

APPENDIX B

African Art & Culture Community Contributor – Application

Agrarians Foundation – Young Agrarians - Application

Ballet Victoria Society – Application

Ballet Victoria Society – Final Report 2020

Big Brothers Big Sisters of Victoria Capital Region – Application

Big Brothers Big Sisters of Victoria Capital Region – Final Report 2020

Bike Victoria Society - Application

Bridges for Women Society – Application

Bridges for Women Society – Final Report 2020

Burnside Gorge Community Association – Application

Burnside Gorge Community Association – Final Report 2020

Canadian Paraplegic Association (Spinal Cord Injury BC) – Application

Canadian Paraplegic Association (Spinal Cord Injury BC) – Final Report 2020

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

Capital Region Food and Agriculture Initiatives Roundtable (CRFAIR) – Final Report 2020

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

Chinese Community Services Centre of Victoria (Saanich Legacy Foundation) – Final Report 2020

Circles for Reconciliation Inc. – Application

Coastal Research Education and Advocacy Network – Application

Coastal Research Education and Advocacy Network – Final Report 2020

Community Social Planning Council of Greater Victoria – Application

Community Social Planning Council of Greater Victoria – Final Report 2020

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 2020

Downtown Blanshard Advisory Committee – Quadra Village Community Centre – Application

**Downtown Blanshard Advisory Committee – Quadra Village Community Centre
– Final Report 2020**

Drop the Plastic Society – Application

Drop the Plastic Society – Final Report 2020

Fairfield Community Association of Victoria – Application

Fairfield Community Association of Victoria – Final Report 2020

Fernwood Neighbourhood Resource Group – Application

Fernwood Neighbourhood Resource Group – Final Report 2020

Food Eco District (FED) Urban Agriculture Society – Application

Food Eco District (FED) Urban Agriculture Society – Final Report 2020

Friends of Living and Learning Through Loss – Application

Friends of Living and Learning Through Loss – Final Report 2020

Greater Victoria Crossing Guards Association – Application

Greater Victoria Crossing Guards Association – Final Report 2020

Human-Nature Counselling Society – Application

KidSport Greater Victoria – Application

KidSport Greater Victoria – Final Report 2020

Leadership Victoria Society – Application

Leadership Victoria Society – Final Report 2020

LifeCycles Project Society – Application

LifeCycles Project Society – Final Report 2020

Living Edge Community – Application

Living Edge Community – Final Report 2020

Makeway Charitable Society – The Existence Project – Application

Makeway Charitable Society – The Existence Project – Final Report 2020

Maritime Museum of British Columbia – Application

Maritime Museum of British Columbia – Final Report 2020

MOVE Adapted Fitness and Rehabilitation Society of BC – Application

My Living City – Application

North Park Neighbourhood Association – Application

Oaklands Community Association – Application

Oaklands Community Association – Final Report 2020

Pacifica Housing Advisory Association – Application

Pandora Arts Collective Society (PACS) – Application

Pandora Arts Collective Society (PACS) – Final Report 2020

Peers Victoria Resources Society – Application

Peers Victoria Resources Society – Final Report 2020

Peninsula Streams Society – Application

Peninsula Streams Society – Final Report 2020

Power to Be Adventure Therapy Society – Application

Power to Be Adventure Therapy Society – Final Report 2020

Refugee Sponsorship Program of the Anglican Diocese of BC – Application

Refugee Sponsorship Program of the Anglican Diocese of BC – Final Report 2020

Silver Threads Service – Application

Soap for Hope – Application

Soap for Hope – Final Report 2020

Society for Kids at Tennis (KATS) – Application

Society for Kids at Tennis (KATS) – Final Report 2020

South Island Centre for Counselling and Training – Application

Stigma Free Society – Application

Stigma Free Society – Final Report 2020

Story Studio Writing Society – Application

Story Studio Writing Society – Final Report 2020

Supply Victoria – Victoria Supply Creative Reuse Society – Application

Synergy Sustainability Foundation – Application

The Compost Education Centre – Application

The Compost Education Centre – Final Report 2020

The Diverters Foundation – Application

The Mustard Seed Street Church – Application

The Mustard Seed Street Church – Final Report 2020

The Nature of Us Project – Application

The Proulx Global Education and Community Foundation – Application

The Proulx Global Education and Community Foundation – Final Report 2020

The Victoria Youth Empowerment Society - Application

The Victoria Youth Empowerment Society – Final Report 2020

Theatre SKAM Association – Application

Theatre SKAM Association – Final Report 2020

Together Against Poverty Society (TAPS) – Application

Vancouver Island Counselling Centre for Immigrants and Refugee - Application

Vancouver Island Counselling Centre for Immigrants and Refugee – Final Report 2020

Vancouver Island Human Rights Coalition – Application

Victoria Brain Injury Society – Application

Victoria Brain Injury Society – Final Report 2020

Victoria Community Micro Lending Society – Application

Victoria Community Micro Lending Society – Final Report 2020

Victoria Conservatory of Music – Application

Victoria Conservatory of Music – Final Report 2020

Victoria Downtown Residents Association – Application

Victoria Literacy Connection Society – Application

Victoria Literacy Connection Society – Final Report 2020

Victoria Native Friendship Centre – Application

Victoria Native Friendship Centre – Final Report 2020

Victoria Rainbow Kitchen Society – Application

Victoria Sexual Assault Centre – Application

Victoria Sexual Assault Centre – Final Report 2020

Victoria Women Support Association – Application

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

Victoria Women’s Transition House Society (VWTH) – Final Report 2020

Worker Solidarity Network – Application

YYJ Prosperity Association – South Island Prosperity Partnership – Application



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: African Art & Cultural Community Contributor CCC - Issamba Centre

Mailing Address: 214-3255 Glasgow Avenue, Victoria, BC V8X 4S4

Contact Person: Pulcherie Mboussi Email: vaccsociety@gmail.com

Telephone: 250 8840379 Website: www.issambacentre.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: BC1223419

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 African Art & Cultural Community Contributor Organization was founded on October 19, 2012. Our to advance awareness and understanding of the richness and diversity of African music, culture and traditions through the promotion of a broad range of cultural, educational, and artistic activities, events, and programs.

☐ Our Black-Led, Black-Serving society maintains a community hub for people of African Descent and encourages people of African Descent and the public to work together.

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

We are proud to run the first and only Centre & Hub for people of African Descent in Victoria. Since our inception, we have accomplished the following with resounding success:

Emergency food baskets
Information & referrals
African Cultural Week & AfriCa Fest
Round table discussions focused on black identities (challenges & opportunities in Victoria)
Black History Month Community Recognition Awards & Closing Gala
Annual ISSAMBA showcase bringing world-renowned African-born artists to Victoria

How many paid staff at organization? Full Time: 1 Part Time: 3

How many volunteer staff at organization? 12 Total volunteer hours: 1480

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

The COVID-19 pandemic has heavily impacted our community, our families, and our businesses. Based on current restrictions, our program will be adapted to a remote setting, using various virtual platforms. Our staff follow healthy hygiene practices, stay at home when sick, practice physical distancing to lower the risk of disease spread, and use a cloth face covering.

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.



Strategic Plan Grant Application Form

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	Funds used in support for Black History Month and Issamba Festival 2020
Canadian Heritage CS-MARI	\$ 30,000.00	Black History Month Celebration 2020
Canadian Heritage	\$ 25,000.00	Issamba Festival 2020
Government of Canada via Red Cross	\$ 139,500.00	La Teranga Food Distribution in support to Black Communities and all people in need, inclusion activities, community informations
Victoria Foundation	\$ 25,000.00	La Teranga Food Distribution -
Community Food Centres	\$ 50,000.00	La Teranga Food Distribution
FarmHub	\$ 5,000.00	La Teranga Food Distribution
ESDC (pending)	\$ 54,000.00	Innovation, furniture and equipment for ISSAMBA CENTRE
Organization's Annual Budget	\$ 329,500.00	

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
Increased understanding of the unique challenges facing black communities in Victoria	Number of participants, feedback from participants using post-event surveys
Increased capacity for black communities to support each other	Number of participants, feedback from participants using post-event 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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: **IMPROVED COMMUNITY CONNECTIONS FOR AFRICAN DESCENT RESIDENTS IN VICTORIA**

Who is your target audience? **MEMBERS OF THE AFRICAN DESCENT COMMUNITY, AGES 18-70**

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

This project will provide information, education, and community connections to black communities in Victoria. This will be in the form of weekly gatherings (on zoom, during pandemic restrictions) covering various topics including cultural and social identity, employment, mental health, and arts. The target demographic is black adults living in Victoria and Vancouver Island, between the ages of 18 - 70.

Our goals include promoting the development of Black Communities in Victoria, maintaining a community hub for people of African Descent, & encouraging black residents and the general public to work together to address issues of racism and discrimination in the community. Only 1 percent of British Columbians identify as black, and this community continues to face social isolation, racism, and discrimination. According to the BC Human Rights Commissioner, 255 hate crimes were reported to the police in B.C. in 2017, an increase of 55% from two years earlier. Fear and ignorance underlies the rise of hate in BC, and our project will improve the resilience of black communities in Victoria to thrive despite numerous challenges.

Our project utilizes the power of conversation to provide antiracism tools to black communities in Victoria.



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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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

We believe that members of black communities (many of whom are newcomers) need opportunities to reflect in an intentional way on the very real shifts and threats to their identities as they learn a new language and learn how to cope in a new culture. Further, our project will promote cultural adaptation, which goes one step forward than acceptance. We will ensure that members of black communities in Victoria are able to adapt to various challenges they face in the city by providing them with increased information, referrals, and community connections. It will also serve as a tool for integration, ensuring that members of our community are effectively bicultural with the ability to identify and thrive in multiple cultures and scenarios in a new city.

How did you consider the impact of the under-served communities in the development of your program?

(1250 characters max – **do not add extra pages**)

Our event ensures that black residents of the city are able to fully and equally participate in our country's economic, cultural, social and political life. Our proposed activities will provide tools for increasing our awareness and understanding of black communities in British Columbia, expectations, behaviours, and interactions. Our activities are intended to engage participants at a meaningful, personal level as they examine attitudes and behaviours that might be critical to their understanding of anti-racism and inclusion.

As a black-led, black serving organization, we have considered the impact of this program to our community members every step of the way. Our programs are developed in active collaboration with the community members that we serve. Over the past 8 years, we have become familiar with their evolving needs.

How does the program advance Council's stated values on equity?

(1250 characters max – **do not add extra pages**)

Our program is in line with Council's values on equity, specifically a "focus on the end goal of removal of barriers so all current and future members of our community can participate in society and prosper." Our project will achieve the following:

- Provide tangible opportunities for isolated black communities in Victoria to gather together (remotely or in person)
- Provide tangible opportunities for black communities to highlight the issues they face and brainstorm solutions
- Increase awareness of issues affecting full participation in society and the Victoria economy, related to culture, ethnicity and/or religion;
- Increase capacity within communities to address racism and discrimination.

How does this program build community capacity and empower communities most impacted by inequities?

(1250 characters max – **do not add extra pages**)

The entire premise of this project is giving a voice to members of the black community, who are incredibly marginalized. The main benefit of the project lies in leaving participants feeling valued by attentively listening to their concerns and experiences, and empowering them with valuable information and community connections. We will do this by providing opportunities for diverse community members to discuss and share concerns.



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How many people participate in or take advantage of the program for which you are seeking funding? 800.00

How many of those people live within the boundaries of the City of Victoria? 500

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 300.00

How many will benefit from the project or program? 800.00 Please explain below.

(1250 characters max – do not add extra pages)

The project will benefit black community members in Victoria. Our specific target is adults ages 18-70.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ ~~75,616.00~~ \$50,000
Must equal Total Funding Sources from City of Victoria on page 6

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		
Program Coordinator (\$27/hr x 20hrs/week for 50 weeks + 18% employment costs)	\$ 31,860.00	
Management 13 hours a week x \$30/hr for 54 weeks + 18% employment costs	\$ 24,851.00	
50 guest speakers at \$150 each	\$ 7,500.00	
Advertising (\$150/month x 12 months)	1800	
A. Total Project or Program Expenses	\$ 66,011.00	
Administration		
Staff 5 hours/week x \$25 x 54 weeks + 18% employment costs	\$ 7,965.00	
5% of 2400 use of community centre at \$120 x 12 months	\$ 1,440.00	
Office supplies, postage, internet, and phone	\$ 200.00	
B. Total Administrative Expenses	\$ 9,605.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 75,616.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	13.00%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	\$ 50,000.00	Pending		
Canadian Heritage - CS_MARI	\$ 20,000.00	Pending		
A. Total Government Funding	\$ 70,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Management time	\$ 5,616.00	Confirmed		
D. Total In-Kind Contributions	\$ 5,616.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 75,616.00	Should equal Total Program Expenditures on page 5		

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 full funding is not received, we will trim certain aspects of the program so we are able to deliver it to a limited number of participants in an impactful manner.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? 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 1 2021 To: June 30 2022

Project or program location: Victoria, BC

Project or program timeline and major milestones.

Date	Milestone
July 2 2021	Hire program coordinator and reach out to community organizations informing them of the program
July 15 2021	Program coordinator will connect with guest speakers and begin promoting program
December 15 2021	Project coordinator will write a quarterly project update sharing key topics and lessons learnt (distributed online)
January 12 2022	Mid-point focus group evaluation check-in with a few clients
January 15 2022	Weekly virtual conversations and support sessions continue
June 28 2022	Final project evaluation
July 2 2022	Final report sent

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 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

Pulcherie Mboussi

Signature

PULCHERIE MBOUSSI

Name

Managing Artistic Director

Position

January 31, 2021

Date



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SECTION 1. CONTACT INFORMATION

Organization Name: Agrarians Foundation 'dba' Young Agrarians

Mailing Address: 2214 Sun Valley Drive, Nanaimo, B.C. V9T 6E8

Contact Person: Sara Dent

Email: farm@youngagrarians.org

Telephone: 778-968-5518

Website: youngagrarians.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: 818595639 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**)

Agrarians Foundation is a Canadian Charity whose mission is to educate the public by providing courses, seminars, workshops, and counselling about agriculture, farming, food processing, entrepreneurship, community economic development and environmental sustainability. Its strategy to grow new farmers, Young Agrarians (YA), is an educational farmer2farmer resource network that delivers programs and services year-round to support the next generation of food growers.

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

Est. 2012, YA is the largest new farmer network in BC, and has four core programs to support entry into farming and viability in start-up: online resources, educational networking events, business mentorships, and the BC Land Matching Program (BCLMP). Helping farmers to access land and start farms benefits residents in Greater Victoria by increasing access to healthy local food now and into the future, growing more resilient and short supply chains, as well as stimulating the local economy.

How many paid staff at organization? Full Time: 9 Part Time: 3

How many volunteer staff at organization? 0 Total volunteer hours: 500/yr

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

To comply with Provincial Health Orders, YA has a provincially-approved COVID-19 Safety Protocol for delivering land matching services, as well as socially-distanced outdoor events on farms when events are permitted. Land Matchers have remote offices and work with participants by phone and video calls. Site visits are conducted according to the approved Safety Protocol with requirements for masks and social distancing, and any other necessary accommodations as health orders evolve. For educational activities, when in-person events are not possible, YA has an online e-learning platform where it offers educational and networking activities.

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.



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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	Pending grant application - BCLMP
Ministry of Agriculture	\$390,000	Confirmed - BCLMP & Enterprise Readiness
Columbia Basin Trust	\$65,000	Confirmed - BCLMP & BMN & Events
Bullitt Foundaton	\$38,750	Confirmed - BCLMP
Patagonia	\$12,485	Confirmed - BCLMP
Globetrotter Foundation	\$95,362.50	Confirmed - Operating & Programs
Project Ticket Sales	\$23,636	Pending - Events
Donations	\$33,576	Confirmed - Events
Organization's Annual Budget	\$671,079.50	

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
Match farmers with land and develop agreements to incubate new farms	5-7 matches in the CRD (at least 2 in Victoria)
Increase land sharing readiness of farmers and landholders in the region	75-125 people reached through email, phone and in person in the CRD (50% in Victoria)
Build the inventory of land seekers and land opportunities	25-50 new UMAP land and landseeker listings in the CRD (25% in Victoria)
Support new farmers to be farm-business ready with 1:1 support	2-5 emerging farmers supported in the CRD (1-3 in Victoria)
Educate the general public about land access resources and opportunities	5,000-10,000 people reached online with Victoria/CRD-related land access content
Deliver educational land access content and networking, online or in-person	1 event in the CRD with 30 - 50 attendees

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: BC Land Matching Program (BCLMP)

Who is your target audience? Farmers seeking land and landholders seeking someone to farm their land

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

The BCLMP provides land matching and business support services to farmers seeking land, and landholders seeking someone to farm their land. Program participants receive support from a Land Matcher who helps assess needs, connect with potential matches, and negotiate legal agreements. YA first piloted land matching in Metro Vancouver in 2016/17, adapted from Quebec's land bank ARTERRE, and expanded across BC August 2018. 2021-2022 marks YA's fourth year land matching in the CRD with 12 matches completed on 10 acres (of 109 total matches in BC).

BC's agricultural sector is facing farm renewal challenges. The long-term viability of our local food systems depends on attracting and retaining a new generation of farmers. Access to land is the #1 challenge for new farmers in Canada. In 2019, Vancouver Island land prices went up 13% from 2018, averaging \$57,500-\$113,900/acre. Market failure conditions for agriculture begin at \$80,000/acre (Farm Credit Canada). Leasing is a low-barrier entry point to farming; 50% of farmers under 35 lease land in Canada (Stats Canada). With appropriate technical support, leasing can create the conditions to set new farmers up for longer-term success, while removing the upfront barrier of cost of land.



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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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
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| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 CoV's Strategic Objective Four: Prosperity and Economic Inclusion identifies increasing the number of urban-agriculture related businesses as an outcome. The BCLMP's mandate is to increase the number of agriculture businesses in BC. Through this grant, the Vancouver Island Land Matcher will be able to dedicate land matching services to urban agriculture in Victoria. Applied in an urban agriculture context, the land matching services will include: Respond to inquiries from landholders and new farmers; Screen new farmers who want to start new farm businesses for enterprise readiness, and connect them to business supports and other available resources to develop their agricultural projects; Assist landholders to evaluate their land opportunities for agricultural viability and clarify their land usage vision and terms; Develop an inventory of urban land opportunities and farmers interested in farming in the City of Victoria on the YA U-Map; Offer educational and networking land linking opportunities (in person or online); Support farmers and landholders to find matches that meet their needs and vision; and Support the development of written agreements between landholders and farmers suitable to the urban environment.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

YA programs were created to support an under-served demographic: young people (18-35) from diverse walks of life interested in, and beginning ecological farms. YA is committed to providing free programs and services. Often the people we work with are economically disadvantaged with limited access to resources in start-up. As well, the type of farmers we work with, small-scale, ecological, and diversified, have historically been under-served by government programs designed for single commodity crop production. The BCLMP was developed to support under-served farmers and communities to navigate the very technical, complex, and potentially expensive process of developing land sharing agreements by breaking the process into stages and providing hands-on, personalized technical support to both farmers and landholders. Many of those we serve have no experience working with lawyers or legal agreements, and approaching land sharing can be intimidating alone. Having a support person to guide both farmers and landholders through the process at no cost ensures that both parties are able to manage risk and access tools and resources that otherwise would not be available.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Providing support for accessing land enables those who are landless to dig in and grow food systems! This removes a major systemic barrier creating more avenues for those from diverse walks of life, with less access to capital, to be able to do land-based work, and make a livelihood growing fresh food for their community. Ongoing cross-cultural literacy training is a key element of the Land Matcher's role. YA Land Matchers understand intersectionality and have the tools to support people where they're at and according to their lived experience. To ensure that land matching services are available to different groups such as newcomers to Canada, Land Matchers reach out to many different community organizations. For those with equity considerations, the BCLMP creates land access opportunities that otherwise may not be available. Small-scale farming, for many in equity-seeking groups, is a way to be independent from traditional economic systems that can be exclusionary. As independent entrepreneurs, the farm can be started and designed according to the farmer's quality of life needs, and the farmer can continue to access resources through local networks that allow for the business to grow incrementally over time, as capacity evolves.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The BCLMP removes structural barriers to entry to agriculture through providing stable access to land, which allows those with limited access to equity to pursue farming. Importantly, a disproportionate number of Black, Indigenous and racialized Canadians identify as food insecure. B.C. has the largest proportion of immigrants in farming (24.4% vs 9% in Canada). The BCLMP provides free services that work to support marginalized people to overcome systemic barriers preventing them from accessing land to start farms, e.g. lack of generational wealth or lack of access to networking opportunities. YA's community-building approach and public education activities grow farm capacity that works over time to empower individuals and communities through local food systems! Farming emphasizes learning from the land rather than traditional education systems, which can be exclusionary. Farming allows people to grow communities that are place-based, often opening up food growing spaces that attract volunteers, opening new doors for learning, and growing customer bases that keep dollars in the local economy and increase the multiplier effect in the food system.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? Approx. 1,000 / year

How many of those people live within the boundaries of the City of Victoria? 100-500

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 350+

How many will benefit from the project or program? 350 Please explain below.

(1250 characters max – do not add extra pages)

The Vancouver Island land matcher has fielded over 1,000 inquiries from farmers and landholders, more than 35% of which are from CRD landholders or farmers seeking land in the CRD. As well as the 100s of farmers and landholders in the region who directly benefit from the BCLMP, YA will work with organizations like the Food Eco District (FED), as well as provide support for those looking to connect to land for garden space. Ardeo started Rake and Radish Farm on 2 acres of leased land in Saanich, BC with support from the BCLMP. They deliver by bicycle to 50 Victoria households, with a customer base rooted in Victoria's queer community, and use regenerative farming practices: "I wanted to stay in Victoria where I have friends and community, but wasn't sure how to make it work with my farming dreams without the finances to purchase land. Leasing is the only option available to me and having a Land Matcher to guide me was incredible. It gave me access to so much expertise as we negotiated details and allowed me to invest money, time and a lot of hard work, knowing that I will be able to grow my vision into a sustainable farm business. I wouldn't be running Rake and Radish Farm this year without the BCLMP." -Ardeo

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$12,000
Must equal Total Funding Sources from City of Victoria on page 6

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		
BCLMP Program Manager	\$70,761	
Land Matcher \$30/hr x 140 hrs/month x 12 months	\$286,565	(\$58,969 x 5)
Mileage & Travel	\$25,000	(\$5,000 x 5 regions)
Venue & Food, Equipment & Supplies	\$6,250	(\$1,250 x 5 regions)
Advertising, Promotions, & Printing	\$5,000	(\$1,000 x 5 regions)
Legal	\$27,000	(\$5,400 / 5 regions)
Website & IT Development & Maintenance	\$8,000	
Communications	\$13,200	
A. Total Project or Program Expenses	\$441,776	
Administration		
Administration Fee (10%)	\$44,177.60	
B. Total Administrative Expenses	\$44,177.60	*Vancouver Island Budget = \$97,190.72
TOTAL PROGRAM EXPENDITURES (A+B)	\$485,953.60*	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	10%	



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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	\$12,000			
Ministry of Agriculture	\$390,000		Lindsay Bisschops	778-666-0563
A. Total Government Funding	\$402,000			
Corporate Sponsorships				
Patagonia	\$12,485		Liz Johnson	604-732-8670
B. Total Corporate Sponsorships	\$12,485			
Matching Funds				
Bullitt Foundation	\$38,750		Neelima Shah	206-343-0807
Columbia Basin Trust	\$32,500		Will Nixon	250-426-8878
Donations	\$218.60		Sara Dent	778-968-5518
C. Total Matching Funds	\$71,468.60			
In-Kind Contributions				
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)	\$485,953.60			Should equal Total Program Expenditures on page 5

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**)

In 2021, the Province of British Columbia will provide 80% of BCLMP funding. YA works each year to raise the remainder from other sources to fill out regional budgets. This allows us to pilot the program in specific areas, with outcomes and goals for deliverables to partner funders. If this grant is not provided, the Vancouver Island Land Matcher will still be able to continue to match land, but will not have a mandate to fulfill specific City of Victoria and CRD area goals in 2021.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

To provide focused support in the City of Victoria and the CRD a minimum level of funding would be \$12,000. This will provide the dedicated funding needed to focus on providing educational activities in the region, making regular trips to the CRD and CoV, as well as providing hands on support for cultivating land opportunities, and supporting new farmers to become 'enterprise ready' to access land and create a viable plan for urban farming activities.

