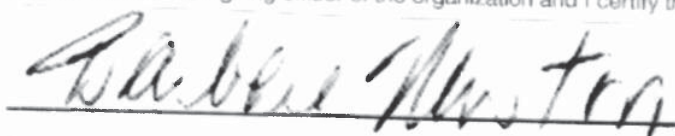
- ☐ Website
- ☐ Newspaper Advertisement

- ☐ 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.



Signature

Board Chair

Position

Barbara Newton

January 28th, 2020

Name

Date





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1 Centennial Square  
Victoria, BC V8W 1P6  
E [grants@victoria.ca](mailto:grants@victoria.ca)

## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Native Friendship Centre- Bruce Parisian Library  
Mailing Address: 231 Regina Ave  
Contact Person: Ron Rice Email: ron.r@vnfc.ca  
Telephone: 250-384-3211 Website: www.vnfc.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: S8469  
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 108172933 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 max - **do not add extra pages**)

The mandate of the Victoria Native Friendship Centre (VNFC) is to encourage and promote the well-being of Aboriginal people by supporting individuals, family and community. The Centre is a community hub offering 51 programs and services.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

The VNFC has been operating in Victoria for over 50 years serving 20,000 off-reserve urban Indigenous citizens and 5000 on-reserve Indigenous people. The Centre offers a full daycare, Elders Room, Youth Drop-in, Family Health Services, Early Childhood Development Services, Mental Health and Addiction Services, Career Training, Education upgrading, library, 5 Indigenous language classes, homeless shelter and a free community lunch every Friday from the community kitchen.

How many paid staff at organization? Full Time: 135 Part Time: 2  
How many volunteer staff at organization? 250 Total volunteer hours: 1,000's

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	0.00	N/A
BC MCFD	2,000,000.00	Children and families in many contracts for several departments
Federal INAC	750,000.00	career training
BC Gaming	150,000.00	Back to School Picnic
Vancouver Fd + Victoria Fd	230,000.00	Social Housing and inclusion
Coast Capital + Telus +	40,000.00	Youth Drop-in
Home Depot + Anonymous donor	100,000.00	Youth Drop-in
VanCity Savings	50,000.00	Fundraising
Organization's Annual Budget	\$ 3,320,000.00	



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## 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) Expand the acquisition of books for children, youth and young adults	1) # of books for children, youth and young adults
2) Increase the support for Elders	2) # of Elders who read in the library to the children
3) Increase the PT support for the librarian	3) # of hours the library is open all year with a supported professional librarian
4) Expand awareness in the city of the library and its resources	4) # of library visits in 1 year and the outreach
5) Expand the public programming in the library	5) # of Indigenous reading circles, speakers, author visits, book groups 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: Victoria Native Friendship Centre Bruce Parisian Library

Who is your target audience? Indigenous children, youth and young adults but Elders and families are an integral part as well

Brief description of the project or program and why the grant is needed. (1250 characters max - **do not add extra pages**)

The Bruce Parisian Library is the only lending library in any Friendship Centre in Canada. It holds the largest collection of Indigenous materials on Vancouver Island with a total of 5,500 books all donated and at least 1000 volunteer hours annually to keep the library open.

The library is looking for funding for specific books for Indigenous children, youth and young adults. The Library is also looking for funding to honor our Elders who read to the children and youth. An Elders honorarium is part of cultural protocol. Lastly the library requires funds to support a PT professional librarian to oversee all operations and outreach events such as our Indigenous book groups, Indigenous reading circles and Indigenous speaker series etc. We have been funded by the GVPL in the past but that funding stops in the summer of 2020.

As the library grows we need some professional oversight and vision to keep up with the expanding demands of a growing community. [Please note: Indigenous youth are the fastest growing demographic in Canada- Statistics Canada 150]. Indigenous youth and young adults are desperately looking for cultural connections and the Bruce Parisian Library is an excellent source of material.

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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)                    |  |

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.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)                    |  |



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## 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 max - **do not add extra pages**)

Funding for the Victoria Native Friendship Centre Bruce Parisien Library will provide support where there has been none before. The library is the cultural heart of the Centre supporting a reading circle of women who are reading aloud the Murdered and Missing Indigenous Women and Girls Report - all 1100 pages- as their way to honour the dead and the missing. Another reading group just discussed Monique Gray Smith's "Tilly and the Crazy Eights". They meet monthly and prefer novels. Carey Newman, UVic Audain Scholar and Artist, will be coming next month to screen the film "Picking up the Pieces" about the making of the Witness Blanket as part of the TRC Action Plan. He will also be reading from his book about the making of this reconciliation project. There are no costs for any of these community meetings. The mandate of the library is to support literacy and increase awareness around the skills, accomplishments and knowledge of Indigenous people. All of this work is about reconciliation and Indigenous relations and anyone is welcome to attend. Supporting Indigenous knowledge also supports the well-being of all Indigenous people and strengthens community and Victoria as a welcoming city.

How many will benefit from the project or program? 1500

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

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 12,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Rental for space, janitorial, phone, hydro etc	5,000.00	in-kind by the VNFC
Elders honoraria \$60 for 2-3 hours x 100 visits	6,000.00	must fund through grants/private funds
PT librarian 6 hrs x \$30/hr x 5 days a week x 12 mths	10,800.00	must fund through grants/private funds
Acquisitions x 60 -75 new books =	3,300.00	must fund through grants/private funds
Shelving, labels, signage, chairs	1,600.00	must fund through grants/private funds
<b>A. Total Project or Program Expenses</b>	<b>\$ 26,700.00</b>	
<b>Administration</b>		
Administration eg audit, accounting, reception etc	2,600.00	in-kind by the VNFC
<b>B. Total Administrative Expenses</b>	<b>\$ 2,600.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 29,300.00</b>	<b>Should equal Total Program Funding Sources on page 4.</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	8.87%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	12,000.00	Pending	Jennifer	
<b>A. Total Government Funding</b>	<b>\$ 12,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
District of Saanich	7,500.00	Pending	Jason	250-475-5427
T/C Literacy Fund	2,200.00	Pending	Sophia Gu	library@vnfc.ca
<b>C. Total Matching Funds</b>	<b>\$ 9,700.00</b>			
<b>In-Kind Contributions</b>				
Space rental & janitorial	5,000.00	Confirmed	Ron Rice	250-384-3211
Admin, accounting , audit, etc	2,600.00	Confirmed	Ron Rice	250-384-3211
<b>D. Total In-Kind Contributions</b>	<b>\$ 7,600.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 29,300.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

If we do not receive full funding we will have to close the library some days, not purchase the reading materials and not pay Elders for their services as demanded by cultural protocol. We will also have to limit community outreach and support for 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: July 1 2020 To: June 30, 2021

Project or program location: Victoria BC at 231 Regina Ave



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 1, 2020	1) Begin hiring process for a PT professional librarian
September, 2020	2) Finalize hiring process
September, 2020	3) Offer Elders an honoraria for their reading work with the children
September, 2020	4) Begin acquisitions for children and youth books and advertise new books on the bulletin board
October, 2020	5) Start Public Programming for all of 2020/2021 and make sure it is on the website
March, 2021	6) Start collating all data for reporting for the annual report and the City of Victoria grant
May, 2021	7) Write report for the City of Victoria
June, 2021	8) Send in report to the City of Victoria

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 at least 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?

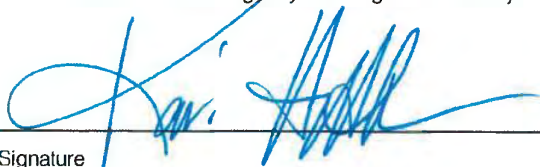
- ☒ Website
- ☐ Newspaper Advertisement
- ☒ Social Media
- ☒ Newsletter

- ☐ 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

  
Signature

Executive Director

Position

 Ron Rice

Name

January 28, 2020

Date



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Victoria, BC V8W 1P6  
E [grants@victoria.ca](mailto:grants@victoria.ca)

## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: The Victoria Sexual Assault Centre

Mailing Address: #201-3060 Cedar Hill Road

Contact Person: Lane Foster

Email: Lanef@vsac.ca

Telephone: 250-383-5545 Ext. 125

Website: www.vsa.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 CBA Canadian Registered Charities Details Page showing charity status as registered*

Organization mission/mandate (500 characters max - **do not add extra pages**)

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 max - **do not add extra pages**)

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: 30

Part Time: 8

How many volunteer staff at organization?