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, 2021 To: June 30, 2022

Project or program location: City of Victoria / Capital Regional District

Project or program timeline and major milestones.

Date	Milestone
Fall 2021	1 event in the CRD with 30 - 50 attendees (Provincial Health Orders allowing)
June 2022	5-7 matches completed in CRD (2 in Victoria)

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

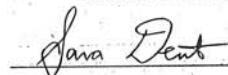
- ☒ Website
- ☐ Newspaper Advertisement
- ☒ Social Media
- ☒ Newsletter

- ☐ Sponsor Plaque
- ☐ Annual Report
- ☒ Other: Media interviews

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

Sara Dent

Name

Executive Director

Position

Jan 29, 2021

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Ballet Victoria Society

Mailing Address: 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: 862570751RR0001

**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 mandate is to promote diverse, emerging and established Canadian dance talent in an inclusive and accessible environment; to educate the public on the value of dance in all communities; and to provide seasons of professional performances. Our mission is to provide productions and development programs to preserve Canadian dance heritage, create new works to enrich our artistic repertoire, and develop capabilities to share our cultural achievements with Canadian and international audiences.

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

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

How many paid staff at organization? Full Time: 11.00 Part Time: 8.00

How many volunteer staff at organization? 6.00 Total volunteer hours: 1,600.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Because of our investment in a black box theatre (in Kirk Hall, our usual performance space) and video/streaming equipment, we are able to record our performances and send them out afterward or stream them for audiences. We've been doing so since last spring, when social distancing measures first began. We send a secure link to individuals and senior residences, so anyone with internet access (which includes over 90% of BC households) or access to someone with internet service can enjoy the events. This method of delivery can in theory increase our reach, since we will no longer be restricted to the venue's capacity. Thus, we plan to continue this method of delivery as a supplement to eventual in-person shows in the future.

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.



Strategic Plan Grant Application Form

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	\$ 3,500.00	Everyday Cultural Event, BLM special event Oct 2020
Capital Regional District	\$ 45,000.00	Operating costs
BC Community Gaming	\$ 49,195.00	Dancers fees, studio rental, and Black Box Theatre
Jawl Foundation	\$ 25,000.00	Mainstage programs and artists
Victoria Foundation	\$ 20,000.00	COVID recovery fund
Edmonton Community	\$ 20,000.00	Mainstage programs and artists
GVSCU	\$ 14,428.00	Black Box Theatre
Canadian Heritage	\$ 7,664.00	Black Box Theatre
Organization's Annual Budget	\$ 184,787.00	

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
Produce and share 5 recorded/streamed events	Number of events produced (meets or does not meet goal)
Maintain our connection to the community and stakeholders	Continued communication with all current senior residences, usual attendees
Increase our reach in the community	Achieve 1000 views of the shows in the CRD and beyond
Increase our reach to under-served groups in the community	Make connections with at least one new local organization serving racialized minority groups

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Tea for Tutu: Streamed to the Community

Who is your target audience? Seniors, Low-income residents, people with disabilities, isolated individuals, racialized minority groups

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

Since 2008 Tea for Tutu has delivered free, abridged versions of main stage performances in a wheelchair-accessible space to accommodate audiences who face physical and financial barriers to access the arts and are thus at risk of isolation. Performances are followed by friendly social events, with tea and baked goods donated by local businesses. We've invested significantly to improve the program's quality and accessibility. One of those improvements was the development of a black box theatre suitable for recording and livestreaming performances. We've also branched out to create Tea for Tutu events specifically aimed at new Canadians from diverse cultural backgrounds (in collaboration with VIRCS and ICA). Demand has been consistently high since the inception of the program, and even the pandemic has not dampened interest. Since last spring, we have recorded material and sent it to our Tea for Tutu community, and our October event, which was filmed and shared online, led to a significant number of views.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 contributes to many of the measurable outcomes for Objective 5 in the most recent strategic plan. It provides free recreational events to over 1,000 people (and potentially many more in its streamed version). Its social and cultural components increase cultural literacy (people learn about the ballet but also interact with various perspectives on the art and the story). Last, Tea for Tutu has become a real community of staff, volunteers, and guests, almost all of whom are in groups traditionally barred from participating in the arts in some way (seniors, people with disabilities, people with low income, immigrants and refugees, non-English speakers). This program has given people at real risk of isolation a consistent schedule of social-cultural events at which they feel welcome and included. An online program will still offer opportunities for people to share thoughts via social media and chats, but even if it didn't, it lets those who participate know that we are still connected, and that we'll be around once the pandemic is over.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The program is based entirely around eliminating barriers that affect under-served communities. Performances are all free, and we've invested significantly in making the performance space physically accessible. We've also invested in a 17-seat passenger van to reach out to guests facing geographical barriers to access. Material is non-verbal, so there is no language barrier during the performances, and a number of our staff and volunteers are multilingual, to increase the comfort of some guests who might not be confident chatting in English. During events specifically geared to immigrants and refugees, we've partnered with VIRCS who supplied volunteer facilitators to further improve guests' comfort. All of these considerations and improvements resulted from direct feedback from the community. Online delivery will, we think, increase our reach to isolated individuals or those who cannot usually attend in-person shows because of the travel required. According to the CRTC, over 90% of BC residences have appropriate internet access, and while we acknowledge that those rates are significantly lower for some under-served groups, they are still high enough to suggest that online delivery will reach more people in the community.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The program advances all four of the Council's values on equity. First, in its design (free shows disseminated online or in an accessible venue) it eliminates systemic financial, physical, cultural, geographical, and linguistic barriers to access. Second, Tea for Tutu's collaborative performances with organizations like VIRCS focus on intercultural exchange and understanding (it's the specific goal of the events). Third, Tea for Tutu provides a significant boost to social-emotional wellness for many under-served groups in the city by offering consistent opportunities for cultural enrichment and easy social engagement. Our guests make lasting connections with us and with one another. These events also significantly reduce the impact of social isolation for groups (seniors, geographically isolated people, people with disabilities) that would otherwise be at risk. Last, Tea for Tutu boosts community resilience, during the pandemic especially, by allowing the public to maintain access to a program that had been important to them in the past, and by providing recreational/cultural/social opportunities that can be accessed from home and without financial investment.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

This program directly contributes to Victoria's community capacity for accessible recreational opportunities, which is one of the core priorities of Council, and the online mode of delivery will boost the capacity further than in previous years. Importantly, this project also preserves the continuity of a popular program that has been running for more than a decade.

The project also empowers under-represented groups to have their ideas, values, and opinions represented in their local arts scene. To have one's voice heard in conversations about an art form, one must first gain knowledge and experience with it. Our program provides that first step – access to the art form. Using their experiences in Tea for Tutu as a springboard and touchpoint, members of under-represented groups can articulate their response, critique, and creative ideas to our art (and others') as a valued patron or even a future participant (volunteer or artist). But it all springs from that first opportunity to engage with the art. Without it, many potentially valuable creative and critical voices will be missing from the conversation. At a time in which representation has come into focus as a core value throughout the arts, this result is unacceptable.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 2,500.00

How many of those people live within the boundaries of the City of Victoria? 500.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 2,000.00

How many will benefit from the project or program? 2,560.00 Please explain below.

(1250 characters max – do not add extra pages)

The numbers above are very conservative estimates; based on stats from our first few videos, we expect the number of viewers to rise significantly, especially if we can find another opportunity to broadcast on CHEK TV. Viewers will benefit in a number of ways: they'll get the chance to see a professional ballet; they'll get a chance to interact with other viewers (either online or in person, if they're watching with their household or in a senior residence); they'll be reminded of their place in our Tea for Tutu community, and be cheered by the notion that we will be back together some day not too far in the future. Dancers will benefit from the continued opportunity to perform their art and earn a living doing so (not common for artists during the COVID pandemic). Volunteers will benefit from the chance to participate in something they've been part of in the past (many of our volunteers have been with us for a long time), and they'll also be reaching out to guests with whom they've built a relationship.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 6,500.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
13 resident dancers and Ballet Master	\$ 20,300.00	13 ppl. X \$150 fee x 10 recordings; BM = \$800
Production management	\$ 2,600.00	5 productions x \$520 flat fee
Videographer, video editing, and stage crew	\$ 3,500.00	Editing (\$40/h x 5h); videographer (\$300 x 5 productions)
Stage management	\$ 3,000.00	5 productions x \$600
In-kind royalties	\$ 4,000.00	5 productions x \$800
Venue rental	\$ 5,000.00	5 productions x \$1000
Accessible parking and transportation	\$ 800.00	December 2021 & March 2022 (live show + video)
In-kind material and services	\$ 2,569.00	1968.75 (refreshments); volunteer time (\$60/h x 5 ppl. x 2 productions)
Marketing and advertising	\$ 2,600.00	5 productions x \$520 flat fee
A. Total Project or Program Expenses	\$ 44,369.00	
Administration		
Temporary contract admin	\$ 1,250.00	5 productions x \$520 flat fee
In-kind administrative services	\$ 1,600.00	5 productions x 5h x \$16/h x 4 ppl.
B. Total Administrative Expenses	\$ 2,850.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 47,219.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	6.04%	



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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	\$ 6,500.00	Pending		
CRD	\$ 4,688.00	Confirmed	James Lam	250-360-3215
BC Community Gaming	\$ 7,000.00	Pending	Grants Branch	250-356-1081
A. Total Government Funding	\$ 18,188.00			
Corporate Sponsorships				
Foundation grants	\$ 8,000.00	Confirmed	Jawl Foundation	250-380-6063
B. Total Corporate Sponsorships	\$ 8,000.00			
Matching Funds				
Individual BV donations	\$ 11,582.00	Pending	BV donors	250-380-6063
C. Total Matching Funds	\$ 11,582.00			
In-Kind Contributions				
Materials and services	\$ 2,569.00	Confirmed	Sponsors/staff	250-380-6063
Administrative	\$ 1,600.00	Confirmed	Staff	250-380-6063
Royalties	\$ 4,000.00	Confirmed	Paul Destroope	250-380-6063
Video editing	\$ 1,280.00	Confirmed	Yui Watanabe	250-380-6063
D. Total In-Kind Contributions	\$ 9,449.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 47,219.00	Should equal Total Program Expenditures on page 5		

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)

Since we've invested in all the technology and equipment necessary to run the program, less-than-full funding will simply cause us to scale back the number of performances to balance the costs of production and labour for staff and dancers. The impact will be significant (the community look forward to a consistent schedule of events, and skipping one/some would result in many months without the program), but the program would stay alive.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

\$4000 would be the minimum level of funding we would need to help leverage funds from other funders such as BC Gaming (50% matching). Many government funders will only support organizations that able to secure municipal funding. Funding from the city is instrumental in securing provincial and federal 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, 2021 To: June 30, 2022

Project or program location: Kirk Hall (filming, performances); Vimeo (online platform)

Project or program timeline and major milestones.

Date	Milestone
July 5, 2021	BV starts rehearsals for the July program. BV will contact all stakeholders and advise them of the July performance (Newsletter, email blast, calls)
July 30, 2021	Set up, prepare and film of the Summer Intensive program final performance. BV will create an original video that will be shared with all its Tea for Tutu stakeholders.
August 2021	Dissemination of the video and connection with stakeholders via social media for feedback
September 2021	New season begins. We rehearse the Fall production and connect with stakeholders to advertise the Fall show
October 2021	Tea for tutu performances are held - possibly live for a small audience depending on BC Health and Worksafe BC guidelines. We will also film the event and create a video.
October 2021	Video is shared with all Tea for Tutu stakeholders
December 2021	The three steps above are repeated for the December mainstage production.
March 2022, May 2022	Repeat again for the March and May mainstage productions.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 175

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: Recognition on stage/on all video recordings

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

Paul Destrooper

Name

Executive Director

Position

January 28, 2021

Date



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

Strategic Plan Grant Final Report

How to Apply:

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

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: 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. PROJECT OR PROGRAM INFORMATION

Project or program title: Facilitating Dance Activity for People with Parkinson's Disease

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 ongoing, with a June 30, 2021 end date. Ballet Victoria already delivered two productions in 2020 to all its senior stakeholders for free. BV will create two more ballet productions that will be filmed and distributed to all senior stakeholders for free in March 2021 and in May 2021. Each production will be shared via social media, Vimeo and direct email. BV will also look at broadcasting options with CHEK TV. BV staff will ensure that seniors residences and seniors in the Capital Region are informed and that we connect with them. In December 2020, the CHEK broadcast of BV's Nutcracker reached over 150,000 people in the CRD.

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

Despite a shift from its original intended audience, the project remained focused on the same Strategic Plan Objective identified in the original application. Sharing our performances with seniors and other groups at risk of isolation improved mental health outcomes and fostered a sense of belonging for Victorians usually barred from participation in our arts culture.

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
Offer new form of engagement for people with PD	N/A (project changed due to COVID)	
Improve emotional wellbeing of participants	Participant feedback (report positive mood and sense of belonging)	Yes
Improve physical health of participants	N/A (project changed due to COVID)	
Develop a viable model for program delivery	Internal post-program assessment; outcomes suggest continuation	Yes
Inspire community volunteerism	All events adequately supported by volunteers	Yes
Develop connections with other organizations	N/A (project changed due to COVID)	
Remove financial barriers for participants	Participants do not have to pay for events	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Original: people with PD. Revised: seniors, low-income individuals, people with disabilities

What positive impacts were felt by your target audience? Sense of care and belonging, cultural enrichment, social engagement, community connection

How many have benefitted from the project or program? 2055

What percentage of Greater Victoria Residents benefitted from this project or program? 0.10%

How many volunteers have worked on this project or program? 4.00 What total hours did they work? 216.00



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		
Resident dancer and ballet master fees	3500	Ballet Master = \$150 x 2 recordings; dancers = \$3200
Production management	1300	Flat fee x 2 productions
Videographer	1000	Flat fee: \$500 x 2 videos
Stage manager	1000	Flat fee: \$500 x 2 recording/filming sessions
In-kind royalties (music, etc.)	800	\$400 x 2 productions
Parking and transportation	0	N/A
Venue rental	2000	2 recording/filming sessions
In-kind administrative	1350	6 sessions x 3h x \$15/h x 5 volunteers
In-kind marketing	1200	2 recordings distribution/email blasts at fee equivalent \$600
A. Total Project or Program Expenses	\$ 12,150.00	
Administration		
Advertising fees (web)	300	3 website updates
Administrative services (in-kind)	720	\$120 fees for contact management for 6 videos
B. Total Administrative Expenses	\$ 1,020.00	
Total Expenses (A+B)	\$ 13,170.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	3500	Confirmed		
CRD	1500	Confirmed		
BC Community Gaming	4000	Confirmed		
A. Total Government Funding	\$ 9,000.00			
Corporate Sponsorships				
Corporate Sponsorship	5000	Confirmed		
B. Total Corporate Sponsorships	\$ 5,000.00			



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Matching Funds				
Individual donations	3500	Confirmed		
COVID special funds	500	Confirmed		
C. Total Matching Funds	\$ 4,000.00			
In-Kind Contributions				
volunteer labour	3150	Confirmed		
D. Total In-Kind Contributions	\$ 3,150.00			
Waived Fees and Charges				
Admin	720	Confirmed		
Marketing fees	1200	Confirmed		
E. Total Waived Fees and Charges	\$ 1,920.00			
Total Funding Sources (A+B+C+D+E)	\$ 23,070.00			

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 Oct 2020, 13 live performances recognition from stage by Director

☐ 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 28, 2021

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 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 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 43-year history of serving youth 6-18 years in Greater Victoria through 7 different in-school and community programs. In 2020 in a pandemic we adjusted our services and provided support to 486 youths, 326 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: 25.00 Part Time: 15.00

How many volunteer staff at organization? 2.00 Total volunteer hours: 400.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

A Health and Safety Committee ensures we follow BC Health and worksafe recommendations. Matches meet in person when it is permitted, a safety plan is shared with staff meeting health/safety standards for outdoor activities, social distancing, PPE is provided. Most matches are visiting weekly online or by phone, e-bulletins share online activities. Match monitoring has increased to ensure mentors and families are supported. Volunteers are screened and trained online with new training in Pandemic protocols. Family intake is online and we ensure technology if not an obstacle. Offices are closed to the public, staff work from home and with scheduled office time.

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.



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Strategic Plan Grant Application Form

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	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	\$ 156,000.00	specific amounts support 6 different programs wages, program supplies & volunteer screening
Grants	\$ 172,000.00	program specific grants support staff wages, program supplies, rent utilities, volunteer screening
Fundraising and donations	\$ 170,000.00	event expenses including wages, net proceeds support program wages and supplies
Social Enterprise (clothing Collections)	\$ 800,000.00	related wages, trucks, gas, rent and utilities, product supply. Net revenue supports programs
Interest, Miscellaneous, Ammortization, Deferred capital	\$ 9,000.00	rent and utilities
pending grant requests	\$ 63,000.00	program specific grants- Go Girls, Game On, In School mentoring, Community Mentoring
Organization's Annual Budget	\$ 1,428,000.00	

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
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%)
 - Project Builds Community Resilience (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 2019-2020 we matched 187 youth with a mentor in the Community Mentoring Program. 72% of the families were single parent, 22% were grandparents raising grandchildren, 22% of the youth had involvement with the Ministry for Children & Family Development. The youth were diverse in culture and struggled with 3 or more adversities; 40% learning or behavioural challenges, 74% socially isolated, 36% struggled with mental health challenges, 41% emotional coping difficulties. The youth meet weekly for 2-4 hrs with their mentor. They plan their activities together exploring common interests, learning and sharing. 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, responsible decision making and resiliency. 78 youth are waiting for a mentor. Our goal is to grow this program serving an additional 25 city of Victoria youth.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

We are working with BBBS Canada, York University and UVIC to conduct research on Community Mentoring (CM) and its impact during the pandemic. This study is part of a larger project looking at how COVID-19 is affecting youth mental health. CM is evaluated by all stakeholders with pre and post surveys and annual evaluations. Annual reports are developed which inform program development, support training adjustments and match monitoring. Our trained staff work with a data system (CRM) that allows them to track individual and collective demographics, adversities, goals and outcomes. In understanding our outcomes, and the complexities of the youth we serve, we have been intentional in hiring staff with the education/experience to support mentors, youth and families. Each year, we assess our Board of Directors to ensure we have the right skills/experience to make informed decisions. As a result, we have a Police Officer, a Child Welfare Specialist, and a lawyer on our Board. Targeted recruitment ensure we have mentors with experience working with youth from diverse backgrounds. In 2019, we completed a formal Accreditation achieving service excellence.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Community Mentoring is free of charge and neighbourhood centered eliminating barriers for participation. We are ensuring that children receive support regardless of their family circumstance. Families needing support first hear of our services from their family doctor, school, counsellor, MCFD or police who raise concerns and recognize supports are needed. Families then self refer to the program. Through family intake and volunteer screening we gather information about specific needs, diversity, health considerations and special interests. We address diversity through matching and consider specific needs related to gender, culture, sexuality, language, citizenship, and health. Our volunteer mentors are diverse as we are able to target recruitment when specific skills are required. We seek additional support where necessary for any concerns related to these specific needs and when necessary families are supported through referral to additional community services for specific and ongoing support.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Supportive, nurturing developmental relationships, like those fostered by BBBS, are critical to buffering the impact of stress caused by adversity. Research conducted by the Search Institute proves that developmental relationships are key to reducing toxic stress and supporting healthy brain development and are linked to statistically higher levels of responsibility, decision making skills, social emotional skills. They also help to reduce risk behaviours including attempted suicide, alcohol use and drug use. Providing young people who face adversity with access to life-changing developmental relationships remains at the core of what we do. Mentors increase resiliency in youth by providing opportunities to develop healthy behaviours, effective interpersonal relationships, and civic engagement. Mentored youth have improved self-esteem, enhanced relationships within the classroom and community, improved social and academic development, and increased ability to make healthy decisions. It is evident that mentoring relationships lead to risk and harm reduction and the benefit to community is significant.



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How many people participate in or take advantage of the program for which you are seeking funding? 452.00

How many of those people live within the boundaries of the City of Victoria? 339.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 113.00

How many will benefit from the project or program? 3,704.00 Please explain below.