0-no vol staff, 70

Total volunteer hours: 7975

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	40,000.00	Clinic
Provincial Government-Contracts - Ministry of Public Safety & Solicitor Gen	867,848.00	Client Services - counseling, victim services
Government Grants	486,013.00	Access line, prevention, education, and clinic
Foundations and Community Grants	154,860.00	Prevention, education, and clinic
Fundraising and Earned Revenue	294,200.00	Discretionary
Partner Revenues, VCRC	18,000.00	Clinic Partner
Organization's Annual Budget	\$ 1,860,921.00	





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## 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 maintain positive physical presence
Sexual Assault Response Team volunteers receive comprehensive training	Post-training formal assessment
Staff trained in & consult about inclusion best practices	Trainings and feedback
Provide crisis support, medical care, access to justice to recent survivors	Increase number of survivors who access the clinic for services

### 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: **Sexual Assault Clinic: Supporting Survivors, Healing Communities**

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 max - **do not add extra pages**)

The focus of our project is to meet the urgent service demand for our Sexual Assault Clinic, which provides immediate crisis support, medical care & access to police reporting for recent survivors of sexual assault. This funding will ensure these services remain accessible, reduce wait-lists for downstream services, and promote utilization of the Clinic by marginalized women and Trans survivors. Because our Clinic has been incredibly successful (demand increase of 133% since open) we have experienced a backlog of our downstream programs, such as crisis support and victim services, resulting in longer wait times VSAC's Clinic, crisis support and victim services programs provide an essential foundation for the subsequent stages in a survivor's journey toward healing and justice. These programs provide survivors with urgent support, a basic sense of safety and stability, through: attending to immediate needs after an assault, learning skills to deal with triggers, flashbacks, and emotions; and developing healthy coping skills. VSAC has the only Sexual Assault Clinic in BC and Crisis support and 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 [2019-2022 Strategic Plan](#)).

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)                    |  |

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.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                                 | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)                  | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)                    |  |



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## 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 max - **do not add extra pages**)

Health, well-being & a welcoming city: Primarily, it is those communities that are most targeted for sexualized violence that lack access to medical, forensic, crisis support &/or justice services after a sexual assault b/c of institutional & systemic barriers they face at hospitals & police stations. These communities include girls, women, Trans people, sex workers, street-involved, etc for whom the experiences & impacts of sexualized violence are deeply intertwined with other forms of systemic violence such as racism, colonialism, classism, & various other forms of discrimination. With our annual inclusion trainings for staff and volunteers, our recent staff meetings addressing the Calls to Justice, and increasing engagement with the FNHA and the VNFC in our service delivery, marginalized survivors will have an increased sense of belonging and safety in accessing services. This project will improve the mental health of survivors and their sense of belonging to and support from the community by increasing early intervention for them to mitigate the longterm effects of trauma by increasing the number of survivors who feel better equipped, resourced & connected to community supports to heal from their trauma(s).

How many will benefit from the project or program? 6000

What percentage of residents benefit from this project or program? City of Victoria 1.4 % Greater Victoria 1.3 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 40,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Program salaries	160,250.00	Please refer to attached budget document for details
Lease plus utilities, janitorial services, alarm system	38,500.00	
Internet, it and support, and telephone pager cell	12,600.00	
Postage and Courier	1,000.00	
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	
<b>A. Total Project or Program Expenses</b>	<b>\$ 242,750.00</b>	
<b>Administration</b>		
Oversight Finance and Accounting	15,925.00	
Management	12,000.00	
Audit	2,000.00	
Insurance	3,500.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 33,425.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 276,175.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	12.10%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	40,000.00	Pending		
City of Langford, Oak Bay, View Royal, Esquimalt, Saanich, Gaming	81,000.00	Pending		
Province of BC	66,666.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 187,666.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
United Way	30,000.00	Confirmed	Rachel Carroll	250-220-7363
Zonta	5,000.00	Pending	Lorraine Markin	250-739-3968
Victoria Child Abuse Prevention (3rd party rental fees)	18,000.00	Confirmed	Sandra Bryce	250-385-6111
<b>C. Total Matching Funds</b>	<b>\$ 53,000.00</b>			
<b>In-Kind Contributions</b>				
VSAC Contribution Fundraising and Events	35,509.00	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 35,509.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 276,175.00</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

This grant would provide key operational support so we can continue to 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 services can be accessed 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: Aug 1 2020 To: July 31 2020

Project or program location: Victoria Sexual Assault Centre, #300B, 3060 Cedar Hill Road Victoria, BC V8T 3J5





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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
Aug 2020- July 2021	Maintain Clinic Coordinator, Crisis & Justice worker hours to enhance Clinic service & outreach
Aug 2020- July 2021	Maintain hours for reception to ensure a welcoming environment for survivors
January 2021 - May 2021	Sexual Assault Response Team volunteer training
Ongoing	Reducing wait times for crisis support, victim services, crisis counseling
Ongoing	Community partnership development, collaboration and consultation
Ongoing	Outreach to marginalized communities via community organizations
Ongoing	Social Inclusion training for staff and board
Aug 2021	Annual program evaluation and report writing

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 40 Total volunteer hours required: 6700

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

Samantha Loppie

Name

Direct Client Services Manager

Position

January 20, 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

1. Complete the **Final Report Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)
2. Assemble **Assessment Documentation**:
  - ☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: The Victoria Sexual Assault Centre  
 Mailing Address: #201-3060 Cedar Hill Road  
 Contact Person: Lane Foster Email: Lanef@vsac.ca  
 Telephone: 250-383-5545 Ext. 125 Website: www.viac.ca

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Sexual Assault Clinic  
 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 interim report covers the period of August 1 2019 to December 31 2019. Please note that the expenses listed on Page 2 are for this given time period.

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

Yes, we are building the capacity of community groups by enhancing collaboration and communication at our Team Victoria meetings, as well as providing trainings to our community partners. We facilitate social inclusion and wellness by collaborating with local organizations that serve marginalized populations so that accessing our clinic and downstream services is an inclusive and accessible experience for marginalized survivors.

### 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
Reduce wait times for recent survivors to access crisis support	w/n 3-5 day for recent survivors	No
Enhance partnerships and outreach	apprx. 1 per month - workshops/meetings	Yes
Survivors feel welcomed prior to receiving crisis support (reception)	Reception staff maintain positive physical presence	Yes
Sexual Assault Response Team volunteers receive comprehensive training	Post-training formal assessment (being assessed currently)	No
Staff trained in & consult about inclusion best practices	Feedback surveys	Yes
Provide crisis support, medical care, access to justice to recent survivors	Increase number of survivors who access the clinic for services	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Marginalized women and Trans survivors of sexual assault  
 What positive impacts were felt by your target audience? Increased access to medical, forensic and support services  
 How many have benefitted from the project or program? 6200  
 What percentage of Greater Victoria Residents benefitted from this project or program? 1.7%  
 How many volunteers have worked on this project or program? 37 What total hours did they work? 6768



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## 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)
<b>Project or Program Costs</b>		
Program salaries	59,835.00	
Lease plus utilities, janitorial services, alarm system	18,236.00	
Internet, It and support, and telephone pager cell	5,244.00	
Postage and Courier, and medical materials and supplies	921.00	
Promotion and publications, and program supplies	1,375.00	
Travel, Consultants for inclusion training	1,354.00	
Outreach, partner development, community engagement	3,333.00	
Volunteer training, recognition, supports	155.00	
Evaluation and reporting		
<b>A. Total Project or Program Expenses</b>	<b>\$ 90,453.00</b>	
<b>Administration</b>		
Oversight Finance and Accounting	7,626.00	
Management	5,000.00	
Audit	833.00	
Insurance	1,458.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 14,917.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 105,370.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	16,666.00	Confirmed		
City of Langford, City of Saanich	15,625.00	Confirmed		
Province of BC	41,666.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 73,957.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			





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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
United Way	12,500.00	Confirmed	Rachel Carroll	250-220-7363
Zonta	2,442.00	Confirmed	Lorraine Markin	250-739-3968
<b>C. Total Matching Funds</b>	<b>\$ 14,942.00</b>			
<b>In-Kind Contributions</b>				
Victoria Child Abuse Prevention & Counselling rental share	7,244.00	Confirmed	Sandra Bryce	250-385-6111
VSAC Contribution – fundraising and events	9,227.00	Confirmed		
<b>D. Total In-Kind Contributions</b>	<b>\$ 16,471.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 105,370.00</b>			

### 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.

  
Signature

Direct Client Services Manager

Position

Samantha Loppie

Name

January 30 2020

Date



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## Strategic Plan Grant Application Form

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Tool Library (VTL)  
Mailing Address: 858 Devonshire Road  
Contact Person: Tony Nielsen Email: info@victoriatoollibrary.org  
Telephone: 250.885.0326 Website: https://victoriatoollibrary.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: S0064459

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 max - **do not add extra pages**)

The Victoria Tool Library empowers the community by providing affordable access to high-quality new and used tools and equipment. Just a like a library for books, VTL members can borrow items from our ever-expanding inventory of tools. Our vision is to act as a welcoming community hub within the sharing economy – fostering creativity and accessibility and helping to build skills to support resilience and sustainability.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - **do not add extra pages**)

The VTL was established in 2015. Members pay a low annual fee to access a wide variety of high-quality tools and equipment. The VTL takes care of the hassles of ownership including storage and maintenance. Our members can view our inventory on line, drop by during our operating hours and then borrow items free of charge for up to 2 weeks. Our catalogue features practical tools to help Victorians build, repair, make, re-purpose and re-use.