(1250 characters max – do not add extra pages)

187 youth are currently matched and supported through weekly meetings with a mentor, 218 mentors have received training and support, 78 youth who are waiting to be matched participate in agency activities, 264 parents receive child safety training and support, 522 siblings living with the matched children and benefit from shared learning, new skills and experiences, 4 staff are employed with the program. Investing in the well being of 187 youth, their skills, mental health and development will help them to achieve their potential. If they all grow to have families (spouse and 2 children) and careers (187 jobs impacting a minimum of 5 people), give back to their community (volunteer impacting a minimum of 5 people) an additional 2,431 people will be impacted by the prevention and early intervention work we do today.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Program Salaries	\$ 158,500.00	3.85 FTE
benefits, employer expenses	\$ 19,875.00	
program expenses- supplies & program delivery	\$ 2,000.00	supplies for program delivery, family intake materials etc
advertising & promotion	\$ 2,000.00	volunteer recruitment, social media, volunteer fairs, rack cards etc
Volunteer Recruitment and training	\$ 2,000.00	applications, screening, training materials, training events
office supplies	\$ 1,600.00	photocopying, stationary, postage, etc
Insurance	\$ 1,250.00	program participant coverage
transportation	\$ 1,500.00	family interviews, home safety visits, match monitoring meetings
IT, online platforms	\$ 1,250.00	online activities, match weekly visits match monitoring
A. Total Project or Program Expenses	\$ 189,975.00	
Administration		
rent and utilities	\$ 15,435.00	
telephone	\$ 450.00	
Professional fees	\$ 2,010.00	
B. Total Administrative Expenses	\$ 17,895.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 207,870.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	8.61%	



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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	\$ 10,000.00	Pending		
BC Gaming	\$ 75,000.00	Confirmed <input type="checkbox"/>		
PECSF	\$ 3,600.00	Confirmed		
Civil Forfeiture	\$ 40,000.00	Pending <input type="checkbox"/>		
A. Total Government Funding	\$ 128,600.00			
Corporate Sponsorships				
Peninsula Coop	\$ 15,000.00	Confirmed		
Unifor Social Justice	\$ 3,000.00	Pending		
Bottle Depot	\$ 10,000.00	Pending <input type="checkbox"/>		
B. Total Corporate Sponsorships	\$ 28,000.00			
Matching Funds				
BBBS Canada Thriving Communities Grant	\$ 7,500.00	Confirmed		
United Way	\$ 15,000.00	Pending		
BBBS Social Enterprise	\$ 27,570.00	Confirmed		
C. Total Matching Funds	\$ 50,070.00			
In-Kind Contributions				
online activity sponsorship	\$ 1,200.00			
D. Total In-Kind Contributions	\$ 1,200.00	Confirmed		
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 207,870.00	Should equal Total Program Expenditures on page 5		

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.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

The number of children matched in a given year is directly related to program revenue, meeting program demand requires additional staff hours. We have secured \$129,870 and require an additional \$78000 to maintain existing matches and close the gap between youth waiting and youth matched, our program target for 2021 is 195 youth. Given the majority of these youth reside in Victoria we would request a minimum of \$8000 maintaining last years grant contribution.

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, 2021 To: June 30, 2022

Project or program location: Victoria -Neighbourhood Centered

Project or program timeline and major milestones.

Date	Milestone
July - Sept 2021	volunteer Recruitment, screening and training
July - August 2021	Family Intake, orientation and child safety training
Sept - Dec 2021	Matching and match goal setting, pre-match surveys
Oct 2021- June 2022	Match Monitoring and support through weekly visits
August -June 2022	supported referral and match support
Dec 2021 and June 2022	Evaluation, annual review, post match surveys
Ongoing	match closures celebrations at the request of the match
July 2022	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: 15360

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

Rhonda Brown

Name

Executive Director

Position

01/26/2021

Date



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Strategic Plan Grant Final Report Mid-term Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca

2. Assemble **Assessment Documentation**:

To be submitted with final Report.

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Big Brothers Big Sisters of Victoria Capital Region

Mailing Address: 230 Bay St, Victoria BC V8V 3K5

Contact Person: Rhonda Brown

Email: rhonda.brown@bigbrothersbigsisters.ca

Telephone: 250-886-0648

Website: www.bbbsvictoria.com

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Community Mentoring 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)

We received funding in July 2020 and project completion with a full report is scheduled for June 2021. We are on track with the completion of milestones and anticipate a successful completion. We have completed family intake and orientation and have 63 children waiting to be matched. Families have been referred to additional resources as needed and are receiving extra support as needed in managing through COVID-19. At this time there are 154 children and youth participating in the program, matched with a mentor, they are receiving support through match monitoring check ins and are meeting online or by phone. We are training in COVID-19 protocols and when deemed safe by BC Health matches are meeting outside, social distancing and wearing masks. Over the next five months we will match an additional 40 children/youth. We currently have 35 volunteers in process undergoing screening and training.

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

Yes, the children are; 56% socially isolated & struggling with mental health, 33% experienced neglect, physical or emotional abuse, 55% struggle with low literacy & challenges attending school. Outcomes to date for those matched: 79% trust others more; 58% tried new activities; 42% improved physically activity; 42% felt more independent. Families report; 71% increased confidence, 57% increased self esteem, 51% increased physical activity; 43% increased ability to set healthy boundaries.

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
Identify youth in need & measure program impacts	complete pre & post surveys and match monitorin casenotes	Yes <input type="checkbox"/>
Match trained mentors with youth challenged by adversity	25 new matches have participated in introductory meetings and meet weekly	Yes <input type="checkbox"/>
Improve mental health, mentor expresses care shows youth they matter	youth show more self confidence, are happier & practice self compassion	Yes <input type="checkbox"/>
Increase participation; activities challenge growth provide encouragement	youth make better decisions & demonstrate healthier lifestyle choices	Yes <input type="checkbox"/>
Increased safety; mentor provides encouragement supporting goals	youth complete tasks, plan for the future and focus attention	Yes <input type="checkbox"/>
Increase belonging activities connect youth with people, places, ideas	youth demonstrate leadership, use their time constructively, join activities	Yes <input type="checkbox"/>
Provide consistent positive development relationship	youth are supported and at decreased risk of anti social behaviour	Yes <input type="checkbox"/>

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? youth 7-18 years

What positive impacts were felt by your target audience? to date increased confidence, self esteem, problem solving & learning

How many have benefitted from the project or program? 3678

What percentage of Greater Victoria Residents benefitted from this project or program? 1.00%

How many volunteers have worked on this project or program? 192.00 What total hours did they work? 12.22



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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		
Program Salaries	72375	Mid Term Report- All expenses are based on 6 months into the project staffing costs will increase as more casework hours are assigned.
Benefits and employer expenses	9140	
program expenses	1362	
advertising and promotion	1105	volunteer recruitment
meetings, online platforms, IT	520	
volunteer expenses	1272	volunteer appreciation, engagement
Office supplies	1186	
Insurance	1250	
Transportation/mileage	598	
A. Total Project or Program Expenses	\$ 88,808.00	
Administration		
Rent and Utilities	6900	
Telephone	450	
Professional fees	1005	
B. Total Administrative Expenses	\$ 8,355.00	
Total Expenses (A+B)	\$ 97,163.00	Total Expenses A+B = 97,163

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
BC Gaming	75000	Confirmed <input checked="" type="checkbox"/>	David Pyatt	250-356-1081
PECSF	3000	Confirmed <input checked="" type="checkbox"/>	Melanie Wilson	250-886-7585
City of Victoria	8000	Confirmed <input checked="" type="checkbox"/>		
A. Total Government Funding	\$ 86,000.00			
Corporate Sponsorships				
Unifor Social Justice	3000	Confirmed <input checked="" type="checkbox"/>	Mohammad Alsadi	416-718-8439
Telus	15000	Confirmed <input checked="" type="checkbox"/>	Kathy Baan	250-388-8150
		Confirmed <input checked="" type="checkbox"/>		
B. Total Corporate Sponsorships	\$ 18,000.00			



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Strategic Plan Grant Final Report

Matching Funds				
United Way	15000	Confirmed	<input checked="" type="checkbox"/>	Rachel Carroll 250-220-7363
100 Women Who care	36000	Confirmed	<input checked="" type="checkbox"/>	Lisa Roughly
BBBS social Enterprise	28706			
C. Total Matching Funds	\$ 79,706.00			
In-Kind Contributions				
		Confirmed	<input checked="" type="checkbox"/>	
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)	\$ 183,706.00			

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 Copies to be Submitted with Final Report.

☐ 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.

Rhonda Brown

Signature

Executive Director

Position

Rhonda Brown

Name

Jan 21, 2021.

Date



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E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Bridges for Women Society

Mailing Address: #219 645 Fort Street Victoria BC V8W 1G2

Contact Person: Heather Forbes

Email: heather@bridgesforwomen.ca

Telephone: 250-385-7410

Website: www.bridgesforwomen.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act?

☒ Yes ☐ No

Society Registration Number: S-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 for Women is a gutsy, innovative, community agency that inspires diverse women 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. We have delivered various mentorship programs since 2009.

How many paid staff at organization? Full Time: 14.00 Part Time: 7.00

How many volunteer staff at organization? 30.00 Total volunteer hours: 500.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

We are well-equipped to adapt program delivery to changing public health order requirements. Our proposed project schedule is to begin mentee/mentor recruitment in July/August 2021, using primarily online interviews and limited in-person contact. Mentor-mentee matches will be made in September and they will be able to meet in-person or online based on their personal comfort. Group sessions can be scheduled in-person or remotely. We have limited the number of staff working in the office and are providing PPE, including disposable masks, to all clients, staff and visitors. We will also provide loaner computers and financial assistance with internet access for mentees who face technological barriers.

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.



Strategic Plan Grant Application Form

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	\$ 30,000.00	Mentorship Program
Ministry of Advanced Ed & Skills Training	\$ 672,000.00	Pre-Employment Training
WorkBC	\$ 220,000.00	Counseling
Federal Government Grants	\$ 337,000.00	Indigenous Programs and Research, Capacity Building, Seniors Programs
BC Gaming Grant	\$ 30,000.00	client dvocacy and crisis intervention
Foundations	\$ 250,000.00	Indigenous Programs, Capacity Building
North Island Employment Foundations Society	\$ 90,000.00	Online employment readiness program
Fundraising, events, sponsorship	\$ 80,000.00	client advocacy, programs, administration
Organization's Annual Budget	\$ 1,709,000.00	

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
Mentees and Mentors develop a safe, trusting, mutually beneficial relationship	Mentee and mentor self-reported progress based on pre- and post-program surveys, monthly check-ins, self-reflection exercises
Mentees increase their personal and professional network of support	Mentee self-reported progress based on pre- and post-program surveys, monthly check-ins, self-reflection exercises
Mentees develop increased sense of hope and vision for their future	Mentee self-reported progress based on pre- and post-program surveys, monthly check-ins, self-reflection exercises
Mentees feel empowered to enter or return to the work world	Mentee self-reported progress based on pre- and post-program surveys, monthly check-ins, self-reflection exercises
Mentees set and meet personal goals including developing communication skills, boundary setting, decision-making, safety and freedom	Mentee and mentor self-reported progress based on pre- and post-program surveys, monthly check-ins, self-reflection exercises
Mentees research and explore their professional areas of interest including post-secondary training, employment, self-employment and volunteering	Mentee and mentor self-reported progress based on pre- and post-program surveys, monthly check-ins, self-reflection exercises
Mentees set and meet professional goals including returning to work, school, volunteering and starting a business	Mentee self-reported progress evaluation at end of program, individual quantitative progress markers (e.g. gain employment, enroll in school, etc)
Mentors develop greater connection to the local community and feel a sense of purpose	Mentor based on pre- and post-program surveys, monthly check-ins, self-reflection exercises

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Bridges Mentorship Program

Who is your target audience? Diverse women in Victoria with barriers to employment

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

The Mentorship Program will provide women survivors of trauma with opportunities to develop personal networks and essential skills to forward their personal and career goals. Most mentees will be graduates of Bridges' pre-employment programs, while others will be referrals from community partners. All will go through a fulsome intake to identify their goals and create support plans. Mentors will be trained volunteers with applicable life and career experience. The Program Facilitator will provide ongoing one-on-one support, including individual monthly check-ins with mentors and mentees. They will also deliver monthly advanced trainings on special topics relevant to networking and job search, which will provide participants with opportunities to connect with the wider mentorship network. We have run similar programs in the past, most recently in 2018. Due to the disruptions presented by the pandemic, this type of supported mentorship is more important than ever. There are fewer opportunities for organic professional networking, so women facing barriers to employment are further disadvantaged. The Program will create mentorship opportunities and connect women with other complementary services to reduce barriers to employment.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 Mentorship Program supports the City of Victoria's overall vision of Victoria as a thriving, inclusive and happy city. Specifically, the program directly contributes to the Strategic Plan Objectives of Prosperity and Economic Inclusion, and Health, Well-being and a Welcoming City. By helping women find and sustain good jobs, the program contributes to the City of Victoria's outcome of helping people who work in Victoria being able to afford to live in Victoria, as well as reducing the number of people living below the poverty line and increasing the number of people having access to a living wage. Further, both mentors and mentees will benefit from increased sense of belonging and participation, and improvements in mental health.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

This program is designed to meet the needs of women facing barriers to employment and community connections. Its design is based on successful mentorship programs that we previously ran from 2009-2018, adapted to the current context. Training for volunteer mentors will include trauma-informed mentorship, remote learning and community-building skills. It will also incorporate our overarching values on equity, social justice and inclusion. When making mentee-mentor matches, we will take the lead of the mentee. Based on past experience, most mentees are most interested in matches based on career and personality type, while others prefer to be matched based on common cultural identity and life experiences (i.e. Indigenous heritage, parenthood, age). We will recruit a wide range of mentors in order to reflect the diversity of Victoria and better meet the needs of mentees. We will work with our existing network of partners to recruit participants, including Volunteer Victoria, Women's Enterprise Center, Victoria Native Friendship Centre, and the Inter Cultural Association.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The program is rooted in the advancement of equity. Its primary aim is to remove barriers so all members of our community can participate and prosper in society. The program is open to all women (transgender and cisgender), non-binary, and two-spirit people who identify as a part of the women's community. The primary beneficiaries will be diverse women who face barriers to employment. All mentees will carry some history of trauma, abuse or neglect, and many also face additional barriers related to disabilities, age, education, poverty, housing security and ethnic origin and race. The program incorporates an intersectional lens by recognizing multiple life experiences and valuing diverse strengths. Special effort will be made to recruit mentors with diverse life experiences in order to better support the individual needs of mentees. Mentors and mentees will both receive training in order to ensure the mentorship relationship is trauma-informed, culturally safe, and mutually respectful.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

In light of the upheaval caused by the pandemic, it is vital to recognize that economic instability, precarious employment, and other upheavals cause disproportionately negative effects for women, especially those facing the additional barriers of poverty and trauma. This program responds to the complex and highly individualized needs of women affected by trauma through safe, one-to-one, long-term support. This type of program was very popular in previous iterations, and we believe that it is more critical now than ever before. Demand for our complementary programs initially dipped at the advent of the pandemic but has recently grown to higher than pre-pandemic levels. Our vision for this program is for mentees to forge meaningful career-related relationships, connect with pathways to employment, find and secure living-wage work, and enjoy the freedom of financial security and personal autonomy. This program will also benefit mentors, many of whom have struggled from isolation and lack of community connections during the pandemic. This program schedule aligns with anticipated relaxing of social-distancing measures, so we expect that potential mentors will be hungry for the opportunity to give back and learn new skills.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 30.00

How many of those people live within the boundaries of the City of Victoria? 20.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 10.00

How many will benefit from the project or program? 120.00 Please explain below.

(1250 characters max – do not add extra pages)

This program will include 15 mentors and 15 mentees. All will reside in the Capital Regional District, most will live within the boundaries of the City of Victoria. Mentors will benefit from increased community connections, new skills, expanded personal and professional networks, increased confidence and a sense of satisfaction. Mentees will receive the same benefits, as well as one-on-one support related to career goals, awareness of their skills and strengths and a clearer vision for their future. The families and personal networks of both participants will experience indirect benefits due to their increased confidence and career opportunities. The wider community will benefit from the resultant increased workforce participation and strengthened community connections.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 30,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Program Facilitator	\$ 44,040.00	20 hrs per week for 12 months, \$35/hr wages plus MERCs
Community Engagement Officer (volunteer support and recruitment)	\$ 13,835.00	15 hrs/week July-Sept, May-June; 5 hrs/week Oct-April
Advertising - local newspapers	\$ 1,000.00	Participant recruitment campaign
Advertising - print materials	\$ 800.00	rack cards, brochures, posters
Advertising - digital	\$ 600.00	social media, community listings, web updates, Google Ads
Training/event space rental	\$ 3,300.00	11 large group meetings at 3 hrs each @ \$100/hr
Bus tickets for mentees	\$ 500.00	To enable in community meet ups between mentor/mentee
Training session supplies and refreshments	\$ 3,420.00	10 X basic meeting refreshments @ \$510, plus basic meeting supplies @ \$330
Mentee internet access	\$ 2,700.00	9 months of internet credit @ \$20/month for 15 mentees
Graduation event costs	\$ 2,520.00	food for 34 @ \$1020 plus 30 graduation gifts @ \$50
A. Total Project or Program Expenses	\$ 72,715.00	
Administration		
Personnel costs include salaries, wages and benefits	\$ 4,367.00	
Rent - head office	\$ 3,630.00	
Telephone, internet or other communications costs	\$ 1,200.00	
Postage, printing and photocopying	\$ 600.00	
Bank, payroll, audit, insurance, legal charges	\$ 1,563.00	
Office supplies	\$ 625.00	
B. Total Administrative Expenses	\$ 11,985.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 84,700.00	Should equal Total Program Funding Sources on page 6
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
Government Funding - include pending requests				
City of Victoria	\$ 30,000.00	Pending		
A. Total Government Funding	\$ 30,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
United Way of Greater Victoria	\$ 40,000.00	Pending		
Catherine Donnelly Foundation	\$ 5,000.00	Pending		
Bridges for Women Society - general fundraising	\$ 5,000.00	Confirmed		
C. Total Matching Funds	\$ 50,000.00			
In-Kind Contributions				
Meeting Room - 11 large group meetings in common board room	\$ 3,300.00	Confirmed	Newport Property Management (Yarrow Bay)	250-598-2220
Gifts and Refreshments	\$ 1,400.00	Confirmed	multiple past small business supporters	
D. Total In-Kind Contributions	\$ 4,700.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 84,700.00	Should equal Total Program Expenditures on page 5		

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 run similar mentorship programs in the past and know that the longer-term duration is the ideal format. Therefore, we would prefer not to trim program length in order to save costs. There are some costs that we could trim related to recruitment, refreshments, internet subsidy and graduation if necessary. We can also pursue corporate sponsorship, other grants and in-kind contributions, especially related to refreshments, graduation gifts and supplies.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

Based on giving history, we are confident United Way will support us at or near our requested level of \$40,000. Catherine Donnelly is a new potential partner with strong mission alignment, so we believe our chances of success are fair. If they or City of Victoria cannot give at requested level, we would first seek other granters and secondly reduce program length. If City of Victoria gave zero dollars, we may need to cancel the program.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

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

Project or program location: #219 645 Fort Street Victoria BC V8W 1G2

Project or program timeline and major milestones.

Date	Milestone
July 1 2021	Hire Program Facilitator, begin participant recruitment, Organize group training schedule, participants pre-program surveys
September 2021	Pre-match training, mentors and mentees matched, program kick-off event
October 2021 - May 2022	Mentors and Mentees meet one-on-one and pursue activities based on personal goals (attend networking events, volunteer, training sessions, informational interviews, etc)
October 2021 - May 2022	Mentors and mentees separately attend monthly coaching meetings with facilitator
October 2021 - May 2022	Mentors and mentees attend monthly advanced training sessions (topics may include: career panels, technology, workplace communication, etc)
September 2021 - June 2022	Facilitator connects participants with community resources as needed (i.e. Wear2Start for interview clothes, Camosun College for academic upgrading)
June 2021	Program graduation, post-program surveys, evaluation, reporting

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 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

Carrie Everett

Signature

Carrie Everett

Name

Director of Programs

Position

January 28 2021

Date



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

Strategic Plan Grant Final Report

How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Bridges for Women Society

Mailing Address: #219 645 Fort Street Victoria BC V8W 1G2

Contact Person: Heather Forbes

Email: heather@bridgesforwomen.ca

Telephone: 250-385-7410

Website: www.bridgesforwomen.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Indigenous Bridging 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)

Program is proceeding according to original schedule. Participants began meeting in September 2020, and will graduate in March 2021, with counselling and other supports extending until May 2021. All program activities will be wrapped up by June 2021.

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

The ongoing Indigenous Bridging Program supports the vision of Victoria as a thriving, inclusive and happy city that practices authentic reconciliation with local First Nations and Indigenous peoples. The program directly contributes to the Strategic Plan Objectives of: Reconciliation and Indigenous Relations; Health, Well-Being and a Welcoming City; and Prosperity and Economic Inclusion. The program contributes to increased Indigenous workforce involvement, well-being and community inclusion.

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
Support healing for Indigenous women survivors of trauma	8 Indigenous women connected to trauma counseling	Yes
Increase resilience of Indigenous women survivors of trauma	10 Indigenous women connected to Bridges programs and/or referred to partner agencies	Yes
Increase connection to culturally-appropriate supports for Indigenous women	8 Indigenous women accessing cultural education and employment training	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Indigenous women in Victoria affected by trauma

What positive impacts were felt by your target audience? group programs, counseling, cultural learning

How many have benefitted from the project or program? 10

What percentage of Greater Victoria Residents benefitted from this project or program? 0.10%

How many volunteers have worked on this project or program? 0.00 What total hours did they work? 0.00



SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

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

EXPENSES	\$ Amount	Details (if applicable)
Project or Program Costs		
Wages & Benefits	68928	Trauma counselors & facilitator
Guest Lecturers	4000	Honoraria to Elders and Guest Speakers
Program Supplies	4100	Cultural and art supplies, handouts, etc
A. Total Project or Program Expenses	\$ 77,028.00	
Administration		
Rent, utilities, HR, accounting	13800	
B. Total Administrative Expenses	\$ 13,800.00	
Total Expenses (A+B)	\$ 90,828.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	20000	Confirmed Confirmed		
Grants from Civil Forfeiture	30000		Civil Forfeiture Grants	CivilFO@gov.bc.ca
A. Total Government Funding	\$ 50,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Matching Funds				
United Way of Greater Victoria	35000	Confirmed	Rachel Carrol	ci.fund@uwgv.ca
Bridges Fundraising	5828	Confirmed		
C. Total Matching Funds	\$ 40,828.00			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 90,828.00			

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

Director of Programs

Position

Carrie Everett

Name

January 31 2021

Date



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1 Centennial Square
Victoria, BC V8W 1P6
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Strategic Plan Grant Application Form

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. 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: 27.00 Part Time: 25.00

How many volunteer staff at organization? 0.00 Total volunteer hours: 0.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

BGCA is committed to providing the best supports and services to youth and have adjusted our practices in regards to current or emerging practices/protocols. Direct service is delivered virtually and in-person where distancing allows. BGCA has large meeting spaces to accommodate indoor in-person connections with youth. Some collaborative activities are dependent on partner agencies maintaining regular operations and may require adjustments to come up with solutions but we do not anticipate any significant changes in terms of service delivery.

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.



Strategic Plan Grant Application Form

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	\$ 132,583.00	Youth Outreach, Youth and Adult Recreation, Community Dev't, Family Self Sufficiency
Government of Canada	\$ 38,712.00	Early Childhood, Licensed and Unlicensed Camp Programs
Province of BC - BC Housing, MCFD, Gaming	\$ 837,278.00	Family Services, Family Self Sufficiency, Childcare, Youth Services, Community Dev't, Seniors
School District #61	\$ 426,526.00	School Based Youth and Family Counselling; Community School programs
Registration Fees	\$ 299,893.00	Recreation staff, instructor fees and Child care
Foundations/Grants/Fundraising/Donations	\$ 350,534.00	Children, Youth, Family and Senior Programs
Rental Income	\$ 19,581.00	Building equipment and Facility staff
Interest & other	\$ 78,930.00	Administrative costs
Organization's Annual Budget	\$ 2,184,037.00	

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
Youth find and maintain safe and stable housing	100% of youth have safe housing; 90% maintain housing for 6+months
Youth have increased budgeting and financial skills	90% of youth increase their budgeting and financial skills
Youth show increased knowledge of tenancy rights and responsibilities	90% of youth maintain safe housing for 1+ year; 90% increase knowledge
Youth have the skills to meet basic health needs (cook, clean, shop)	100% of youth are able to meet basic needs; 90% increase nutrition skills
Youth increase their employment and/or education	80% show increased employment/education readiness
Youth have increased community connections	50% increased participation in community activities; 80% report new connectio

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Youth Self Sufficiency (YSS)

Who is your target audience? Youth, aged 17-19, who are aging out of government care or making the transition to adulthood with minimal or no family supports

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

YSS supports youth who are in foster care, on Youth Agreements, or entirely without supports as they transition into adulthood. Working with youth for up to three years YSS uses an asset based approach to address: housing, employment, education, relationship and trust building, life skills, identity and emotional healing. Youth work one on one and in group workshops with a Youth Advisor to: identify their goals and make actions plans to achieve those goals; gain budgeting and other financial literacy skills; learn how to shop and cook to promote healthy living; gain knowledge and skills related to tenancy rights and responsibilities; acquire employment related skills and/or continue their education; identify and connect with community resources; and successfully transition to adulthood.

At the age of 19, youth receiving government services "age out" of care and lose that support. Many do not have the experience, skills and networks necessary to succeed in the adult world. There is also no assistance currently available for those youth living independently without supports to make the transition to adulthood. YSS provides mental health and other supports to those youth with barriers to program readiness.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

One of the mandates of YSS is to engage youth and connect them to the broader community to improve health and wellness outcomes in all domains of their lives. YSS develops capacity in youth through engagement and relationship building. As youth stabilize they can begin to build on their foundations, returning to school, securing employment, and connecting to the community around them. This community connectedness helps to establish relational permanency as they develop their individual capacity for self-reliance which is essential for youth to recognize their innate gifts and capacity to participate in broader community life. Transitioning youth often have unstable housing and do not acquire the skills to access or maintain safe, appropriate housing thus making them at high risk of homelessness. YSS' focus on building knowledge and skills in areas of housing, budgeting, household duties, landlord relations, etc, effectively reduces the chances of eviction and increases the number of youth in safe housing. YSS also supports youth over the long term to connect to the appropriate health services and make positive lifestyle changes to reduce the barriers to enhanced quality of life.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

At risk and vulnerable youth are an under-served community and a population that experiences significant gaps in service. Isolation and mental health challenges can make this youth population seemingly invisible leaving them to fall through the cracks of the service delivery system. The Youth Self Sufficiency program has been designed specifically to identify those youth, fill in those gaps and provide long term supports for vulnerable youth to recognize and reach their potential.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Outreach works with youth where they are at, building capacity over time. For those with mental health issues struggling to manage daily living, outreach will help them stabilize and strengthen their coping skills and become healthy enough to benefit from the long-term education and supports of YSS. Mainstream youth have the guidance and support of their parents to set them on a healthy path to adulthood. Youth Advisors help level the playing field by providing this guidance and support in order that YSS youth can be successful.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Many youth in YSS are the first in their families to overcome some of the barriers related to marginalization. As youth develop greater self-reliance and resilience the cycles of intergenerational poverty are interrupted and new ways of coping and living are adopted. YSS provides youth an opportunity to realize their full potential as engaged and contributing citizens of the broader community.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 30.00

How many of those people live within the boundaries of the City of Victoria? 20.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 10.00

How many will benefit from the project or program? 100.00 Please explain below.

(1250 characters max – do not add extra pages)

The 30 youth who benefit from YSS are connected to family, children, partners, friends and/or employers. As youth develop new skills and build capacity to be successful in the adult world they impact those who are close to them or who rely on them. Employers benefit from youth who understand how to be a effective employee; family, children and partners benefit when youth are stronger and healthier emotionally. Landlords benefit when youth understand their responsibilities and have the capacity to be a good tenant. The entire community benefits when youth are successful.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$25,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Salaries and Benefits	\$ 51,530.00	\$24.66 x 35 hrs x 52 weeks plus employer costs and extended benefits
Clinical Supervision	\$ 8,550.00	Weekly case consultation and daily debriefing as needed
Travel	\$ 1,200.00	Staff mileage to do outreach and transport youth
Communications	\$ 360.00	cell phone for safety and to communicate with youth
Program Supplies and Food	\$ 2,400.00	Funds to assist youth in reaching their identified goals
A. Total Project or Program Expenses	\$ 64,040.00	
Administration		
Operating costs	\$ 12,500.00	Rent, insurance, bookkeeping, janitorial, IT, etc
B. Total Administrative Expenses	\$ 12,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 76,540.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	16.33%	



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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	\$ 25,000.00	Pending		
Province of BC Gaming Grant	\$ 15,000.00	Confirmed		
A. Total Government Funding	\$ 40,000.00			
Corporate Sponsorships				
Coast Capital Savings	\$ 18,000.00	Pending		
United Way of Greater Victoria	\$ 18,000.00	Pending		
Burnside Gorge Community Association	\$ 540.00		Confirmed	
B. Total Corporate Sponsorships	\$ 36,540.00			
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)	\$ 76,540.00	Should equal Total Program Expenditures on page 5		

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 full funding is not attainable, there will be adjustments to: staff hours - consequently impacting the number of youth who will be able to participate. BGCA is committed to finding the required grants funds to operate this program and provide this vulnerable population of youth the opportunities that other mainstream youth have informally. The more funding this program receives the more youth can be served.



Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The minimum amount of funding required without putting excessive stress on BGCA to further secure additional funding is \$15,000. The financial ask from funding partners allows for a full time YSS position. To lose more than 20% of funding requested may impact staff hours and thus numbers of youth served.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 2021 To: June 2022

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

Project or program timeline and major milestones.

Date	Milestone
July 2021 to June 2022 (ongoing)	Recruitment of youth into YSS
July to June (2X per year)	Colour Wheel Assessments - to identify needs and areas of strength over many domains and set goals
Sept-Oct / Feb-Mar	Ready to Rent training (Find & maintain housing) / Financial Literacy training
July to June (ongoing)	One on one work with Youth Advisor to look at goals and execute action plans
Nov-Dec / Apr-May	Skill building (food skills and employment training)
July to June ongoing	Assist youth in building community connections and accessing resources
June	Program surveys

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

- ☒ Website
☐ Newspaper Advertisement
☐ Social Media
☐ Newsletter

- ☐ Sponsor Plaque
☒ Annual Report
☒ Other: program brochures & 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

Suzanne Cole
Signature

Suzanne Cole

Name

Executive Director
Position

Position

January 28, 2021
Date

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: Burnside Gorge Community Association

Mailing Address: 471 Cecelia Rd

Contact Person: Suzanne Cole

Email: suzanne@burnsidegorge.ca

Telephone: 250-388-5251

Website: www.burnsidegorge.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Family Self Sufficiency

Is the project or program completed?

☒ Yes If yes, what is the completion date? December 31, 2020 - Year 3 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)

Using a strengths-based approach, FSS increased participants' capacity to addresses barriers that have historically held them back including financial instability as well as physical, emotional, and other health related areas impacting success. The pandemic brought additional challenges for families through 2020. As part of BGCA's COVID response FSS helped to ensure families had access to food, household supplies, and supportive connections to increase and build resilience.

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 (including employment related skills)	Yes
Increased Financial Stability (increased income, savings or reduced debt)	90% have increased financial stability through increased income, savings, and/or debt reduction	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 a housing subsidy

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? 104

What percentage of Greater Victoria Residents benefitted from this project or program? 0.10%

How many volunteers have worked on this project or program? 3.00 What total hours did they work? 8.00



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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		
Salaries and Benefits	103815	Advisor salaries, employer costs and benefits as well as supervision costs
Communications	600	cell phone costs
Travel	463	staff mileage for outreach to participant homes
Program Supplies	1683	costs to help participants meet their goals; food cards; bus tickets
Child minding	450	supporting participants to attend program or get respite
A. Total Project or Program Expenses	\$ 107,011.00	
Administration		
Operating Costs	23963	Rent, insurance, bookkeeping, IT, janitorial, reception, etc
B. Total Administrative Expenses	\$ 23,963.00	
Total Expenses (A+B)	\$ 130,974.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
BC Housing	60000	Confirmed Confirmed		
City of Victoria	20000			
A. Total Government Funding	\$ 80,000.00			
Corporate Sponsorships				
United Way of Greater Victoria	30000	Confirmed		
Anonymous Donor	12500	Confirmed		
Community Donations	8300	Confirmed		
B. Total Corporate Sponsorships	\$ 50,800.00			



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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)	\$ 130,800.00			

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 brochures & posters

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

Date: Feb 2021

- ☐ 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 Digitally signed by Suzanne Cole
Date: 2021.01.27 14:50:03 -08'00'

Signature

Executive Director

Position

Suzanne Cole

January 27, 2021

Name

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 / 780 SW Marine Drive, Vancouver, BC V6P 5Y7
Contact Person: Susie Jackson Email: sjackson@sci-bc.ca
Telephone: 604-326-1223 / 604-940-9792 (during COVID) 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 33 years, staff member Scott Heron has counseled thousands of individuals in Greater Victoria who have experienced the trauma of a spinal cord injury. In 2001, he expanded his role to become the Peer Support Coordinator for the area. Working out of a satellite office within the Victoria DRC, he plans and delivers 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: 15.00 Part Time: 4.00

How many volunteer staff at organization? 134.00 Total volunteer hours: 2,900.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

Our program connects people living with a spinal cord injury, reduces social isolation and encourages an active lifestyle. When the pandemic hit, we quickly moved to a robust series of online peer programming to achieve these goals - a morning coffee and chat, home fitness workouts, adaptive boxing, yoga and mindfulness, a book club, board games, an "Ask an Expert" series where guests such as respirologists, infectious disease specialists and psychiatrists answer medical questions related to spinal cord injury, and more. The virtual sessions keep people connected, informed, active and mentally healthy. If Provincial health orders are still in place at the start of the funding cycle, we will continue with this online peer programming.

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.



Strategic Plan Grant Application Form

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	\$ 8,500.00	Victoria Peer Support Program Funding
Government Funding	\$ 531,683.00	Access North Project and Program Funding
Projects and Sponsorships	\$ 379,582.00	Program Funding
Foundation Donations	\$ 376,273.00	Operating Expenses and Program Funding
Gaming Grant	\$ 250,000.00	Program Salaries and Expenses
General Donations	\$ 194,593.00	Program Funding
Fee for Service / Facility Recovery / Memberships	\$ 167,454.00	Operating Expenses
Community Groups and United Way Grants	\$ 106,034.00	Program Funding
Organization's Annual Budget	\$ 2,014,119.00	

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
Host monthly "Bean There" coffee support sessions for three separate groups.	36 "Bean There" coffee support groups are held, either virtually or in-person.
Deliver at least four in-person peer events to bring people together.	If health orders permit, 4 in-person peer events are held.
Visit newly injured patients in hospital to provide emotional support.	Newly injured patients report feeling better prepared to transition back home and into the community.
People form supportive relationships and reduce their social isolation.	Increased attendance at coffee group sessions and peer events.
People gain knowledge and confidence in managing challenges related to their injury.	Positive testimonials and stories of impact from program participants.
People gain a better understanding of accessible community resources.	Increased use of our SCI Information Database to learn about community resources.
People participate more in the local community.	Attendance at peer events and stories of participants taking part in community activities beyond ours.
People's overall well-being improves, and they have a more active, healthier lifestyle.	Observation of changes in people's outlook on life with a spinal cord injury and positive participant feedback.

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%)
 - Project Builds Community Resilience (30%)
 - 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 monthly "Bean There" coffee support groups where 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 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. If health orders permit, we will offer outings in the local community and adapted recreational events like kayaking and fishing. Further, we provide one-on-one counseling for newly injured patients at Victoria General Hospital. This is a critical time as many are nervous about leaving the hospital and returning home. We help them prepare for the difficult transition back to community living.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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, especially after a long period of social distancing and uncertainty because of the COVID pandemic. 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 trying out adapted boxing 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 well-being. Perhaps our impact is best summed up through the words of a program participant: "You offer an escape from the daily challenges of living with a disability. We're meeting each other, making new connections and, for a while, just feeling like ourselves again."

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Our organization is built on helping people with a spinal cord injury or related physical disability. We fully understand their unique needs in order to be able to participate in our programs. We often rely on adapted equipment to carry out activities and we ensure that all the facilities we use are wheelchair accessible, including our office spaces. We also know that many people with a spinal cord injury experience significant financial challenges and would not be able to afford the type of activities we offer on their own. That's why our program is provided at no cost to participants. Furthermore, we are seeing an increase in spinal cord injury amongst the elderly because of falls and diseases like spinal tumors and bacterial infections. In fact, 49% of people with an injury today are over the age of 60. These seniors are more at risk of becoming socially isolated and many struggle to find affordable accessible housing. To help navigate the challenges of living and aging with a physical disability, we connect seniors with older peer mentors who can offer practical advice and tips that make the journey easier.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

We believe in a core set of values that drives our work, including "we are accessible and inclusive" and "we welcome diversity". These match directly with Council's values on equity. We know that a spinal cord injury can happen to anyone. Therefore, our programs are open to everyone who needs them, regardless of ability, age, gender, education, sexual orientation, religion, economic standing or cultural background. Further, we often develop program elements that welcome participation from certain groups or address concerns from a specific segment of the population. For example, we feature ethnic foods in our adapted cooking classes, we translate key publications into different languages, we offer a women's only peer support group so they can freely discuss sensitive topics, such as relationships, sexuality and parenting, and we feature peer stories from vulnerable populations such as the trans-gender community. Our overall goal is to remove barriers so that all people with a spinal cord injury or related physical disability are seen as equals and can fully participate in everything that life has to offer.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Our program connects those who are facing similar challenges because of their spinal cord injury and helps them regain their confidence. Because activities occur in informal settings, people feel comfortable discussing sensitive issues, such as bowel and bladder management, pain and medication use, sexual health, emotional struggles, and more. Participants learn tips and gain valuable insights into dealing with the daily challenges of living with a disability. And our program offers opportunities for people to try activities they never imagined possible because of their injury. Participants are often surprised to learn that they can still play a favourite sport, pick up a new hobby, enjoy the outdoors, and even go surfing or mountain biking. We give people the friendships, knowledge, confidence and skills to move forward in their lives. This leads to healthy, active living and greater participation in the community. Many go on to seek out adapted opportunities at local pools, fitness centres, parks, beaches, community facilities, and more.



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How many people participate in or take advantage of the program for which you are seeking funding? 318.00
How many of those people live within the boundaries of the City of Victoria? 260.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 58.00
How many will benefit from the project or program? 550.00 Please explain below.
(1250 characters max – do not add extra pages)

A spinal cord injury is devastating, not only for the individual but also for their family and friends. We know that caring for a loved one with an injury is extremely difficult. Family members often struggle with their own emotional issues and don't always know how to adjust to their new home life. This places great stress on relationships. That's why we encourage family, friends and caregivers to participate in our programs. They also benefit from peer support and from seeing the opportunities available to people with a physical disability. Here's a testimonial from the spouse of a program participant: "I have to say that I felt lost when my husband first came home from the hospital. I wanted to be strong for him, but you can't imagine what it's like unless you've gone through something like this. Our lives were turned upside down. Finding your peer group was a godsend. I know I can turn to any of these amazing people and just lay it on them. They understand. And they always have a shoulder to lean on, if either of us needs it. I am finally feeling that we are getting our lives back."

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$8,500.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Victoria Peer Program Coordinator Salary	\$ 63,640.00	One full-time staff member to deliver program in Victoria.
Peer Program Manager Salary	\$ 7,080.00	Portion of Provincial Manager's salary for Victoria.
Mandatory Wage Benefits	\$ 14,540.00	EI, WCB, group insurance and pension payments.
Event Planning and Hosting	\$ 6,500.00	Cost of facility rentals, adapted equipment, refreshments, etc.
Event Insurance	\$ 200.00	Insurance to cover liabilities that may result from participation in peer activities.
Staff and Volunteer Mileage	\$ 1,100.00	Travel to peer activities at various locations in Greater Victoria.
Promotional Materials	\$ 700.00	Posters, invitations and social media communications for peer events.
Telecommunications	\$ 960.00	Used by staff and volunteers to capture statistics, impact stories, photos, etc.
A. Total Project or Program Expenses	\$ 94,720.00	
Administration		
Rent	\$ 8,190.00	Rent and meeting space at Victoria DRC.
Professional Development	\$ 2,040.00	Attendance at conferences and workshops.
Miscellaneous Office Expenses	\$ 300.00	Office supplies, printing, postage, etc.
B. Total Administrative Expenses	\$ 10,530.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 105,250.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	10.00%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	\$ 8,500.00	Pending	Jennifer Lockhart	250-361-0396
Province of BC - Gaming Grant	\$ 31,250.00	Confirmed	David Horricks	250-953-3078
Provincial Employees Community Services Fund	\$ 7,500.00	Pending	Gillian Henuset	250-356-1736
A. Total Government Funding	\$ 47,250.00			
Corporate Sponsorships				
Sara Spencer Foundation	\$ 1,000.00	Confirmed	Vanya McDonell	sspencer@enh.bc.ca
Walmart Foundation	\$ 1,000.00	Pending	online application	n/a
B. Total Corporate Sponsorships	\$ 2,000.00			
Matching Funds				
SCI BC Fundraising	\$ 47,000.00	Pending	Shelley Milsteir	604-326-1222
C. Total Matching Funds	\$ 47,000.00			
In-Kind Contributions				
Victoria Disability Resource Centre	\$ 6,000.00	Confirmed	Wendy Cox	250-595-0044
D. Total In-Kind Contributions	\$ 6,000.00			
Waived Fees and Charges				
Power to Be (Outdoor Recreation)	\$ 3,000.00	Pending	Carolyn MacDo	250-385-2363
E. Total Waived Fees and Charges	\$ 3,000.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 105,250.00	Should equal Total Program Expenditures on page 5		

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. We would continue to seek funds from other sources, such as foundations and community groups, and we would look for in-kind contributions to help with some of the event costs. If it became necessary we would scale back on program activities, although we would prefer not to do this as peer support is vital in helping people with a spinal cord injury thrive.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

We are happy to receive any financial support the City is able to provide. However if available funds fall below \$4,000, it would mean that our Program Coordinator in Victoria would have to spend more time securing in-kind contributions from local businesses rather than on program delivery.

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 2021 To: June 2022

Project or program location: Victoria

Project or program timeline and major milestones.

Date	Milestone
July 2021	Solicit input from peer members as to their comfort level in returning to in-person activities.
August to September 2021	Based on feedback from peer members and health orders, plan at least four smaller in-person peer activities to be held during the funding cycle.
October 2021	Health orders permitting, host a "Welcome Back" event to get people out again.
February 2022	Health orders permitting, host a "Family Event" that gives time for families to bond and participate in an activity together.
April / May / June 2022	Health orders permitting, host "Outdoor Recreation" activities such as adapted kayaking and fishing from an accessible pier.
July 2021 to June 2022	Host monthly meetings for 3 separate "Bean There" support groups, either virtually or in-person.
July 2021 to June 2022	Weekly visits with patients at Victoria General Hospital.
July 2021 to June 2022	Gather participant feedback and stories of impact to be used in program evaluation and reporting.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 25 Total volunteer hours required: 110

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: Logo on 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

Signature

Chris McBride

Name

Executive Director

Position

January 29, 2021

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

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 Street, Victoria, BC V8W 1H6 / 780 SW Marine Drive, Vancouver, BC V6P 5Y7

Contact Person: Susie Jackson Email: sjackson@sci-bc.ca

Telephone: 604-326-1223 / 604-940-9792 (during COVID) Website: 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 ongoing throughout the year and will be complete by the end of the funding cycle. With COVID physical distancing measures still in place, we will continue to offer a robust series of daily online peer programming with over 15 hours of virtual activities every week for the remainder of the funding period. Whether it's advice from a medical expert, some friendly competition with online board games, getting the blood pumping with a session of adaptive boxing or home fitness workouts, relaxing yoga and mindfulness or a casual coffee and chat with other local Victoria residents, there's something for everyone! All these virtual sessions help combat social isolation, promote physical activity and support positive mental health as the pandemic drags on. In addition, we will continue to provide vital information and resources related to COVID and spinal cord injury to keep our members informed, updated and safe.

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

We align with the "health, well-being and welcoming city" objective. Our program increased people's sense of belonging, kept them physically active and improved their mental health even when COVID created great anxiety in our spinal cord injury community. Here is a testimonial from one of our program participants: "These Zoom meetings have been a lifeline of inspiration and information. They make me laugh and help relieve the burden of isolation that COVID has placed upon me."

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 (virtual) 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 make use of our SCI Information Database to learn about accessible resources.	Yes
People participate more in the local community.	Participants take part in community activities beyond ours. COVID measures made this difficult.	No
People have a more active, healthier lifestyle.	Observation of changes in people's behaviour and outlook on life with a spinal cord 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? Reduced anxiety about COVID. People remained connected, informed, active and mentally healthy.

How many have benefitted from the project or program? 251 to date (six months into the program)

What percentage of Greater Victoria Residents benefitted from this project or program? 0.07%

How many volunteers have worked on this project or program? 6.00 What total hours did they work? 58.00



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		
Victoria Peer Program Coordinator Salary and Benefits	38592.44	One full-time staff member to deliver program in Victoria.
Peer Program Manager Salary and Benefits	4379.79	Portion of Provincial Manager's salary for Victoria.
Telecommunications	480.00	Portion for new server that was needed for online programming.
Staff Travel	244.55	Visits with members in hospital as permitted because of COVID.
Promotional Materials	205.11	Mailing COVID resource materials to members.
A. Total Project or Program Expenses	\$ 43,901.89	
Administration		
Rent	3997.50	Reduced rent and meeting space within the Victoria Disability Resource Centre.
Professional Development	614.12	Attendance at virtual conferences and workshops.
Miscellaneous Expenses	12.00	Bank charges.
B. Total Administrative Expenses	\$ 4,623.62	
Total Expenses (A+B)	\$ 48,525.51	NOTE: ABOVE EXPENSES ARE TO DATE (six months into the program)

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	2362.50	Confirmed Confirmed Confirmed	Jennifer Lockhart	250-361-0396
Province of BC - Gaming	15625.00		David Horricks	250-953-3078
Victoria Foundation - Federal COVID Emergency Community Support Fund	8000.00		Zahura Ahmed	250-381-5532
A. Total Government Funding	\$ 25,987.50			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Strategic Plan Grant Final Report

Matching Funds				
Provincial Employees Community Services Fund	3780.81	Confirmed	Gillian Henuset	250-356-1736
SCI BC Fundraising	15757.20	Confirmed	Shelley Milstein	604-326-1222
C. Total Matching Funds	\$ 19,538.01			
In-Kind Contributions				
Victoria Disability Resource Centre	3000.00	Confirmed	Wendy Cox	250-595-0044
D. Total In-Kind Contributions	\$ 3,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 48,525.51			

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 promotional 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.