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

How many volunteer staff at organization? 12 Total volunteer hours: 10 per week

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

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

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.

Please list a summary of all sources of funding you receive and how is it used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	0.00	
	12,843.00	Membership and late fees
	334.00	Donations
	25.00	miscellaneous revenues
Organization's Annual Budget	\$ 13,202.00	



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## 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
Expansion of sharing economy	Number of new VTL members
Increased skills, understanding and awareness of residents	Number of educational workshops, attendees, and topics
Expansion of VTL inventory and space	New square footage of VTL, growth in tool inventory
Partnership Development	Number of organizational partnerships built over the year
Increased waste diversion / recycling	Number of tool donations recycled or re-used

### 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: VTL Expansion & Workshop Series

Who is your target audience? Residents of Victoria and the capital region

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

The VTL is seeking support from the City of Victoria to expand our existing workshop space, grow our tool inventory as well as host diverse education and skill-building sessions for residents in 2020/2021.

With increasing demand and membership growth we are looking to expand our existing workshop space to support tool repair and maintenance activities, volunteer training and shelving space for new inventory. We are also planning to host a series of free educational sessions for residents on topics such as Food Preservation, Power Tool Basics, Drywall Repair, and Bicycle Maintenance - each featuring different tools and equipment from our catalogue. Sessions are promoted through partner organizations and are led by our experienced volunteers throughout the year. Each session is designed to provide an inclusive and welcoming space for residents of all ages, abilities and backgrounds. Finally, with this funding, the VTL will host a community tool recycling and donation event in the City of Victoria and will purchase select new tools for the library, building on our existing stock of over 1200 items.

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 [2019-2022 Strategic Plan](#)).

- |  |   |
|--|---|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75)    | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input type="checkbox"/> Affordable Housing (6.00)                         | <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)          | <input type="checkbox"/> Sustainable Transportation (5.63)                                  |
| <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.50) |   |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input type="checkbox"/> Affordable Housing (6.00)                      | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |





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## 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 max - **do not add extra pages**)

This project will increase the overall well-being and quality of life for residents of Victoria by providing affordable and convenient access to tools and equipment. This grant will support the VTL's continued success in the sharing economy and contribute to community resiliency, environmental stewardship and sense of belonging for residents. Expanding our workshop space will allow the VTL to recruit and train more volunteers and support increased tool repair and maintenance activities. Hosting a community tool donation event will increase the re-use and recycling of old, unwanted tools and ensure proper diversion of waste from Hartland Landfill. We will also introduce new tools and equipment into our inventory which can support financial independence and growth among artists, entrepreneurs and home-makers. Finally, through our diverse educational sessions, the VTL can build new community partnerships across the City - particularly among families, youth, newcomers, and the LGBTIQ community.

How many will benefit from the project or program? 450

What percentage of residents benefit from this project or program? City of Victoria 60 % Greater Victoria 40 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 7,500

**Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Workshop Expansion	5,500.00	Design and construction of new workshop area at the VTL
Catalogue growth: new and used tools and equipment	3,500.00	Community donation event and purchase of new tools / equipment
Educational Sessions	3,000.00	Planning, promotion, partnerships, delivery and evaluation
<b>A. Total Project or Program Expenses</b>	<b>\$ 12,000.00</b>	
<b>Administration</b>		
VTL Administration	2,000.00	Volunteer coordination, insurance, program delivery and reporting
<b>B. Total Administrative Expenses</b>	<b>\$ 2,000.00</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 14,000.00</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	14.29%	