Chris McBride Digitally signed by Chris McBride
Date: 2021.01.27 11:53:13 -08'00'

Signature

Executive Director

Position

Chris McBride

Name

January 27, 2021

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: PO BOX 46002 RPO Quadra Village, Victoria, BC, V8T 5G7

Contact Person: Linda Geggie

Email: lgeggie@crfair.ca

Telephone: 250-896-7004

Website: www.crfair.ca / www.growingfood-together.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-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 the coordinating backbone of the Good Food Network, supporting a network of 250 + organizations, initiatives and projects working in the CRD towards a shared vision of healthy, sustainable and just food systems.

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 across the CRD food system together to identify and act upon challenges and opportunities. CRFAIR has been pivotal in creating collaboration that has grown the local food movement in Victoria, including developing supportive, food forward City policy and OCP, as well as initiatives like the Good Food Network, Downtown Public Market, Farm to School Network, The Good Food Summit and Foodlands Trust.

How many paid staff at organization? Full Time: 4.00 Part Time: 3.00

How many volunteer staff at organization? 100.00 Total volunteer hours: 1,000.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Growing Together was initiated and created out of the landscape of the pandemic. In 2020, we provided support to the City of Victoria's 'Get Growing, Victoria!' plant distributions following all health orders and we will continue to do the same this year. This includes proper social distancing, enforcing the use of masks, sanitization, screening for health concerns, contactless drop off etc. The majority of Growing Together programs and services occur online (mentorships, hotline, resources).

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.



Strategic Plan Grant Application Form

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	
Real Estate Foundation	\$ 36,000.00	Local Food Economy Projects
Government Grants	\$ 292,000.00	Salaries, office expenses, Food Access Programs
Service Contracts	\$ 320,000.00	Food Access and Food Literacy Programs
Donations and Sponsorship	\$ 5,000.00	Good Food Summit
Event Revenue	\$ 3,000.00	Good Food Summit
Organization's Annual Budget	\$ 656,000.00	

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 have a 'one-stop shop' website where people can find access to all gardening resources available to them in one place	website has over 5000 unique site views in 2021-2022 and contains relevant, up-to-date information
To increase supports and educational materials provided to Get Growing, Victoria participants	Growing Together has a table at all 24 of the City's neighborhood plant distribution sites with resources and supports
To help foster an increased sense of wellbeing through growing food	Participant survey / 90% indicate a increase sense of well-being through gardening
To connect 100+ novice gardeners with mentors	Number of participants connected to mentors, feedback from participants
To provide a free, local hotline (phone and email) to those with gardening questions	Hotline responds to 1000+ calls (in 2020 it responded to 1414 calls)
To provide 1000+ packages of free seeds	Number of free seeds given out
To provide 50 garden kits to BIPOC, immigrants, refugees and those facing greater barriers towards accessing gardening resources	50 Palenke garden kits are distributed, participant feedback successful
To provide meaningful gardening resources and supports to increase the gardening success of Victoria residents	Participant survey / 85% indicate that they found GT resources useful to them

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Growing Together

Who is your target audience? Novice gardeners / those needing support to grow food

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

More than ever, we learnt during this pandemic that growing food promotes mental & physical wellbeing and supports community connections. Growing Together (GT) is a collaborative initiative of 20+ organizations coming together to support those in the Greater Victoria Area in growing their own food. GT is a multi-faceted program with a 'one-stop shop' website where participants can find access to resources, supplies, connections to land, mentorship and 'how-to' videos from local gardening experts. GT works in coordination with the City of Victoria's 'Get Growing, Victoria!' program to offer educational tools to increase the success of those receiving free plant starts. This includes a mentorship program that matches novice gardeners with experienced gardeners, a video series created by local experts, and a gardening hotline. GT also coordinates a number of programs to reduce barriers to gardening and accessing resources. This includes the Victoria Seed Share, which provides free seeds, and the Palenke Greens Garden Kits, which assembles garden kits for BIPOC community, immigrants and refugees, fostering community that is resilient in growing their own food. Please see Growing Together video that demonstrates 2020 accomplishments.



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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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

Growing Together directly advances many of the measurable outcomes under "Health, Wellbeing and a Welcoming City, such as 'increase sense of belonging and participation in civic life among all demographic groups' and 'increased local food security'. 17. a. "explore opportunities for increasing food production on private land" - Growing Together supports a network of gardeners growing food on private land, providing them with a plethora of resources, education and a community to support them in this journey. With the pandemic, our community saw a massive increase in interest in learning to growing food. 93% of the 179 participants who filled out our 2020 survey indicated that through growing their own food they have felt an increase sense of well-being (mental, emotional or spiritual). 70% of these participants indicated that they were new gardeners. Section 11. e. "ensuring a welcoming, compassionate and neighbourly atmosphere in our community where all people, including immigrants and refugees are welcomed, accepted, respected and encouraged to participate." GT's Palenke Greens Garden Kits help to ensure that barriers towards growing food faced by BIPOC, immigrants and refugees are addressed, & they are supported within community.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

GT has considered under-served communities throughout its whole program development. As a free resource, GT is available to all with no barriers of cost. The Victoria Seed Share (VSS) provides seeds to those who need them, free of cost. Palenke Greens Garden Kits particularly addresses under-served BIPOC, immigrant and refugee communities, by supplying them with garden kits that include everything they need to grow food in a small space: containers, soil, compost, seed, seedlings and supports them through the whole process. GT also supports seniors through our mentorship program, which specifically works with seniors to give them meaningful opportunities to engage in community mutual aid. GT intends to create more resources specifically for seniors and those with diverse abilities creating opportunities for gardening to be enjoyed by all! In addition, all of the 'how-to' videos we created last year have been translated into Spanish and Mandarin. We hope to continue to translate these resources into more languages so that all members of our communities will have access to them.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

GT advances Council's values on equity by removing systemic barriers, promoting inclusion, diversity and a strong quality of life. Gardening provides immense opportunities for increased satisfaction and quality of life. 86% of those who completed our survey indicated that through gardening they gained confidence and increased their sense of personal satisfaction. GT aims to make growing food more accessibility to everyone in our communities. We do this by providing free mentorship, education and supports. We also provide supplies to those who face barriers in accessing them. The Palenke Green's program, which is run by BIPOC organizers and program coordinators, supplies garden kits and education to BIPOC, immigrants and refugees. The program aims to nurture skills, provide long-term gardening support and foster community ties and connections for resiliency. All GT programs take into consideration all age groups (with specific supports for youth and seniors alike), those with diverse abilities, and those facing systemic and economic barriers.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

There is an old proverb, "Give a man a fish, and you feed him for a day. Teach a man to fish, and you feed him for a lifetime". 82% of those we surveyed said that through gardening they have increased their access to fresh, healthy food. Growing Together recognizes the many benefits of growing food, knowing that it builds skills, improves mental and physical well-being, and increases community connection and resiliency. We recognize that some have greater access to resources to garden than others and therefore work to supply extra supports specifically for those who are facing greater barriers. Palenke Greens (PG) works within BIPOC, immigrant and refugee communities building community empowerment through gardening. One PG recipient states, "One of the greatest parts of this initiative is the community that has been built across Victoria, where people are able to share their experiences, concerns and successes. It's healing." GT also works closely with seniors, who represent a large portion of our volunteer base. It's not enough to give people food, we much teach and support each other in growing our own food, this is what Growing Together is about.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 15,000.00

How many of those people live within the boundaries of the City of Victoria? 10,000.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 5,000.00

How many will benefit from the project or program? 20,000.00 Please explain below.

(1250 characters max – do not add extra pages)

Get Growing, Victoria (GGV) supplied plants to 10,000+ Victoria residents in 2020, of which 70% identified as novice gardeners. 40% of those surveyed at GGV neighborhood distribution sites identified that they have been using Growing Together resources. This number does not account for participants that benefit from Growing Together from outside of the GGV program, such as those that receive free seeds through the Victoria Seed Share, or are a part of the Palenke Greens community. Since its conception in April 2020, www.growingfood-together.com has had 3700+ unique visitors to its site. With more promotion and outreach this year, we intend to widen our audience to support more gardeners. For every gardener there are also many more people eating and benefiting from the food being grown with more access to fresh fruit and vegetables.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 18,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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	\$ 14,000.00	560 hours @ \$25.00
Communications and Marketing	\$ 3,900.00	Website fees and development, social media and promotional materials
Printing and Cost Supplies	\$ 850.00	Envelopes for seeds, plant care instructions, fliers, posters, etc...
Mentorship program	\$ 3,000.00	120 hours @ \$25/hr
Hotline (telephone and email)	\$ 2,500.00	100 hours @ \$25/hr
Videos creation (5 new videos)	\$ 3,250.00	Filming, editing, closed captions, translations
Palenke Greens Garden Kits (for 50 BIPOC community members)	\$ 6,500.00	Soil, compost, containers, seeds, seedlings, delivery & installation
Volunteer contributions (in kind)	\$ 20,000.00	(1000 hours @ \$20/hr)
A. Total Project or Program Expenses	\$ 54,000.00	
Administration		
Accounting costs	\$ 2,250.00	30 hours @ \$75
Administration / reporting costs	\$ 3,000.00	120 hours @ \$25
Project Management	\$ 500.00	10 hours @ \$50
Equipment and Software	\$ 250.00	zoom, video editing, cloud storage etc.
B. Total Administrative Expenses	\$ 6,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 60,000.00	Should equal Total Program Funding Sources on page 6
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
Government Funding - include pending requests				
City of Victoria	\$ 18,000.00	Pending		
Canada Summer Jobs	\$ 5,000.00	Pending		1-800-935-555
A. Total Government Funding	\$ 23,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
New Horizons for Seniors Program	\$ 10,000.00	Pending		W-T-NHSP-P
Victoria Foundation	\$ 7,000.00	Confirmed	Tracey Horner	(250-381-5532)
C. Total Matching Funds	\$ 17,000.00			
In-Kind Contributions				
Volunteers	\$ 20,000.00	Confirmed		
D. Total In-Kind Contributions	\$ 20,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 60,000.00	Should equal Total Program Expenditures on page 5		

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, Growing Together will pare down on projects and services offered. This may look like less volunteer engagement, giving out less Palenke Greens Garden Kits, paring down the resources we create: limited hotline hours, smaller capacity in the mentorship program, limited outreach and fewer seeds given out through the Victoria Seed Share.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

At a minimum we hope to receive \$12,000 from the City of Victoria. This will help to cover some of our coordination fees that are required to organize our many volunteers that are involved in this program. We will continue to seek out funding from various other sources for this program so that we are able to fund the various other components and services that we would like to offer

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: February 28, 2022

Project or program location: Victoria, BC (multiple locations)

Project or program timeline and major milestones.

Date	Milestone
July	GT website is updated to reflect all current opportunities and supports
July - September	100+ novice gardeners are set up with mentors
July - August	50 Palenke Garden Kits are distributed to BIPOC community
July - September	Victoria Seed Share is distributing 1000+ envelopes of free seeds
July - October	Hotline is responding to calls and emails of gardening questions
August - September	Educational support is provided to GGV participants at all 24 distribution sites
August - November	Participant surveys (250+) are conducted to assess needs and support
December- February	Program evaluation and feedback, final reporting

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 80+ 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: On all print resources, documents and videos relating to project

SECTION 11. DECLARATION

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

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

Signature

Linda Geggie

Name

Executive Director

Position

2021-01-28

Date



Finance

1 Centennial Square

Victoria, BC V8W 1P6

E grants@victoria.ca

Strategic Plan Grant Final Report

How to Apply:

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

x Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

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

Mailing Address: Box 460002 Quadra Street Victoria BC V9T 5G7

Contact Person: Email: lgeggie@crfair.ca

Telephone: 250-896-7004 Website: www.crfair.ca, www.southislandfarmhub.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Local Food Connect

Is the project or program completed? Yes.

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

The proposed project aligned with the strategic plan objectives to improve the Health and Wellbeing by working to implement the 2020 Priority (17b) to "support infrastructure including farmers markets, and storage and distribution". It further advanced the Prosperity and Economic Inclusion in its priority to "support economic opportunities for urban agriculture producers, farm businesses and farmers markets". The project undertook outreach and engage with urban farmers and Victoria based food processors and food artisans and engage them in discussions about the development of programs and services related to the food hub as well as the operations of the South Island Farmhub. This included 82 businesses and 12 Farmers Markets with over 50% of businesses in Victoria, and 100% of the businesses serving Victoria City residents and businesses.

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
Link Growers and Businesses to available infrastructure	We reached out to 82 businesses and 12 farmers markets in the region. The businesses included farms, processors, restaurants and retailers: such as Mason Street Farm, Finest at Sea, Truffles Catering, Top Soil, Nourish, Canoe Club, Wildfire Bakery, Singing Bowl Granola	Y
Support Economic Opportunities for urban producers and makers	2 on-line Food connect events, with over 15 business linkages through the South Island Farmhub (25 farms, 6 processors, 4 restaurants, and 30 charitable organizations)	Y
Increase in sales for producers and makers	Between May and December there were over \$250,000 in food and produce sales through the South Island Farmhub	Y
Increase in healthy local food available for residents	As reported above there was over \$250,000 in sales, the majority of these sales was through School Meal and Snack programs, Charitable meal and hamper programs, restaurants and home delivery (the scope of the program is regional but the majority of the distribution is City of Victoria.	Y

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Producers, Processors, chefs, artisans, farmers markets and People in Need and Victoria Residents

What positive impacts were felt by your target audience?

We conducted our evaluations with local farmers and processors in December and they were very satisfied with the program and opportunities with the Food Hub implementation of the SI Farmhub. Survey Results and in person Focus groups indicating increased sales (especially with COVID restaurant and market closures). They were able to keep their sales to close to normal levels and had stability over the period of significant challenges during the pandemic (see attached Farm Engagement Report). We also learned that they are interested in continuing working with the Food Hub to undertake value added processing and to utilize winter storage facilities.

We are currently conducting our evaluations with local charities as well as with the home delivery customers in regards to increased food access. Impacts that can be reported at this time

1. Greater access to local seasonal fresh produce
2. Increase in access for low income residents

How many have benefitted from the project or program? 82 Businesses, 12 farmers markets, over 15,000 residents

What percentage of Greater Victoria Residents benefitted from this project or program? Estimate that this project reached 17% directly but provided the opportunity of 100% of people to gain access to fresh foods through home delivery, and charitable distribution channels.

How many volunteers have worked on this project or program? What total hours did they work? Over 25 volunteers with over 1000 hours worked



Strategic Plan Grant Final**SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES -Interim Report**

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		
Food connect Coordination	10,000	Susan Tyshie (400 hours x \$30 per hour)
Outreach and Communications	2000	Ana Mendez (80 hours x \$25)
2 Food Connect events	400	Held online (zoom platform expenses)
Development of Local Marketplace Plus	15,000	(platform, development, and launch)
Project advisory	4800	(8 people x \$30 x 20 hours)
Evaluation	\$1800	(Lauren Searle , 3 surveys and interviews 60 hours x \$30)
Project Management CRFAIR	\$5000	(\$50 x 2 x 50 -Executive Director)
Office and meeting space	\$2400	(\$200 x 12 months)
A. Total Project or Program Expenses	41,400	
Administration		
Incremental accounting	750	
Incremental admin	1500	
Incremental insurance	800	
Communications platforms	300	
equipment	500	
Operating costs	250	
B. Total Administrative Expenses	\$4100	
Total Expenses (A+B)	45,500	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	5400	confirmed		

Matching Funds				
Victoria Foundation	35300			
C. Total Matching Funds	35,300			
In-Kind Contributions				
Business Advisory	4800			
D. Total In-Kind Contributions	4800			
Total Funding Sources (A+B+C+D+E)	45,500			

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?

☒ Social Media

(sifarmhub.ca, as well as newsletters and reports

☒ Newsletter

(see attached examples)

How will the City of Victoria be publicly

☐ instagram, website, newsletter, (see attached

acknowledged and when? instagram, website, N examples)

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

SECTION 7. DECLARATION

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

A handwritten signature in black ink, appearing to read 'Linda Geggie', with a stylized, flowing script.

Signature Linda Geggie, Executive Director, January 28, 2020



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Saanich Legacy Foundation

Mailing Address: 655 A. HERALD ST. VICTORIA BC - V8W 1S8

Contact Person: Nora Butz Email: admin@ccscvictoria.ca

Telephone: 250 889-8329 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

Telephone: 250-385-7284 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.
Our goal is to foster a strong and resilient Chinese Community as part of a Welcoming City. Through connecting and sharing with one another, teaching skills and supporting one another through these times we further our mandate and relevance in the community.

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

Our Centre opened in March 2019 we quickly became a vibrant and accessible gathering place for members of the Chinese community. We have been offering a range of events and workshops of general interest for furthering Chinese culture and appreciation.

How many paid staff at organization? Full Time: 0.00 Part Time: 0.00

How many volunteer staff at organization? 32.00 Total volunteer hours: 2,000.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

We have adopted protocols in accordance with ongoing Public Health Orders so that rather than meeting in person we do so virtually, e-meeting platforms, through social media and by telephone. This is not ideal but we can accomplish our objectives through our network of Board, community members and families. Our volunteers are conversant with training on internet platforms. We are optimistic that Covid restrictions will soon be lifted and that vaccines will put a stop to the pandemic so that in-person gatherings can resume.

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.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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)

We will meet and support the Objective of Health, Well-Being and Welcoming City by re-doubling efforts considering the impact of Covid-19 and Anti-Asian Racism and stereotyping that has occurred. This has caused fear and many in community have withdrawn. We want to restore opportunities to meet, discuss responses and also re-connect community for social interaction in a safe and supportive environment. Our own policies mirror and are mindful of City of Victoria objectives and are clearly posted in English and Chinese. We conduct Centre gatherings as a model of inclusion and respect.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

We have taken notice of those who join into our gatherings and who is not with us, or under-represented. We see a demographic of senior adults joining in but know there are young families, teens and youth in the community interested in strengthening connection. In order to be more representative we have invited and brought on new young Board members and by extension their contacts and network of friends and family are joining in.

How does the program advance Council's stated values on equity?
(1250 characters max – do not add extra pages)

Programmes will be free and accessible to equity-seeking groups, persons with disabilities and marginalised groups. CCSC upholds human rights and the design of events bears these principles in mind. We are culturally sensitive in our conduct.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

We will build capacity by encouraging and mentoring students and upcoming generations. We plan to have intergenerational dialogues and exchanges throughout Chinatown and among neighbours. Documents are reviewed with consideration for translation from English to Chinese.



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Strategic Plan Grant Application Form

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
past grant - City of Victoria	\$ 8,000.00	Chinatown Histories - Telling Our Stories, Sharing Our Lives
Jo Wo Foundation	10,000.00	Operational expenses: New Year outreach for community
various donations	5,000.00	New Project \$1,500.00
Organization's Annual Budget	\$ 23,000.00	

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 community resilience and counter social isolation	Increased attendance and participation
Bridge community dialogue	Complete series of Panel presentations, workshops and group conversations
Involve multi-generations	Event participation including Elders, Young Families, Students and Youth
Celebrate Chinese Culture	Observe traditional customs, invite cultural leaders, visit historical sites
Increase social and cultural connections	Broaden base of supporters and participants across cultures and community

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: **Culture and Community in the Year of the Ox**

Who is your target audience? **Greater Victoria Chinese Community**

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

Chinese Community members have been getting to know one another through a series of events and gatherings, workshops, classes and celebrations happily connecting Chinese Heritage and Customs. Undeterred by the Covid-19 pandemic we look ahead to the resumption operations and strengthening community members access and enjoyment of community. In the coming Year of the Ox we will approach our work and programmes with Ox characteristics. Oxen are traditionalists at heart, tenacious, patient and will persevere through all manner of hardship to fulfill goals. That is us! We plan unique cultural events, friendly competitions, cooking demos and workshops to support health and well-being in the community.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 150.00
How many of those people live within the boundaries of the City of Victoria? 100.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 100.00
How many will benefit from the project or program? 200.00 Please explain below.
(* 250 characters max -- do not add extra pages)

Our network extends to hundreds of Chinese residents and families. This past year has kept people isolated but there is a desire to get back together, share experiences, make and eat food, learn some new skills and generally gather safely. We will encourage community member to return with something of interest for everyone. Our design will use multi-media, arts, and hands-on activities to engage all who join in.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 14,200.00
Must equal Total Funding Sources from City of Victoria on page 6

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 and Facilitation	\$ 5,000.00	
Outreach and Publicity	\$ 1,000.00	
Workshop Supplies	\$ 3,000.00	
Volunteers	\$ 1,200.00	
Refreshments, Food	\$ 1,500.00	
A. Total Project or Program Expenses	\$ 11,700.00	
Administration		
Registration, bookkeeping, printing and photography	\$ 2,500.00	
B. Total Administrative Expenses	\$ 2,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 14,200.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	17.61%	
Total percentage of administrative costs		



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

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	\$ 12,000			
A. Total Government Funding	\$ 12,000			
Corporate Sponsorships				
Jo Wo Foundation	1,500			
B. Total Corporate Sponsorships	\$ 1,500			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Volunteers	700.00			
D. Total In-Kind Contributions	700.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 14,200.00	Should equal Total Program Expenditures on page 5		

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 full funding is not received we will rely upon donations of food, supplies and free volunteering and facilitation. Fundraising has been dormant throughout 2020 due to inability to hold fundraisers due to Covid-19 restrictions.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

\$8000.00 is the minimum amount in order to deliver the project thoroughly. Our resources would be diverted to gathering in-kind materials and donations.

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 2021 To: 30 June 2022

Project or program location: 655A HERALD ST V8N1S8

Project or program timeline and major milestones.