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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	7,500.00	Pending		
<b>A. Total Government Funding</b>	\$ 7,500.00			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	\$ 0.00			
<b>Matching Funds</b>				
VTL Funding	4,000.00	Confirmed	<a href="mailto:treasurer@victoriatoolibrary.org">treasurer@victoriatoolibrary.org</a>	250.885.0326
<b>C. Total Matching Funds</b>	\$ 4,000.00			
<b>In-Kind Contributions</b>				
VTL Volunteers	2,500.00	Confirmed	<a href="mailto:treasurer@victoriatoolibrary.org">treasurer@victoriatoolibrary.org</a>	250.885.0326
<b>D. Total In-Kind Contributions</b>	\$ 2,500.00			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	\$ 0.00			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	\$ 14,000.00	<u>Should equal Total Program Expenditures page 3</u>		

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 max - **do not add extra pages**)

The VTL would not expand our workshop space and instead focus on our inventory growth and educational sessions for the community with partner organizations. In this case, the VTL would seek other free or low-cost locations to host sessions such as the Public Library or Vic West Community Centre.

### 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 02, 2020 To: June 30, 2021

Project or program location: Victoria Tool Library - 858 Devonshire Road



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2020	Initiation of design and construction for VTL expansion; new partnership development
September 2020	Educational session planning, promotional strategy, dates, topics and locations
January 2021	Workshop expansion complete; Member and Volunteer Celebration event
March 2021	Community Tool Donation event; New tool purchases completed
May 2021	All educational sessions completed; workshop evaluations
June 2021	Reporting to City of Victoria

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 12 Total volunteer hours required: 250 hours

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: Volunteer / Member Appreciation 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

Tony Nielsen

Name

Treasurer, Board of Directors

Position

January 31, 2020

Date





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## 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: Robyn Thomas

Email: robynt@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 max - do not add extra pages)

Victoria Women's Transition House Society collaborates, advocates and educates to address and prevent intimate partner violence and abuse of women and children through supportive shelter, housing, counselling and other community-based services.

Brief history and role in benefitting residents of Greater Victoria (500 characters max - do not add extra pages)

VWTH has served Greater Victoria for 45 years by providing emergency shelter, counselling and support to women of all ages, with or without children, leaving abusive relationships. We provide programs for youth who witness abuse; women proceeding through the justice system; housing for older women; and a 24-hour Crisis Line. Supported by a robust volunteer program, we operate from six sites, including police and courthouse locations. We serve thousands of women and children annually.

How many paid staff at organization?

Full Time: 20

Part Time: 63

How many volunteer staff at organization?

63

Total volunteer hours: 2,331

### SECTION 4. ORGANIZATION FINANCIAL INFORMATION

Has the organization filed for bankruptcy or currently seeking credit protection?

☐ Yes

☒ No

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.

Please list a summary of all sources of funding you receive and how it is used in your organization's annual budget. Also include all pending grant requests.

Funding Sources	\$ Amount	Use
City of Victoria	40,000.00	VWTH Housing & Outreach Program
BC Housing	1,229,554.00	Emergency Shelter/ Older Women Safe Home/ Homelessness Prevention Program
Ministry of Justice	734,800.00	Victim Services/ RDVU/ STV Counseling/ Children Who Witness Abuse Counseling/ Older Women Outreach
Grants	350,327.00	VWTH Programs, Services & Operations
Fundraising/ Special Events	108,543.00	VWTH Programs, Services & Operations
Individual Donations/ Bequests	764,800.00	VWTH Programs, Services & Operations
Other Income and Investment Income	169,790.00	VWTH Programs, Services & Operations
Ministry of Children and Family Development	48,000.00	Children Who Witness Abuse Programs
Organization's Annual Budget	\$ 3,445,814.00	



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## 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 accessed our outreach services throughout the 12-month program period
To increase women's access to affordable housing	The number of clients who secured affordable housing following their stay at the Shelter
To increase women's access to affordable counselling	The number of clients who received drop-in group counselling and support
To increase women's access to community services and resources	The number of clients who accessed our outreach services and were referred to other resources

### SECTION 6. PROJECT OR PROGRAM INFORMATION

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

- Council's Weighted Strategic Plan Objectives
- Weighted Assessment Criteria
  - Capacity of an organization to deliver the project (20%)
  - Evidence of need (20%)
  - Community impact (30%)
  - Project feasibility (30%)

Project or program title: VWTH Housing and Outreach Program

Who is your target audience? Financially vulnerable women who are impacted by domestic violence and abuse

Brief description of the project or program and why the grant is needed. (1250 characters max - do not add extra pages)

VWTH Housing & Outreach Program continues to respond to an increasing gap in services for women survivors of domestic violence, who require specialized support and assistance to find housing. When women exit our 30-day Emergency Shelter, they experience the highest risk of becoming homeless or returning to abusive relationships, especially if they have children. This project directly assists at-risk women who are in immediate need to find safe and stable housing as well as long-term support services to help them rebuild their lives.