Date	Milestone
July 2021	Orientation and Actions identified with Board members
August	Project Overview and Planning
September	Workplan with timelines identified
October	Volunteer recruitment and orientation
November	Facilitation Skills and Training
January	Monthly events commence

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours required: 400

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

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

Position

Secretary CCSC

Date

Jan 30, 2021



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

COVID-19 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: Saanich Legacy Foundation Chinese Community Service
Mailing Address: PO Box 48204
Contact Person: Nora Butz Email: admin@ccsc.ca
Telephone: 778-403-2411 Website: www.ccsc.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Chinatown Histories - Telling Our Stories, Sharing Our Lives

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)

Covid-19 restrictions have stymied our ability to meet in group conversations and workshop sessions to gather personal stories and histories. We have adapted our information gathering using on-line meeting platforms, Skype, Facetime and telephone interviews. A key milestone was achieved with a very positive orientation session held with CCSC Board members and the subsequent engagement of those members' family and friends. Another milestone has been achieved through referral of more community members to join into the project. Those participants will also share their stories through bios and pictorials, news articles of events and community celebrations. Timelines as identified in the original grant application have been adjusted. We are ready to break out as soon as Public Health Orders allow. CCSC Board has discussed Covid protocols and enforce safe meeting. Artwork is in progress through engagement of an experienced artist/historian.

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

Project is aligning well despite Covid restrictions and remains focused on sharing family histories and having community dialogues to celebrate Chinese culture. We are involving multi-generations as evidenced by youth, young adults and Octagenarians involved in the project. Photographs old and new are being scanned for reference. Diasporic stories are destined for an historical reference binder and display. Despite being unable to meet in person we are finding ways to connect and stay aligned.

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
Gather histories	Representative timeline - in progress..	Yes
Facilitate community dialogues	Communications and connections ongoing..	Yes
Involve multi-generations	10 youth, 17 seniors and 22 participants in between so far	Yes
Record oral and photographic histories	Visual archive and sound recordings in progress..	Yes
Celebrate Chinese Diaspora	Mural/Timeline Event - 15 June pending Public Health Orders	
Increase social and cultural connections	Ongoing..	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Chinese community members in Greater Victoria

What positive impacts were felt by your target audience? Pride and celebration of achievements and heritage

How many have benefitted from the project or program? to be determined at completion

What percentage of Greater Victoria Residents benefitted from this project or program? unknown at this date

How many volunteers have worked on this project or program? 10 so far What total hours did they work? To date: 72 hours



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COVID-19 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.

BUDGET EXPENSES	\$ Amount	Details (If applicable)
Project or Program Costs		
Project Coordination/Logistics	\$ 1500.00	\$ 800.00 (to 31 Jan 2021)
Outreach/Publicity	1000.00	450.00 (to 31 Jan 2021)
Equipment/Artwork	3000.00	2000.00 (to 31 Jan 2021)
Volunteer Expenses	500.00	80.00 (to 31 Jan 2021)
Facilitation	2000.00	Nil (to 31 Jan 2021)
Total Project or Program Expenses	\$ 0.00 8000.00	Must equal Total Budget Funding Sources below

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
City of Victoria	8000		Nora Butz	250 889 8329
Total Program Funding Sources	\$ 8,000.00	Must equal Total Budget Expenses above		

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: celebrated and in progress

☒ 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

Nora Butz

Position

Secretary / CCSC

Name

NORA BUTZ

Date

Jan 30, 2021



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Circles for Reconciliation Inc.
Mailing Address: 1011 -905 Shaftsbury Boulevard, Winnipeg, Manitoba R3P0Y3
Contact Person: Raymond Currie Email: projectcoordinator@circlesforreconciliation.ca
Telephone: 204-487-0512 Website: https://circlesforreconciliation.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: 1180655-6
Are you a registered Charity? ☐ Yes ☒ No Charity Registration Number: pending

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

Organization mission/mandate (500 characters max – **do not add extra pages**)

The mission of Circles For Reconciliation is to honour Indigenous peoples, share individual stories with respect, and to establish lasting relationships between Indigenous and non-Indigenous people. The mandate is to provide extended dialogue between equal numbers of Indigenous and non-Indigenous people about Indigenous history and experience in Canada. 2 facilitators (one indigenous, one not) guide discussion of materials created primarily by First Nations authors.

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

New to Victoria, Circles for Reconciliation is a full and equal grassroots partnership between Indigenous and non-Indigenous people adhering to the principles of "mutual recognition, mutual respect, and shared responsibility". The first local circle began January 25, 2021 and a second will start as soon as there are sufficient participants. Experience with over 80 circles nation-wide shows participants create new, enduring relationships across the cultural divide, furthering reconciliation.

How many paid staff at organization? Full Time: 1.00 Part Time: 5.00

How many volunteer staff at organization? 150.00 Total volunteer hours: 2,000.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

This application seeks funding of a recruitment coordinator to promote Circles, working predominantly from home, and holding most organizational meetings via Zoom. If in-person meetings are held, they will follow all COVID protocols required. As recruitment increases, and circles begin to come together, the method of delivery will be assessed. While in person circles are preferred, and have been the usual method of program delivery, a protocol has been developed for Zoom Circles and 15 have been held nationally. A break-out room will be available for any participants triggered by the dialogue to gain support. If circles begun later in the project year are able to be held in person, social distance and masking will be in place.

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.



Strategic Plan Grant Application Form

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	Recruitment of circle participants in Victoria BC
Private Donors	\$ 25,000.00	Activities for Circles across Canada
Fee for service	\$ 15,000.00	Activities for Circles across Canada
RBC	\$ 20,000.00	Circle activities in Manitoba, Saskatchewan Northwest Ontario
Power Corporation (over 2 years)	\$ 25,000.00	Activities for Circles across Canada
Canada Life (over 2 years)	\$ 10,000.00	Activities for Circles across Canada
Fatith Organizations	\$ 5,000.00	
Organization's Annual Budget	\$ 110,000.00	

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
Reach out to local First Nations and Urban Indigenous Organizations to promote Circles of Reconciliation	Number and quality of contacts made that result in promotion
Encourage Indigenous participation in circles	Numbers of indigenous participants registered
Hold 7 or more circles of reconciliation	Number of circles successfully completed, positive evaluations
	Survey assessment of each participant after each 10 week circle process is complete

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Circles for Reconciliation

Who is your target audience? Indigenous and Non-Indigenous adults in the Lekwungen, W'Saanec, T'Souke and T'sianew territories.

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

There is substantial appetite for reconciliation among non-Indigenous people (35 now await a circle in Victoria). However, given Colonial history and continuing experiences of systemic racism, talking about reconciliation with strangers carries greater perceived risk for Indigenous people. Funds are needed in Victoria to hire a part time recruitment coordinator to reach out and invite Indigenous participants directly. The bulk of the coordinator's work will take place over the first six months of the project, engaging with Indigenous groups and First Nations communities in the Greater Victoria area to build trust and gain support for the program. The second six months of the project will require only an hour per week to be devoted primarily to trouble-shooting registrations and assisting facilitators as needed. Once recruited, people will register on the Circles for Reconciliation website and their circle will begin once the required numbers of participants are available. We plan to start a minimum of 7 Circles during the project year. Each Circle has 5 Indigenous and 5 Non-Indigenous participants, runs for 10 weeks, and explores themes created by Indigenous authors. On occasion, some circles will invite an Elder to attend.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

Reconciliation with Indigenous people is Canada's most serious responsibility. The City of Victoria has already made great strides through its Reconciliation Dialogues and the Witness Reconciliation Program. However, the TRC states that we cannot leave Reconciliation only to government, the courts, and the churches, and that "Reconciliation begins with each and every one of us." Reconciliation Circles complement the City's efforts by working at the grassroots to honour the truth, share experience and create new relationships between Indigenous and non-Indigenous participants. Such relationships often continue beyond the life of the Circle, enriching the community in profound ways. At the last meeting of a Circle, participants focus on what actions they can commit to in their community to further Reconciliation. These commitments, together with the strong relationships created, builds a sense of partnership and purpose and will foster a willingness in Victoria's community to embrace the hard work of Reconciliation. This combination of practical action and personal understanding will go a long way toward moving Reconciliation forward, one relationship, one person at a time.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Consideration of impacts on under-served communities, included cultural safety, accessibility and recruitment. To increase cultural safety, Circle composition is 50% Indigenous and 50% non-Indigenous participants and all materials used are written or vetted by Indigenous scholars. In-person Circles are held in culturally safe locations and facilitators' training emphasizes culturally safe practice. In terms of accessibility, in-person meeting spaces are accessible to all, and facilitators ensure that people have transportation to attend, either through arranging ride sharing or providing bus tickets. During COVID, Circles have become virtual rather than physical, so there are different barriers. If needed, arrangements will be made to help participants with neither phone nor computer access needed technology. For recruitment, the Coordinator will reach out to under-served communities through contacts in relevant support agencies such as Our Place, and Cool Aid. In addition, partnerships will be explored with organizations such as Hulitan, Victoria Friendship Centre and the VURD. Ensuring cultural safety and personal respect for all individuals participating in the Circles is a paramount tenet of Circles of Reconciliation.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Circles for Reconciliation's focus on individual perceptions and sharing promotes Council's value of intersectionality and reflecting multiple lived experiences. The deepening of understanding that results from extended dialogue can help to shift community consciousness, one person at a time; this supports the value of social justice and the eventual removal of the structures of systemic racism. Council's value for resilience and prosperity as regards inclusion and access is supported by both our organizational structure and by the simplicity of participation. Our organization is an equal partnership between Indigenous and non-Indigenous individuals, with equal participation in every dimension-- the Advisory board, circle participants, co-facilitators and staff of six. All people are welcome to register on the Circles for Reconciliation website to participate in a circle. There is no fee for participation, so no one is excluded for economic reasons. Efforts are made to ensure that everyone is able to attend the circles, whether in person or virtually. The Recruitment Coordinator position is open to all who identify as Indigenous.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The last meeting of every circle focuses on actions that individuals and organizations can take to advance Reconciliation, from small to large, such as further reading, writing letters and articles, contacting business with discriminatory practices or engaging politically on specific Reconciliation-related issues. Circles of Reconciliation sends out a survey to participants after the end of the 10 week circle to inquire about the actions participants intend to take. A follow-up survey six months later helps to remind participants of their commitment and support them in following through in their commitment. At the end of the project year, a minimum of 70 people will have made Reconciliation commitments to take action in their personal lives, businesses and the community at large. This will be a powerful force to add its voice to those seeking to overcome inequity and racism.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 70.00

How many of those people live within the boundaries of the City of Victoria? 55.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 15.00

How many will benefit from the project or program? 70.00 Please explain below.

(1250 characters max – do not add extra pages)

While 70 or more people will directly benefit from participating in a Circle, it is likely that their friends and family members will benefit as well. The benefits of participating in any extended dialogue are personal and difficult to quantify. They speak to the way participants perceive and engage with themselves and their world. Previous circle participants have expressed the following benefits: increased capacity to interrogate stereotypes and assumptions with personal truths; greater understanding of the need for Reconciliation and ways individuals can help to promote it; greater awareness that "the other" shares much that is "near and dear"; and the creation of new, lasting relationships across cultures. 77 % of Indigenous people cite improved relationships and understanding with non-Indigenous people since participating in the Circle, while 92% of non-Indigenous people report a similar, reversed benefit. These personal changes are like a stone tossed in a pool; they ripple out, changing the tone of family and public conversations on the issues, and ultimately they manifest as support for official policies aimed at correcting the systems that perpetuate racism and inequity.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Salary: Outreach Coordinator	\$ 8,000.00	6 month project to reach out to Lekwungen, Kwantlen and W̱saneč peoples to promote Circle for Reconciliation and recruit local First Nations participation
Honoraria for Elder participation	\$ 1,800.00	
bus-tickets	\$ 200.00	
Facilitation of 7 10-week Circles	\$ 4,200.00	
Zoom platform for circles	\$ 280.00	
Publication of Promotional Materials	\$ 1,000.00	
A. Total Project or Program Expenses	\$ 15,480.00	
Administration		
	\$ 774.00	
B. Total Administrative Expenses	\$ 774.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 16,254.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	4.76%	



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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	\$ 10,000.00	Pending		
A. Total Government Funding	\$ 10,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
Private Donors	\$ 1,774.00	Confirmed		
C. Total Matching Funds	\$ 1,774.00			
In-Kind Contributions				
Volunteer Facilitators time (up to 7 full circles of 10 weeks=xxxxhours calculated at \$20/ hr value)	\$ 4,200.00	Confirmed		
D. Total In-Kind Contributions	\$ 4,200.00			
Waived Fees and Charges				
Zoom Accounts	\$ 280.00	Confirmed		
E. Total Waived Fees and Charges	\$ 280.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 16,254.00	Should equal Total Program Expenditures on page 5		

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)

Circles of Reconciliation will continue to work toward recruitment in the Victoria area on a voluntary basis. This will mean that the number of Circles held will increase at a much slower rate.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

A minimum of 250 hours would be needed to support an outreach coordinator to do a basic job of promotion and recruitment. Paid at \$20 per hour, this translates to \$5000. This would, however, leave the project short of funds to cover honoraria.

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 2021 To: June 30 2022

Project or program location: Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
July 15-31	Hire and train recruitment Coordinator
August 1- 31	Prepare promotional materials and social media accounts
	Build Contact Database of influential individuals
Sept 1-Feb 28	Reach out to contacts and promote circles to influential individuals and others
	Generate mainstream and social media interest in Circles for Reconciliation
	Generate increased recruitment for Circles; start new circles on a rolling basis
Feb 28-June 30	Monitor registrations and support facilitators as new circles start on a rolling basis and existing ones complete.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 14 Total volunteer hours required: 147

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

Raymond Currie
Signature

Raymond Currie

Name

Project Coordinator

Position

January 28, 2021

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: boma@creansociety.org

Telephone: 250-721-9611

Website: www.creansociety.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: 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 is a Victoria-based non-profit organization that empowers Victoria's most vulnerable youth with research, education, and advocacy. In addition to publishing community-based research reports and a peer-reviewed research journal, we offer various education (events, after-school tutoring, information/referrals) and advocacy 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 training, information, referrals, free workshops, 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, and more.

How many paid staff at organization? Full Time: 1 Part Time: 6

How many volunteer staff at organization? 61 Total volunteer hours: 1300

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

The COVID-19 pandemic has heavily impacted our community, our families, and our businesses. Based on current restrictions, our program can be adapted to a remote setting, using various virtual platforms. Our staff follow healthy hygiene practices, stay at home when sick, practice physical distancing to lower the risk of disease spread, and use a cloth face covering.

One aspect of this project takes place at Central Middle School and Rockheights Middle School where teachers will ensure that students comply with COVID restrictions. Another aspect of the project will take place remotely, and open to middle school students outside the catchment area.

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.



Strategic Plan Grant Application Form

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	\$25,500	Anti-racism in education research and youth entrepreneurship training
Red Cross Emergency Support Funds	\$73,651.00	Information and referrals for marginalized youth impacted by COVID-19
Support Network for Women of Colour	\$7,200.00	Information and referrals
Employment and Social Development Canada	\$40,000.00	Youth employment programming
Heritage Canada	\$40,000.00	Community workshops
University of Victoria	\$4,850.00	Workshops and annual conference
Organization's Annual Budget	\$191,201	

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	- number of students participating in the program
- Racialized students have better educational outcomes	- number of students that participate in project and workshops
- teachers develop an increased capacity to support marginalized students	- number of teachers who indicate an increased capacity to engage in anti-racism work and providing other supports for students
- Low-income students have better educational outcomes	- 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:

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

Project or program title: After-school supports for marginalized students in Victoria, BC

Who is your target audience? Middle school students attending school in Victoria, BC.

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

The Middle Years Index illustrates that approximately one in four children in British Columbia experience a diminished and below average sense of well-being at school. Many schools lack the resources needed to be able to provide social and emotional learning programs that are not part of the school curriculum but are so essential to a child's development and emotional well-being. Schools also lack the capacity to offer ongoing leadership training and mentoring for students.

Studies show that students in low-income academic communities who successfully navigate grades 6-8 have a 75% chance of graduating from high school. Once a week, students from low-income backgrounds will receive at least 2 hours of academic enrichment from 4-6pm. During this time, students also learn new traditional and non-traditional educational content and learn soft skills such as goal setting, communication skills, financial literacy, and more.

The after-school program will take place at Central Middle School, Rockheights Middle School and some programming offered online for students outside those catchment areas. The program will also feature guest speakers to inspire and motivate the middle school students.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 Middle Years Index illustrates that approximately one in four children in British Columbia experience a diminished and below average sense of well-being at school. Many schools lack the resources needed to be able to provide social and emotional learning programs that are not part of the school curriculum but are so essential to a child's development and emotional well-being. Schools also lack the capacity to offer ongoing leadership training and mentoring for students.

Exacerbated by COVID-19, high-achieving low-income youth are falling through the cracks, struggling (academically, socially, and emotionally) significantly and may end up underperforming in high school, university and beyond. Studies show that students in low-income academic communities who successfully navigate grades 6-8 have a 75% chance of graduating from high school. Students who do not improve/thrive during this time period, become disengaged or have an unsuccessful experience during this critical transitional period.

In addition, we hope to improve their income potential at the moment and in the future through skill and vocational training, entrepreneurship training, financial education and more.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

As an organization primarily led by youth with intersecting identities of racialization and poverty while in the K-12 system, we understand firsthand why youth need to be equipped to scale barriers and heights in their careers as well. This program was created in response to the needs of our community as we have been told by numerous community members and teachers of the need for increased support for working families, increased academic support in the face of a pandemic, and keeping kids out of trouble. We envision a world where youth with the fewest resources and the highest challenges are elevated to achieve their greatest potential.

We want to see low-income and racialized students excel despite the socioeconomic and racial discrimination they might experience. The project will impact them by giving them a special sense of purpose and connection.

This afterschool program will provide learning settings that bring a wide range of benefits to youth, families, and communities. It will support the social, emotional, and academic development of the participating students.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The after-school program will foster discussions and knowledge sharing between students. We are laying the foundation for connections that grow into thriving networks for years to come.

The program will empower participants to develop resilience, support one another and become advocates for positive causes. We will also establish platforms for the expression and development of talents in art, culture, technology and more. Working families will also benefit from this afterschool programs by ensuring that youth have a safe place to go while parents or guardians are at work. Finally, it will also improve the students nutrition as participating students receive a healthy snack while in the program.

The free and accessible nature of this program will address systematic barriers to participation of low-income students, with a clear focus on the intersections of income, race, and education.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Our program is in line with Council's values on equity, specifically a "focus on the end goal of removal of barriers so all current and future members of our community can participate in society and prosper." At the end of the program, we aim to have:

- Strengthened the feeling of connection of participants to their community
- Improved the academic performances of participants
- Impacted students with optimism and determination to excel
- Helped students discover their potential and how to tap into it
- Establish connections between participants, and make them feel a sense of belonging and community.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 200

How many of those people live within the boundaries of the City of Victoria? 100

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 0

How many will benefit from the project or program? 400 Please explain below.

(1250 characters max – do not add extra pages)

We hope to reach at least 200 students, spread out between Rockheights Middle School (Esquimalt), Central Middle School (Victoria) and students outside the catchment area who will receive tutoring online. In all, we hope to impact over 400 residents of the city of Victoria, taking into account the families that will benefit from having their children attend a free after-school program. We have been in contact with both Central Middle School and Rockheights Middle School. In addition, we completed a pilot of this program at Rockheights Middle School in December 2020 with resounding success (the report is attached to our application).

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 39,220
Must equal Total Funding Sources from City of Victoria on page 6

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		
2 teachers working 16hrs/week for 36 weeks x \$30/hr + 18% employment costs	\$20,390	2 teachers to provide tutoring and after-school support
1 Program Coordinator working 5hrs/week x 36 weeks at \$25/hr + 18% employment costs	\$5,310	1 program coordinator to liaise with teachers and perform general administrative tasks
Honorarium for guest speakers (\$150 x 20)	\$3,000	Guest speakers to inspire students participating in the program
Snacks for students (\$200 x 36 weeks)	\$7,200	Kids will receive a light snack during each session
Notebook journals and other student supplies	\$800	Kids will receive a few supplies to help them stay organized
Renting out gym and classroom space	\$2,500	The program will take place in a gym and/or classroom setting
A. Total Project or Program Expenses	\$39,200	
Administration		
Bookkeeping (4hrs/month x 9 months at \$40/hr)	\$1,440	
Project oversight (\$4hrs/month x 9 months at \$30/hr)	\$1,080	
B. Total Administrative Expenses	\$2,520	
TOTAL PROGRAM EXPENDITURES (A+B)	\$41,720	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	6%	



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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	\$39,220	Pending		
A. Total Government Funding	0			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
Middle School gyms & Classroom space	\$2500	Confirmed	Maryanne Trofir	250-384-7125
D. Total In-Kind Contributions	\$2500			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	41,720	Should equal Total Program Expenditures on page 5		

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. The teachers are working 8hrs/week each, which is a conservative estimate. They are committed to volunteering some hours every week to ensure that the program is a success.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

The minimum amount of funding for the project to occur is \$20,390. This amount covers the cost of wages for two teachers for the duration of the project.

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 15 2021 To: June 15 2022

Project or program location: VICTORIA

Project or program timeline and major milestones.

Date	Milestone
September 15 2021	Project meeting and recruiting students
September 22 2021	After school program begins
October 6 2021	Guest speakers
October 15 2021	Weekly check-in with education team
January 16 2022	Mid-program evaluation
June 10 2022	Final program evaluation
June 15 2022	Final report submitted

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

Signature

BOMA BROWN

Name

EXECUTIVE DIRECTOR

Position

JANUARY 30 2021

Date



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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

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

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: boma@creansociety.org

Telephone: 250-721-9611

Website: www.creansociety.org

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Improving Education Outcomes for Racialized Students in Victoria, BC

Is the project or program completed?

☒ Yes If yes, what is the completion date? January 15 2021

☐ 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)

The project provided valuable opportunities to discuss anti-racism in education and improve access to education for racialized students 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
Promote inclusivity, understanding and collaboration across cultures	- Number of community stakeholders participating	Yes
Teachers develop increased capacity to have discussions about racism and discrimination, and address systemic barriers affecting equitable access to education	- Number of teachers participating	Yes
- Racialized students have better educational outcomes	- Number of racialized students participating	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

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

What positive impacts were felt by your target audience? Increased capacity to address racism in high schools

How many have benefitted from the project or program? 100

What percentage of Greater Victoria Residents benefitted from this project or program? 0.85

How many volunteers have worked on this project or program? 12 What total hours did they work? 1000



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		
Research Coordinator wages	\$20,321	Research coordinator working 28hrs/week for 28 weeks at \$24/hr + 8% employment costs
Research assistant wages	\$8467	Research coordinator working 10hrs/week for 28 weeks at \$18/hr + 8% employment costs
Social media ads	\$300	2 participating elders at \$150 each
Elder honorarium	\$300	
A. Total Project or Program Expenses	\$29,388	
Administration		
Phone, internet, office supplies	\$300	
Bookkeeping	\$1200	
Office space	\$2000	
B. Total Administrative Expenses	\$3,500	
Total Expenses (A+B)	\$32,888	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	\$10,500	Confirmed		
A. Total Government Funding	\$10,500			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			



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Strategic Plan Grant Final Report

Matching Funds				
CREAN	\$22,888	Confirmed	Boma Brown	250-858-6576
C. Total Matching Funds	0			
In-Kind Contributions				
D. Total In-Kind Contributions	0			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	0			

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.