A Strategic Grant will enable VWTH outreach workers to provide women in crisis with support services tailored to their specific needs, including advocating with landlords and applying for housing wait-lists; finding intermediate housing solutions; applying for financial assistance; referring to counselling and legal resources; and identifying other community resources. Women will have access to our Drop-In Support Group – a free, weekly psycho-educational counselling program that fosters resilience and self-sufficiency and increases social connection. The overall project will reduce housing barriers for abuse survivors and provide key supports and resources for them to find success in 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 [2019-2022 Strategic Plan](#)).

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (4.50) |
| <input checked="" type="checkbox"/> Affordable Housing (6.00)           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25)   |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                         |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |

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.

- |   |  |
|---|--|
| <input type="checkbox"/> Reconciliation and Indigenous Relations (4.75) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (4.50)          |
| <input checked="" type="checkbox"/> Affordable Housing (6.00)           | <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (3.88)       | <input type="checkbox"/> Sustainable Transportation (5.63)                       |
| <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.50)         |  |



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## 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 max - **do not add extra pages**)

According to Victoria's 2019 Vital Signs report, the cost of renting increased by 7.5 per cent in the Capital Region, making housing even less affordable for our clients. Many survivors of intimate partner violence exiting a shelter, especially those with children, are forced to choose between returning to abuse or homelessness. Children who experience homelessness are more vulnerable to housing instability as adults. Each year, VVTH staff see increased demand for support services, including housing advocacy, counselling, and access to health and wellness resources for women and their children. These services are critical for preventing homelessness and breaking the cycle of abuse.

This Program provides financially vulnerable women in immediate need with critical long-term supports, housing advocacy and a social network, allowing them to focus their efforts on healing from abuse and achieving independence. The program offers a stable foundation from which one of Victoria's most marginalized groups can experience enhanced quality of life and security. By helping women access housing, counselling, and critical resources, the project works towards ending chronic homelessness and helps build a vibrant and accessible community.

How many will benefit from the project or program? 350

What percentage of residents benefit from this project or program? City of Victoria 60 % Greater Victoria 40 %

### SECTION 7. PROJECT OR PROGRAM BUDGET

In 2019, Council approved \$491,315 Strategic Plan Grant awards ranging from \$2,250 to \$40,000 with the average grant awarded of just under \$11,700.

Total project or program amount requested: \$ 40,000 **Must equal Total Funding Sources on page 4**

Prepare a detailed breakdown of all budget expenses and funding sources below - **do not add extra pages**.

BUDGET EXPENSES	\$ Amount	Details (if applicable)
<b>Project or Program Costs</b>		
Counsellor's Salary and Benefits	53,978.53	
Direct Program Management Support	6,680.58	
Program expense, including client support and meetings	2,300.00	
Evaluation and reporting	1,600.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 64,559.11</b>	
<b>Administration</b>		
Management and Support Salaries and Benefits	6,709.83	
Facilities, IT and Communications	4,720.56	
Printing and Photocopying	640.32	
Office and Related	550.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 12,620.71</b>	
<b>TOTAL PROGRAM EXPENDITURES (A+B)</b>	<b>\$ 77,179.82</b>	<b>Should equal Total Program Funding Sources on page 4</b>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	16.35%	





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## Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding - include pending requests</b>				
City of Victoria	40,000.00			
<b>A. Total Government Funding</b>	<b>\$ 40,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			
<b>Matching Funds</b>				
Fundraising	37,179.82			
<b>C. Total Matching Funds</b>	<b>\$ 37,179.82</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)</b>	<b>\$ 77,179.82</b>	<b>Should equal Total Program Expenditures page 3</b>		

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 max - **do not add extra pages**)

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 at-risk women in the Greater Victoria 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, 2020 To: June 30, 2021

Project or program location: VWTH Shelter, VWTH Community Office, partner location (YWCA of Vancouver Island - Downtown Branch)



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## Strategic Plan Grant Application Form

Project or program timeline and major milestones.