EXECUTIVE DIRECTOR

Signature

Position

BOMA BROWN

JANUARY 31 2021

Name

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Community Social Planning Council

Mailing Address: 852 Fort St #216

Contact Person: Diana Gibson

Email: diana@communitycouncil.ca

Telephone: 780-910-0665

Website: 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: 106961683 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**)

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: 4.00 Part Time: 2.00

How many volunteer staff at organization? 10.00 Total volunteer hours: 200.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

We have pivoted most of our services and programs to online. Where in-person services are necessary to reduce barriers to access, we comply with the health requirements of masking, cleaning, social distancing and limiting the number of people in the office.

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.



Strategic Plan Grant Application Form

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	\$ 30,000.00	Required Match for BC Rent Bank - Case manager salaries
Rent Bank BC	\$ 100,000.00	Not confirmed - Rent Bank Loan Capital
Saanich	\$ 10,000.00	Transportation Equity Project - not confirmed
Fee for service work	\$ 36,800.00	Contract Evaluations (36800 confirmed)
VanCity Community Foundation	\$ 20,000.00	Not - Confirmed Transportation Equity Project
Low Income Bus Pass Program Revenues	\$ 180,000.00	Program expenses (\$156000) and overhead
Vancouver Foundation	\$ 100,000.00	Transportation ACES program expenditures
Victoria Foundation	\$ 15,000.00	Research staff (pending)
Organization's Annual Budget	\$ 491,800.00	

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
Helping to maintain housing for individuals in housing arrears or other housing crisis	Number of people served and success in maintaining housing.
Housing navigation services for individuals in housing security and at risk of homelessness.	Number of individuals served, success in staying housed, number of referrals.
Successfully pilot housing security and rent bank fund for region and homelessness prevention model	Feedback on the model from partner agencies, financial sustainability of the model (ability to secure longer term funding)
Support vulnerable populations at risk of homelessness	Survey data on individuals served from vulnerable populations.
Engage vulnerable populations in evaluating the covid pilot	Feedback on the pilot from surveys and interviews and data on program access.

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Greater Victoria Homelessness Prevention and Rent Bank Pilot

Who is your target audience? Renters in the region in low income who are at risk of losing their housing

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

The Community Social Planning Council of Greater Victoria has been working with an advisory committee of local stakeholders to help plan and support an innovative program to prevent and reduce homelessness across the region. The Greater Victoria Housing Security Fund and Rent Bank is a housing stabilization program that will offer interest-free loans and non-repayable grants to eligible low-income residents of the Greater Victoria region who are experiencing a temporary financial crisis and at risk of eviction or essential utility disconnection. The Greater Victoria Housing Security Fund and Rent Bank program provides:

1. Rent Bank Loans
2. COVID-19 Relief Housing Security Grants (grants are only available until April 31, 2021)
3. Resource navigation services - Case Managers will help with identifying other supports individuals may be able to access or other programs/supports that could help them with housing security from financial literacy to legal advice and from help with program applications to employment search support.

The BC Government has agreed to help with the loan capital and a portion of the operating costs for 2021 but requires matching funds.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 directly decrease homelessness in Greater Victoria (Point-In-Time Count numbers go down). The grants, loans and service navigations supports this funds will ensure that individuals and families impacted by the COVID-19 pandemic economic crisis and other personal crises maintain their housing. It will also support those families and individuals at risk of homelessness to have longer term housing security. The City of Victoria has been at the forefront of the call for a rent bank and homelessness prevention fund and is on the Advisory Committee. The City has been part of the program design and operational planning and will advise on implementation and sustainability. It has been a City priority and Council gave staff direction to develop this opportunity. 48% of households in the region went into the pandemic paying more than 30% of their income on housing. This program will help to address their housing needs before they end up on the street and their challenges are exponential compounded.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The Rent Bank model will be grounded in and supported by local community agencies and meets local tenants' needs and be targeted to those in low income. The advisory committee includes organizations representing vulnerable populations (i.e. The Native Friendship Centre) as well as landlords and tenants. We will be reaching out to partner groups to reach vulnerable groups as well as through (such as VIRCS, the ICA to reach immigrant and newcomer groups). We will be including individuals with lived experience and vulnerable groups in our pilot project evaluation.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Vulnerable populations are concentrated in low income as well as temporary and service sector jobs most impacted by COVID. This program will help those struggling low income individuals who have had to go into housing arrears because of the pandemic or other economic crises and support them to be more housing secure. Both tenants and landlords are represented on the advisory and have been in on the ground floor to design the program. Barriers to access will be addressed through multiple pathways for access (online web portal, by phone, through community agencies in person and on paper and translation will be available). Community partners representing vulnerable populations will be making referrals. The office space is accessible for those with physical mobility issues. We will be engaging participants from vulnerable groups in the program's evaluation, assessing barriers to access and ways to improve the program.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

This program is being designed by a grassroots community effort with participation by non-profits engaged in homelessness prevention. While homelessness gets a lot of attention in the region, struggling lower to moderate income households at risk of homelessness do not. This project will help to map the available homelessness prevention services and fill gaps, build the capacity locally to support service access for this underserved population and connect them to resources. It will be driven by communities most impacted and collaboratively test out innovative solutions. It will build awareness of the needs of those at risk of homelessness and increase the capacity of community organizations to advocate on their behalf as well as meeting immediate needs to support housing security. It will help to leverage provincial funds that will build the local infrastructure needed to empower local community organizations to deliver these key services. As a pilot, it will help support the collaborative evaluation (done in partnership with tenants, low income and vulnerable participants) needed to build a longer term sustainable funding plan, thus also supporting and amplifying local capacity for the community most impacted.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 550.00

How many of those people live within the boundaries of the City of Victoria? 400.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 150.00

How many will benefit from the project or program? 1,000.00 Please explain below.

(1250 characters max – do not add extra pages)

We aim to serve 1000 individuals over the course of the year, 550 directly through financing or service access and another 450 through their family impact.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 30,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Salaries and fees	\$ 105,831.00	(1 FT Case manager and Service Navigator 1 PT coordinator, loan approvals committee)
Operating costs	\$ 22,500.00	Office spaces for intake, financial coaching, eviction prevention legal, travel costs
Honoraria (Lived Experience)	\$ 3,500.00	Advisory committee participation, evaluation survey participation - living wage.
Loan Capital	\$ 65,000.00	rent and insurance \$10800
Grant Capital	\$ 25,000.00	office phone and internet 660, cell phone \$300
		audit \$500,
		printing \$350,
		office supplies -\$500
		finance and administrative support \$9390
		Total \$22,500
A. Total Project or Program Expenses	\$ 221,831.00	
Administration		
Professional fees and support	\$ 7,300.00	Legal, accounting, book keeping and payroll
Overhead	\$ 7,000.00	utilities, printing, phones, computers, etc.
B. Total Administrative Expenses	\$ 14,300.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 236,131.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	6.06%	



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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	\$ 30,000.00	Pending		
Other municipalities (Colwood, Esquimalt, Saanich)	\$ 60,000.00	Pending		
CRD	\$ 20,000.00	Pending	John Reilly	250.360.3000
A. Total Government Funding	\$ 110,000.00			
Corporate Sponsorships				
VanCity	\$ 20,000.00	Pending	Miriam Valois	(604) 877-7000
B. Total Corporate Sponsorships	\$ 20,000.00			
Matching Funds				
BC Rent Bank	\$ 50,000.00	Pending	Melissa Giles	604-877-8453
United Way	\$ 17,000.00	Pending	Danella Parks	250.220.7360
Victoria Foundation	\$ 20,000.00	Pending	Carol Hall	250.381.5532
C. Total Matching Funds	\$ 87,000.00			
In-Kind Contributions				
Advisory Committee	\$ 1,000.00	Confirmed		
Loan Approvals Committee	\$ 16,131.00	Confirmed		
D. Total In-Kind Contributions	\$ 17,131.00			
Waived Fees and Charges				
Financial literacy training	\$ 2,000.00	Confirmed		
E. Total Waived Fees and Charges	\$ 2,000.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 236,131.00	Should equal Total Program Expenditures on page 5		

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 could proceed with reduced funding but this would mean reduced grants available for people at risk of homelessness and reduced advocacy/homeless prevention support by the case worker/social worker.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

We need matching funding from municipalities to be able to proceed on an ongoing basis. \$10,000

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 2021 To: June 30 2022

Project or program location: 852 Fort St #216

Project or program timeline and major milestones.

Date	Milestone
July 1 2021	Launch City of Victoria funded phase of the grant/loan program
July 1 2021	Start Lived Experience Advisory
July 1 2022	Start evaluation process
April 2022	End Evaluation process

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 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

Diana Gibson

Name

Executive Director

Position

Feb 2021

Date



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

Strategic Plan Grant Final Report

How to Apply:

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

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: COMMUNITY SOCIAL PLANNING COUNCIL

Mailing Address: 216- 852 Fort St

Contact Person: Diana Gibson

Email: dianagibson1@gmail.com

Telephone: 780-910-0665

Website: communitycouncil.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Climate Equity Victoria

Is the project or program completed?

☒ Yes If yes, what is the completion date? December 21, 2020

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

COVID limited the ability to engage focus groups with people with lived experience so we instead worked through organizations that represent those voices: Sewlutions (immigrant womens' cooperative, Seniors for New Horizons, Native Friendship Centre, Together Against Poverty Society). The E-mobility equity framework has been workshopped with City staff, City consultants and stakeholders. It is pending publication

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

Our project:
supported advances in reducing GHG emission by engaging local businesses and non-profits to identify win-wins in climate action - co-benefits.

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
Best Practices/Guidelines - Review Best Practices and draft Climate Equity Working Group guidelines	Best practices drafted	Yes
Climate Equity Engagement Strategies - organize and host organize focus group/Climate Equity Advisor	E-mobility equity framework workshopped with City and stakeholders	Yes
Review of Co-benefits literature and design draft map	Literature summarized	Yes
Draft report	Report drafted	Yes
Seek input on report from Equity and Climate advisory group.	Equity sought from advisors on draft	Yes
Test Map and engage with Council about climate equity next steps	Draft report workshopped with City staff and consultants, report pending publication	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? municipal governments and stakeholders from equity and climate fields.

What positive impacts were felt by your target audience? More awareness of equity issues and positive policy impacts.

How many have benefitted from the project or program? Direct: 25, indirect population of Victoria that accesses e-mobility

What percentage of Greater Victoria Residents benefitted from this project or program? 100.00%

How many volunteers have worked on this project or program? 3.00 What total hours did they work? 75.00



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		
Staff time research	10000	
E-mobility equity strategy	4664	
A. Total Project or Program Expenses	\$ 14,664.00	
Administration		
Overhead and reporting	1700	
Project management	2700	
B. Total Administrative Expenses	\$ 4,400.00	
Total Expenses (A+B)	\$ 19,064.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	4664			
A. Total Government Funding	\$ 4,664.00			
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				
CSPC	14400			
D. Total In-Kind Contributions	\$ 14,400.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 19,064.00			

SECTION 6. PUBLIC ACKNOWLEDGEMENT

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

☐ Yes – What method was used?

☒ Website

☐ Newspaper Advertisement

☐ Social Media

☐ Newsletter

☐ Sponsor Plaque

☒ Annual Report

☒ Other Workshop materials and pending report

☐ 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.

Diana Gibson Digitally signed by Diana Gibson
Date: 2021.02.01 18:28:43 -08'00'

Signature

Executive Director

Position

January 29, 2020

Name

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Crisis Intervention and Public Information Society of Greater Victoria dba. NEED2 Suicide Prevention Education & Support
Mailing Address: 2390 Arbutus Rd, Victoria BC, V8N 1V7
Contact Person: Maria Weaver (Operations Manager) Email: mweaver@need2.ca
Telephone: (250) 386-6328 ext. 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: S0009169
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 118879790 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)

Youth are affected by a complex array of social and emotional issues; sometimes suicide is seen as the only way out. We want to ensure that someone responds to all youth considering suicide, and in doing so, prevent premature deaths.
Vision: Caring communities without suicide.
Mission: We work every day to prevent deaths by suicide through our community programs and our online presence. We provide accessible emotional and crisis support by engaging the community and advancing the dialogue.

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

NEED2 Suicide Prevention Education & Support has offered suicide prevention education and crisis support to residents of the Greater Victoria area since 1971. Since 2010, NEED2 has focused specifically on youth suicide prevention. We continue to benefit residents of Greater Victoria by helping youth, parents and community members: recognize stressors, identify signs and risk factors of suicide, adopt tools to support coping and resilience, and access support systems.

How many paid staff at organization? Full Time: 2.00 Part Time: 19.00

How many volunteer staff at organization? 122.00 Total volunteer hours: 6,573.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Youthspace.ca continues to be a digital service. Youth access crisis support at Youthspace through instant messaging or text messaging. Youthspace staff and volunteers are now working remotely to meet current public health orders. Our in-school workshops (SEA and MMS - see below) are now being offered virtually. Rather than having our staff and volunteers present in-person, the workshops are being delivered to students over Zoom. We have had great success with this method of service delivery so far.
Only 3 administrative staff are currently working in-office - these staff are required to wear masks, social distance, sanitize regularly and perform daily health checks.

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.



Strategic Plan Grant Application Form

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	Youth Suicide Prevention Program - direct program costs incl. program staff wages, program materials
Government Funding (MCFD, BC Gaming, other Municipalities)	\$ 117,022.00	Various - primarily in support of YSPP direct program costs
Grants (Foundations - United Way, Children's Health, Victoria, etc.)	\$ 188,653.00	Various - primarily in support of YSPP direct program costs
Grants (Corporate - Bell Let's Talk, RBC, etc.)	\$ 77,752.00	Various - primarily in support of YSPP direct program costs
Donations and Fundraising	\$ 53,700.00	Primarily administrative costs (governance expenses, admin staff wages, etc.)
Workshops and Training Fees	\$ 16,774.00	Primarily administrative costs (governance expenses, admin staff wages, etc.)
Organization's Annual Budget	\$ 473,901.00	

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
Fill service gaps by expanding community referral network and service integration	Addition of two more Youthspace.ca Follow-Up referral pathways
Equip students in Greater Victoria schools with suicide prevention education and skills, and positive coping tools	At least 2000 local students receiving "in-school" presentations, 70% of students self-report having learned helpful skills during the presentation
Promote community engagement and equip more community members with crisis intervention skills through volunteering	40 new volunteers trained, on exit interview more than 70% of volunteers report having used skills learned with NEED2 in their community
Increase awareness of, and connect youth with, available local support networks	100% of youth who self-report suicidal ideation following SEA presentation connected to school-based support, At least 100 youth referred to Youthspace follow-up program
Provide digital crisis intervention and emotional support to youth	At least 4000 crisis chats through Youthspace.ca

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Youth Suicide Prevention Program

Who is your target audience? Youth in Greater Victoria (under 30 years of age)

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

In the BC Adolescent Health Survey, 18% of youth living in Southern Vancouver Island reported having seriously considered suicide within the past year (McCreary Society, 2018). In the same survey, 19% of youth in Southern Vancouver Island reported missing out on needed mental health services. It is evident that mental health support for youth is needed, and NEED2's Youth Suicide Prevention Program (YSPP) seeks to provide a solution to this problem. The YSPP is made up of three complementary initiatives: Youthspace.ca (a digital youth crisis line), Suicide Education and Awareness (in-school suicide prevention workshops) and Mindfulness for Middle Schools (in-school mindfulness workshop series). Together, these initiatives exist to: foster social emotional learning, expand mental health literacy in youth, teach coping tools, cultivate support networks, and offer crisis intervention. In some cases, these services are lifesaving. The City of Victoria's support is needed to help ensure we can continue to provide these services to residents of Greater Victoria at little to no cost. Funds will be used to cover program staff wages and program materials.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 YSPP focusses on preventing youth suicides, and as such, promotes the development of healthy coping skills, robust support systems, and the ability to recognize the warning signs of depression and suicide in oneself and others. Like the City of Victoria, we believe advocating for increased mental health support and decreased mental health stigma in our community is paramount. Our programming coordinates between existing service providers; we are constantly expanding our network of connections with other allied organizations in the CRD. We work closely with PCFSA, Foundry, IMCRT and local schools to ensure youth that are struggling have access to a wide network of low-barrier support. The YSPP will provide measurable outcomes in mental health improvement: thousands of youth will receive suicide prevention education, and access to Youthspace.ca for emotional support and crisis intervention. At a time when so many of us are isolated, fearful, overwhelmed and cut off from our previous networks of support, accessible mental health support and preventative health education, like that provided by the YSPP, has never been a more crucial component of community well-being.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The YSPP was created specifically to serve an under-served community: youth struggling with mental health concerns and suicidality. Our services are tailored to the needs of these youth, and have been made to be accessible, low-barrier, judgement free and youth-friendly. All of our program staff and volunteers receive extensive training on the specific needs of the populations we serve, including training on the intersections of identity that can affect youth mental health. For example, Youthspace.ca volunteers get training on specifically how to respond to youth reaching out to our crisis line about LGBTQ+ concerns (ex. transitioning, coming out). Our program is also flexible to the needs of those we serve – after each in-school workshop and Youthspace.ca instant messaging chat, we collect anonymous feedback from youth participants that informs our ongoing program development. NEED2 is also largely a youth run organization – many of our staff and volunteers are under 30. Having a staff and volunteer team that is representative of the populations we serve is another avenue through which we can elevate the voices of the youth in our communities.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The YSPP advances Council's stated values on equity by affording all Victoria youth equal access to mental health support. We acknowledge that the youth we serve all come from unique situations, and many may face systemic barriers to access. The YSPP dismantles systemic barriers by providing youth services that are free, youth-focussed, non-judgemental, and accommodating. Our in-school programs have adopted a "Whole Schools" approach, whereby NEED2 partners with local schools to offer presentations to all students in selected grade cohorts. No class is left out of receiving this lifesaving education. Our crisis service, Youthspace started as a youth phone line, but, in response to the accessibility needs of local youth, was transitioned to digital in 2008. We see value in having programming that is responsive to the needs of the communities we serve. Program staff and volunteers are also screened for and trained in commitment to diversity, inclusion, equity and accessibility. They learn how youths' mental health support needs may vary based on identity, and learn different ways in which we can celebrate and support these differences.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

One of the central tenants of the YSPP is empowering youth to be able to access their own strengths and support networks as they navigate difficult situations. The YSPP provides youth with equitable access to knowledge and tools that they can access in times of needs, and ultimately enforces for these youth that they are resourceful and capable of taking steps to overcome hardship. In addition to the support we provide to our service users, we also provide invaluable volunteering opportunities for a diversity of Greater Victoria residents. Volunteers at NEED2 develop skills in empathetic listening, suicide prevention and crisis intervention. In exit interviews, almost every volunteers reports that the skills they learned with NEED2 helped them in other parts of their life (ex. careers, interpersonal relationships, schooling); that is, this diverse team of volunteers brings these skills with them to their communities. This knowledge sharing helps to further build community capacity for responding appropriately to mental health concerns.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 6,500.00
How many of those people live within the boundaries of the City of Victoria? 375.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 3,100.00
How many will benefit from the project or program? 6,630.00 Please explain below.
(1250 characters max – do not add extra pages)

The number of people that benefit includes: a projected 2500 students in the CRD receiving SEA presentations (based on historical data, approx. 300 will be from within the boundaries of the City of Victoria), 200 students in the CRD receiving Mindfulness workshops, 3800 unique youth accessing Youthspace.ca (based on historical geographic data, we know that roughly 400 of the chats on Youthspace.ca will come from the Greater Victoria area), and 130 volunteers from the Greater Victoria area.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$20,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Staffing costs	\$ 375,900.00	Wages and benefits for program staff.
Volunteer Training and Support Costs	\$ 4,840.00	Supplies and materials for volunteer training, support and appreciation
IT Costs for Virtual Program Delivery	\$ 9,228.00	Zoom subscriptions, iCarol crisis chat software cost, etc.
Program Insurance	\$ 4,000.00	
Mileage Costs	\$ 2,200.00	<small>These costs will NOT be covered by the funding obtained through the City of Victoria, program staff continue to deliver program materials to student participants despite presentations being virtual hence why mileage costs remain</small>
Resource Materials and	\$ 5,592.00	LivingWorks suicide prevention resource materials, and program print materials (ex. text cards for youth, brochures)
Other technology costs	\$ 2,000.00	Cost of program cell phone bills, website hosting, etc.
A. Total Project or Program Expenses	\$ 403,760.00	
Administration		
Administrative staffing costs	\$ 5,765.00	Wages for Bookkeeper and IT Support
Governance Expenses	\$ 1,500.00	Society meetings, professional services
Office Expenses	\$ 17,170.00	Office supplies, photocopying, audit fees, etc.
Accommodation	\$ 15,510.00	Maintenance, rent, utilities, etc.
Communications	\$ 4,910.00	Internet, landline, agency advertising, etc.
B. Total Administrative Expenses	\$ 44,855.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 448,615.00	Should equal Total Program Funding Sources on page 6
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
Government Funding - Include pending requests				
City of Victoria	\$ 20,000.00	Pending		
Other Greater Victoria Municipalities	\$ 34,000.00	Pending	Varied	
Ministry of Children and Families	\$ 22,490.00	Confirmed	Ranj Atwal	2503912276
BC Gaming, Island Health	\$ 100,500.00	Confirmed	Program Staff, Janet Shute	250-356-1081
A. Total Government Funding	\$ 176,990.00			
Corporate Sponsorships				
RBC Foundation	\$ 20,000.00	Pending	Carmen Ryujin	604-665-6938
Bell Let's Talk	\$ 18,000.00	Pending	Craig Lawrence	Craig.Lawrence@bellmts.ca (no listed dir)
B. Total Corporate Sponsorships	\$ 38,000.00			
Matching Funds				
Children's Health Foundation	\$ 70,000.00	Confirmed	Tracy Smyth	250-940-4950
United Way of Greater Victoria	\$ 30,000.00	Confirmed	Rachel Carroll	250-220-7363
Other Foundations and private granters	\$ 90,125.00	Pending	Varied	
C. Total Matching Funds	\$ 190,125.00			
In-Kind Contributions				
Volunteer Hours (6500+)		Pending		
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
Donations and Fundraising	\$ 23,500.00	Pending		
Workshops and Training Fees	\$ 20,000.00	Pending		
E. Total Waived Fees and Charges	\$ 43,500.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 448,615.00	Should equal Total Program Expenditures on page 5		

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)

Lower funding may result in a reduced capacity for expanding our community referral networks and waiving workshop fees for community groups in need. These barriers could result in us reaching fewer youth. Municipal support is a strong demonstration of community investment in our programming, and NEED2 has historically been able to leverage this support when seeking other funding sources. Reduced funding from local municipalities may affect this.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The minimum level of funding required for the YSPP to continue is \$10,000. The remaining \$10,000 are funds that would have been used to cover staffing costs associated with building expanded referral networks, and for waiving community workshop fees - as mentioned above, the program can continue without these, but at a reduced capacity.