Date	Milestone
July 2020- June 2021	Ongoing screening of new clients
July 2020 - June 2021	Ongoing advocacy work with landlords and property managers
July 2020 - June 2021	Ongoing, weekly Drop-In Support Group sessions
July 2020 - June 2021	Ongoing referral of clients for additional community services
July 2020 - June 2021	Ongoing counselling, advocacy and education
January 17-31, 2021	Interim evaluation and report to the City of Victoria
June 16 - 30, 2021	Final Evaluation
September, 2021	Report to the City of Victoria

### SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 9 Total volunteer hours required: Approx 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: E-Newsletter

### 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 28, 2020

Date



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## Strategic Plan Grant Final Report

### How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

### SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Women's Transition House Society (VWTH)

Mailing Address: 100-3060 Cedar Hill Road

Contact Person: Robyn Thomas Email: robynt@vwth.bc.ca

Telephone: 250-592-2927 ext 214 Website: transitionhouse.net

### SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: VWTH Housing and Outreach

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 is the Final Report for the VWTH Housing and Outreach program beginning July 1, 2018 and ending June 30, 2019. Thanks to the support of the City of Victoria, we have assisted 220 women survivors of domestic violence and abuse with their immediate housing and support needs. This is an ongoing program that supports women by providing them with vital services including: individual counselling; group counselling through our free Drop-in Support Group; advocating with landlords to help them find safe, stable housing; assisting with paperwork to apply for subsidized housing wait-lists; connection to community resources and services; applying for financial assistance; referrals to legal assistance and resources and more. The Strategic Plan Grant has enabled us to support and empower women fleeing domestic violence and abuse and to prevent homelessness among this vulnerable population.

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

VWTH Housing and Outreach program is successfully facilitating social inclusion and community wellness (Strategic Plan Objective 3.67) among some of Victoria's most vulnerable women. By providing women survivors of domestic violence and abuse who are at-risk of homelessness with housing supports and a network of support, this project is working towards building a healthier and more vibrant community and a more accessible housing climate.

### 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
To increase women's access to immediate outreach support	All clients had direct support from outreach services	Yes
To increase women's access to critical community services and resources	All clients were referred to external services and resources	Yes
To increase the number of women who can receive affordable counselling	100% of clients had access to counselling (individual or group)	Yes
To increase women's access to housing supports	All clients were offered access to housing supports	Yes

### SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Women who are impacted by domestic violence and abuse

What positive impacts were felt by your target audience? Security and connectedness; accessing housing & community resources

How many have benefitted from the project or program? 220 clients, as of July 2019

What percentage of Greater Victoria Residents benefitted from this project or program? 0.06% as of July 2019

How many volunteers have worked on this project or program? 9 What total hours did they work? 613





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## 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)
<b>Project or Program Costs</b>		
Outreach Counsellors Salary and Benefits	50,123.00	
Direct Program Management Support	6,158.00	
Evaluation and reporting	1,471.00	
Program expense, including grocery vouchers	1,012.00	
Transportation, including client bus passes	818.00	
<b>A. Total Project or Program Expenses</b>	<b>\$ 59,582.00</b>	
<b>Administration</b>		
Management and Support Salaries and Benefits	5,546.00	
Facilities, IT and Communications	4,397.00	
Printing and Photocopying	589.00	
Office and Related	601.00	
<b>B. Total Administrative Expenses</b>	<b>\$ 11,133.00</b>	
<b>Total Expenses (A+B)</b>	<b>\$ 70,715.00</b>	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
<b>Government Funding</b>				
City of Victoria	40,000.00	Confirmed		
<b>A. Total Government Funding</b>	<b>\$ 40,000.00</b>			
<b>Corporate Sponsorships</b>				
<b>B. Total Corporate Sponsorships</b>	<b>\$ 0.00</b>			



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## Strategic Plan Grant Final Report

<b>Matching Funds</b>				
Victoria Foundation	10,000.00	Confirmed		
Fundraising	5,272.00	Confirmed		
<b>C. Total Matching Funds</b>	<b>\$ 15,272.00</b>			
<b>In-Kind Contributions</b>				
<b>D. Total In-Kind Contributions</b>	<b>\$ 0.00</b>			
<b>Waived Fees and Charges</b>				
<b>E. Total Waived Fees and Charges</b>	<b>\$ 0.00</b>			
<b>Total Funding Sources (A+B+C+D+E)</b>	<b>\$ 55,272.00</b>			

### 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.

  
Signature

Development Manager

Position

Robyn Thomas

September 23, 2019

Name

Date