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 2021 To: June 30 2022

Project or program location: In Greater Victoria schools (likely virtually) and online through Youthspace.ca

Project or program timeline and major milestones.

Date	Milestone
Jul 2021 - Dec 2021	Development of one additional Youthspace.ca referral pathway through local in-person service
Jul 2021 - Jun 2022	Ensure continued presence of Youthspace.ca crisis line, and provision of quality emotional and crisis support to youth via SMS/IM.
Sept 2021 - Jun 2022	Deliver SEA presentations to 2000+ students across Greater Victoria
Sep 2021 - Jun 2022	Deliver Mindfulness for Middle Schools workshops to at least 20 class across Greater Victoria
Sep 2021 - Jun 2022	Ensure that youth who disclose suicidality following in-school presentations are connected with in-school supports.
Sep 2021	Recruit and train one new group of 20 volunteers
Jan 2022 - Jun 2022	Development of one additional Youthspace.ca referral pathway through local in-person service
Feb 2022	Recruit and train one new group of 20 volunteers

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 130 Total volunteer hours required: 6500+

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

Signature

Maria Weaver

Name

Operations Manager

Position

Feb 2 2021

Date



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

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Crisis Intervention and Public Information Society of Greater Victoria dba. NEED2 Suicide Prevention Education & Support

Mailing Address: 2390 Arbutus Rd, Victoria BC, V8N 1V7

Contact Person: Maria Weaver (Operations Manager) Email: mweaver@need2.ca

Telephone: (250) 386-6328 ext. 201 Website: www.need2.ca, www.youthspace.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

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

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)

I am in the process of applying for a 2021 Strategic Plan Grant, and am submitting this report as a progress update on our 2020 Strategic Plan Grant. The program timeline remains the same as stated on our 2020 application; namely, all milestone activities are set to be completed by June 30th 2021. Given the length of time remaining in our project timeline, most milestones are still in progress. At this point, as of December 2020, we have successfully completed item 1 - working with local partners and services to develop follow-up referral pathways and to address gaps. Of note, our programs remain open and operating - Youthspace.ca continues to operate virtually, and we have successfully moved our classroom workshops virtual as well.

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

Yes - our program continues to align with the "Health, Well-Being and a Welcoming City" objective outlined in our application. Our program's goal is the prevention of youth suicide through provision of support tools and prevention education, and by empowering youth. We continue to offer Suicide Education and Awareness workshops, Mindfulness workshops and crisis support through Youthspace.ca. Mental health and wellness are critical components of the health and well-being of our community.

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
Fill service gaps through partnering and integration of services	Follow-Up referral pathways now exist with Pacific Centre Family Services Association and SD61.	Yes
Continue piloting follow-up service to youth at risk of suicide/self-injury	In-progress (116 youth have accessed follow-up service to date)	
Increase skills and connectedness of volunteers	In-progress (20 more Youthspace and 10 more Follow-Up volunteers trained to date)	
Provide SEA presentations to schools at low/no cost	In-progress (11 presentations to date, many more schedule for 2021)	
Foster resilience practices in younger students	In-progress (Mindfulness presentations scheduled for 2021)	
Provide crisis and emotional support in digital space to youth	In-progress (over 2300 chats with youth on Youthspace.ca since Jul 1/20)	
Increase awareness of - and connect youth with - available supports	In-progress (22 youth connected to in-school support following SEA presentations to date)	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Youth in Greater Victoria under the age of 30.

What positive impacts were felt by your target audience? Increased resilience, greater knowledge of mental health services in Victoria, improved mental health, sense of connection

How many have benefitted from the project or program? 2000+ as of January 13/2021

What percentage of Greater Victoria Residents benefitted from this project or program? 2.50%

How many volunteers have worked on this project or program? 115.00 What total hours did they work? 4,106.00



SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

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

EXPENSES	\$ Amount	Details (if applicable)
Project or Program Costs		
Staffing Costs	122441.77	
Office	3386.85	
Accommodation	1940.36	
Communications	480.90	
Program Specific Expenses	4680.15	
A. Total Project or Program Expenses	\$ 132,930.03	
Administration		
Admin, Bookkeeping and Clerical support	22707.33	
Organization and Governance Costs	68.99	
Office Costs	1159.88	
Communications	393.46	
Accommodations	717.67	
B. Total Administrative Expenses	\$ 25,047.33	
Total Expenses (A+B)	\$ 0.00	For some reason, this total will not auto-generate - should be \$157,977.36

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	11000	Confirmed		
Other Greater Victoria Municipalities	6000	Confirmed	various	
MCFD, BC Gaming	91790	Confirmed	Ranj Atwal, Program Staff	250-391-2276, 250-356-1081
A. Total Government Funding	\$ 108,790.00			
Corporate Sponsorships				
RBC Foundation	\$20000	Confirmed	Carmen Ryujin	604-665-6938
Bell Let's Talk	\$18000	Confirmed	Craig Lawrence	Craig.Lawrence@bellmts.ca (no listed direct line)
Telus, First West Foundation	\$11400	Confirmed	Kathy Baan, Jackey Zellweger	250-388-8150, 250-487-3623
B. Total Corporate Sponsorships	\$ 49,400.00			



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Matching Funds				
Children's Health Foundation	70000.00	Confirmed	Anita Brassard	250-940-4950
United Way	30000.00	Confirmed	Rachel Carroll	250-220-7363
C. Total Matching Funds	\$ 100,000.00			
In-Kind Contributions				
Volunteer Hours (4106 hrs to-date)				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
Donations and Fundraising	7330.10	Confirmed		
Workshops and Training Fees	1540.00	Confirmed		
E. Total Waived Fees and Charges	\$ 8,870.10			
Total Funding Sources (A+B+C+D+E)	\$ 267,060.10			

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 Word of Mouth

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

Date: Jun 2021 (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.

Maria Weaver Digitally signed by Maria Weaver
Date: 2021.01.14 13:01:30 -08'00'

Signature

Operations Manager

Position

Maria Weaver

Name

January 13th 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Blanshard Advisory Committee/Quadra Village Community Centre

Mailing Address: 901 Kings Rd, Victoria BC V8T 1W5

Contact Person: Kelly Greenwell Email: kelly@quadravillagecc.com

Telephone: 250 388 7696 Website: www.qvcc.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-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)

The mission of Quadra Village Community Centre (QVCC) is to work together to nurture community well-being by providing services and programs to meet social, educational, health, employment, environmental and recreational needs of people in Hillside-Quadra (and surrounding neighbourhoods) in a safe and welcoming environment. Key roles include operation of QVCC, facilitating needed community social service programs and community development work in the Hillside-Quadra area.

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

QVCC is located directly across from the largest concentrated low income housing development in Greater Victoria and in the heart of a low-income, high-density, inner-city area of Victoria. These ingredients serve to create a community where risk factors such as mental health challenges, addiction and poverty are common for children and youth. It has been our purpose to meet the challenging and changing needs of our community while improving personal and community capacity.

How many paid staff at organization? Full Time: 20.00 Part Time: 23.00

How many volunteer staff at organization? 125.00 Total volunteer hours: 4,000.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

QVCC has an extensive safety plan to ensure the safety of our staff and community members. We have continued to run this program throughout all of the COVID 19 restrictions as this is an essential service. Outreach workers comply with all COVID 19 safety plans and restrictions, tailoring the service according to the needs of each individual. Specific safety plan aspects for youth outreach and MHEY including, CV19 screening, spacing, room size considerations, mask protocols, sanitization, zoom sessions, phone calls, texting and evaluation of the level of risk of social isolation and mental health support.

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.



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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	\$ 142,579.00	Rec Programs, Core Operating, SES, Neighbourhood Base, Gardens
Provincial	\$ 1,166,006.00	YFC, Childcare, Early Years, Outreach, Youth Programs, Info and Referral Staff, Community Programs
Federal	\$ 50,545.00	Camp and Early Years
Community Grants & Service Clubs	\$ 115,703.00	Youth Programs, Community Programs, Childcare and Food Access
Rent	\$ 47,761.00	Space Rental
Donations	\$ 17,874.00	Community donations - one time funds
Other	\$ 98,438.00	Program Fees, Camp Fees, Smaller and one time funds
Organization's Annual Budget	\$ 1,638,906.00	

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
Increased feelings of safety	80% of youth attending particularly for youth who have identified suicidal thoughts at intake or prior to evaluation surveys
Increased ability to deal with anxiety and/or depression	80% of youth who have identified anxiety and/or depression at intake or prior to evaluation
Increased self esteem	80% of youth attending who have identified poor self-esteem at intake or prior to evaluation will indicate increased self-esteem

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Mental Health Enhancement for Youth

Project or program title:

Youth between the ages of 12-22

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)

Mental Health Enhancement for Youth (MHEY) provides timely access to mental health supports and system navigation for youth 12 to 22 contending with issues such as anxiety, depression and suicidal ideation. By providing additional service, this initiative will help improve wellness, safety, anxiety reduction, depression reduction and access to key services/supports. This project has been developed based on 10 years providing these types of mental health supports, primarily to 12 to 19 year olds. QVCC and its neighbourhood house partners have experienced heightened demand/referrals for outreach staff to support youth with mental health issues such as depression, anxiety and suicidal ideation. These types of mental health support have been identified by professionals in the Youth Service Providers' Network as well. Data supports this: 29% of grade 7 youth in MHEY catchment areas (Victoria/Reynolds Family of Schools and Alternative Education) rated as having "Low Well-Being" (Source MDI). Self-esteem and precursors to depression and anxiety are used as part of this analysis. Maccreary's Adolescent Health Survey shows 15% of youth have a mental health condition. Emerging data shows that the pandemic has worsened youth mental health.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 Mental Health Enhancement for Youth (MHEY) program meets and supports the City's objective by increasing the number of people who feel safe in the community and it helps improve mental health services for youth in the Quadra/Hillside area. The MHEY program allows our Outreach worker to work full time and help more youth in our community feel safe and supported while helping them build their self-esteem and their ability to manage and maintain anxiety and depression. The MHEY program supports youth's wellbeing through weekly in-person meetings, groups and virtual support. The MHEY program offers support, mentoring, advocacy, goal setting, life skills, mediation, safety planning and referrals in a safe space which is fully aligned with the City's objective of health and wellbeing. The MHEY program also receives referrals from MCFD which supports the City's objective of better prevention and more support for youth aging out of care. Because the MHEY program is able to support youth aged 19-22 it is creating supports as they transition out of care which is filling a gap in youth mental health services.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

QVCC is located across the street from the largest low, income housing complex in Victoria. As well, Hillside-Quadra has the highest child poverty rate in the City. We are glad to provide service based out of a neighbourhood that has close to 25% people of colour and 10% Indigenous people in the area closest to our Centre. In all the services and programs, we offer we consider the impact that we are having on the under-served. It is our purpose! The MHEY program will have a positive effect on the youth who are engaged in the program. They will gain a better understanding of their needs and strategies to maintain their mental health in a supported and safe space. The MHEY listened to the voices in our community and created this program to meet the need. Many of the youth that are part of or who have been a part of the MHEY program come to QVCC on a regular basis and express their needs to staff. We take great pride in being an organization that listens to our youth and that does our best to make their requests happen, so we know we are having a positive impact because we are meeting their needs and providing them with a safe and supportive place to explore who they are and build their self-esteem.

How does the program advance Council's stated values on equity?
(1250 characters max – do not add extra pages)

The census tract including Hillside-Quadra rates 77th out of 78 neighbourhoods on the Neighbourhood Financial Health Index. While our agency values are Caring, Inclusive, Respectful, Community it is even more significant to note that our youth drop-in programs attract between 25 and 60% racialized and Indigenous youth. In the last several months staff training has included anti-racism workshops and we have a permanent part-time Indigenous Cultural Coordinator to support our community and advise staff.

The MHEY program fosters equity by meeting the youth where they are. Knowing each youth will need different things for their wellbeing. The Outreach Worker will provide services for youth creating fairness in mental health services for youth in our community. As well the MHEY program targets youth in and from government care living with mental health issues and provides guidance to help youth discover strategies that empower them to be able to maintain their mental health, increase their feeling of safety and increase their sense of self-worth. Just like the City's value of including equity in everything you do so does the MHEY program!

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

The MHEY program fills a gap in services for youth in and from government care by providing services for youth until they are 22. This allows the Outreach Worker to help the youth navigate the adult system as they transition into adult services. This is a really hard time for youth who are transitioning out of care and other youth in our community that do not know how to navigate adult systems. The Outreach Worker will provide this support lessening anxiety levels and leaving the youth feeling supported and not alone. When youth have the support they need to discover themselves this empowers them to make positive choices which leads to healthier life outcomes. The majority of our youth whether in care or living with their parents will need this support as they transition because they have many barriers to breakdown and leap over. The MHEY helps youth not only with strategies to maintain their mental health it helps them build their capacity by navigating these new systems with support.



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How many people participate in or take advantage of the program for which you are seeking funding? 24.00

How many of those people live within the boundaries of the City of Victoria? 20.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 4.00

How many will benefit from the project or program? 100.00 Please explain below.
(1250 characters max – do not add extra pages)

It is really hard to determine how many people will be effect by the outcome of the MHEY program. Definitely all 24 youth will benefit, plus their families, plus the greater community because when a person is feeling good about themselves they are better able to manage and be less destructive within their communities. 24 youth plus one parent and one sibling equals 72 plus some community member's equals 100. The MHEY program could/will benefit more people but it is really hard to determine/measure.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 20,500.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Staffing (including benefits)	\$ 28,800.00	Outreach Worker \$31.85 x 17.5hrs x 52wks
Program Expenses	\$ 700.00	Activity and Care Kits, Session Supplies, Food
Transportation	\$ 200.00	Bus Tickets, Parking for Outings, Mileage
Office Supplies/Printing	\$ 50.00	
Facilities	\$ 2,500.00	In-Kind (Office Space, Group Space)
Professional Volunteers	\$ 1,000.00	In-Kind (2 volunteers x 20hrs x \$25)
A. Total Project or Program Expenses	\$ 33,250.00	
Administration		
Admin	\$ 5,250.00	
Supervision, Finances, Human Resources, Book Keeping, Insurance		
B. Total Administrative Expenses	\$ 5,250.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 38,500.00	<u>Should equal Total Program Funding Sources on page 6</u>
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	13.64%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	\$ 20,500.00	Pending <input type="checkbox"/>	CoV Strategic Plan Grants	
A. Total Government Funding	\$ 20,500.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
United Way	\$ 12,500.00	Confirmed <input type="checkbox"/>	Danella Parks	250220-7360
Donations	\$ 2,000.00	Confirmed	Kelly Greenwell	2503887696
C. Total Matching Funds	\$ 14,500.00			
In-Kind Contributions				
QVCC	\$ 2,500.00	Confirmed <input type="checkbox"/>	Kelly Greenwell	250 388 7696
QVCC - Professional Volunteers	\$ 1,000.00	Confirmed <input type="checkbox"/>	Kelly Greenwell	250 388 7696
D. Total In-Kind Contributions	\$ 3,500.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 38,500.00	<u>Should equal Total Program Expenditures on page 5</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)

If we do not receive full funding the impact will be that we the Outreach Worker will see less youth, be less available for drop-ins and not as many youth will benefit. This will have a negative effect on youth in and from government care not to mention the negative impact it will have on the youth living in Evergreen Terrace. Plus we may lose an extremely talented Outreach Worker because we cannot offer them enough hours. This will also have a negative effect on the parents.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

Honestly we require the whole amount to offer this program to our community. However we will take whatever is being offered and try our best to find other funding or reduce the services to meet the funding levels provided.

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, 2021 To: Jun 30, 2022

Project or program location: Quadra Village Community Centre (901 Kings Rd, Victoria BC)

Project or program timeline and major milestones.

Date	Milestone
July - Ongoing	Accepting referrals, promoting in our community
July 2021-Ongoing	Weekly in person sessions with youth
Oct 2021 & Feb & Apr 2022	Going with the Flow Group Sessions
Jul 2021- Ongoing	Virtual Sessions as needed during covid
Fall 2021/Spring 2022	Youth feedback surveys

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

Jan 29, 2021

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

2. Assemble **Assessment Documentation**:

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Downtown Blanshard Advisory Committee/Quadra Village Community Centre

Mailing Address: 901 Kings Rd, Victoria BC, V8T 1W5

Contact Person: Kelly Greenwell Email: kelly@quadravillagecc.com

Telephone: 250 388 7696 Website: www.qvcc.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: The Summit at Quadra Village Allotment Gardens

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)

Due to COVID 19 we had to postpone the project start date. As well our finalization of the 5 year lease with Island Health has taken longer than expected, as they have prioritized all non urgent resources to respond to COVID 19. This is despite the fact that we had an agreement in principle months ago. This has been frustrating as we could have started months ago without this delay. Our plan is to have the project complete by June 30 2021 and submit a completed final report at that time.

Our revised timeline is:

Ongoing: -Seeking grants and donations -Education related to growing your own food; February/March 2021: -Allotment Garden Committee and Allotment Gardener Recruitment Drive, CRHD installation of fencing; Lease finalized; April through June 2021: -Allotment, compost area and other site related construction, irrigation; garden bed preparation; planting of beds; native plants/shrubs; signage; grand opening; site maintenance

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

The project will ultimately realize the strategic plan objectives related to:

-Strong Liveable Neighbourhoods
-Health, Well-being and Welcoming City
-Climate Leadership and Environmental Stewardship

* As noted above, CV19 factors have delayed start of the project.

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
Establish new community partners	New partnerships formed	Yes <input type="checkbox"/>
Enhanced Community Connections through food	Work parties, community garden workshops	No <input type="checkbox"/>
Enhance Local Food Security	Active food growing in allotment gardens	No <input type="checkbox"/>
Enhance wellbeing and health of local residents	Before and after survey of residents and gardeners	No <input type="checkbox"/>
Strengthen Knowledge of urban food production & Climate resilient food sys	Workshops with Feedback Requested	Yes <input type="checkbox"/>
Enhance health of natural environment and increased biodiversity	Native trees and shrubs planted in allotment gardens	No <input type="checkbox"/>

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Primary audience are residents of Hillside-Quadra with a lack of access to healthy, local food

What positive impacts were felt by your target audience? TBA

How many have benefitted from the project or program? TBA

What percentage of Greater Victoria Residents benefitted from this project or program? 0.00%

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



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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		
A. Total Project or Program Expenses	\$ 0.00	
Administration		
B. Total Administrative Expenses	\$ 0.00	
Total Expenses (A+B)	\$ 0.00	

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



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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: February-June 2021

☒ Website

☐ Newspaper Advertisement

☒ Social Media

☒ Newsletter

☐ Sponsor Plaque

☐ Annual Report

☐ Other _____

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

SECTION 7. DECLARATION

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

Signature

Executive Director

Position

Kelly Greenwell

Name

Jan 31 2021

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

Contact Person: Melissa Donich

Email: melissa@droptheplastic.org

Telephone: 778-877-6212

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: S0070715

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)

Drop the Plastic is a Victoria-based organization with a mission to promote and protect healthy waterways, biodiversity and human health through the reduction of plastic waste.

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

DTP started as "Drop the Straw", a 2018 campaign led by Melissa Donich to mitigate and ban single-use plastic straws in Vancouver. With the success of this campaign, Vancouver became the first city in Canada to ban this single-use item. In 2019, the organization incorporated as a Drop the Plastic Society and is now focused on educating the public about waste reduction, promoting sustainable practices, and influencing policy to help reduce plastic waste in the environment.

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

How many volunteer staff at organization? 10.00 Total volunteer hours: 600.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

The educational program will be downloaded using a smartphone and can be used by tourists and citizens of Victoria that would like to learn more about the project. The installation will be an outdoor art piece unaffected by COVID-19.

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.



Strategic Plan Grant Application Form

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	\$ 2,000.00	Program fees for cleanups
Clean Coast Clean Waters Initiative Fund (pending)	\$ 198,000.00	Part-time employment for shoreline cleanup, debris removal, data collection/analysis
Victoria Fire Department	\$ 1,000.00	Personal Protective Equipment
City of Victoria (2021)	\$ 11,700.00	Program costs/ Marine Debris Art Installation
Organization's Annual Budget	\$ 212,700.00	

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
1. Use public art as a tool to engage the public on the issue of marine debris, increase awareness and solution thinking.	1. Marine debris will be part of public conversation, both privately and in the media
2. To educate people on plastic pollution issues and solutions and help them reduce their own plastic use through the Plastic Pledge Program	2. Residents and visitors will feel like they understand the problem better, and what the threats and impacts of marine debris are. People participating in the Drop the Plastic Pledge program will feel empowered with the information and tools provided to cut back their own plastic use and start thinking about solutions in their workplaces.
3. To create a cultural shift in the CRD in how we think about and use plastic	3. We begin to see a reduction in plastic waste and innovation in industry sectors on the southern island such as fishing, aquaculture, construction, tourism, fashion and more.

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Marine Debris Public Art & Education Program

Who is your target audience? Victoria and CRD residents and visitors to Victoria

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

Much of Vancouver Island's marine debris problem is only seen by the volunteers who clean it up. However, the impacts of this marine debris are felt by everyone on the island from health and safety to socio-economic impacts. DTP is participating in a multi-NGO marine debris clean-up of the Southern Vancouver Island coastline. We are proposing to bring the marine debris to the heart of the South Island, Victoria, in the form of a public art installation.

The installation will be experiential and help viewers get a sense and scope of the issue. It will be supported by signage and augmented reality (via smartphone), for a COVID-19 friendly learning experience. The signage will include instructions for enabling the augmented reality filter and a QR code to sign up for the Drop the Plastic Pledge which features monthly challenges on "dropping" plastic habits and continued education about plastic pollution and what solutions are needed from us as individuals and community and industry members.

We'd also like to create smaller "satellite" sculptures depicting marine life at Victoria's most popular beaches to discourage littering. The grant is needed to cover the costs of the art displays, installation and program management.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 objective will meet the City of Victoria's strategy by promoting awareness and educating the public on marine debris / ocean plastic pollution issues and resulting issues. With a population of 92,000+ and 4 million annual visitors, having an installation in Victoria could lead thousands of people becoming newly engaged on the ocean plastic pollution problem – and thinking about solutions.

This installation would be a gateway into further engagement and education on ocean plastic pollution and an invitation to become environmental stewards. We see this as an opportunity to start a conversation among the Victoria residents and visitors alike. How can we innovate in the fishing sectors? What's at stake for us as a community, and the environment, as marine debris increases?

The Drop the Plastic Pledge program implemented through email newsletter, will provide pledges with monthly tools, information and challenges to tackle ocean plastic pollution and plastic waste. It has the potential to empower thousands of people in their environmental stewardship efforts.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Under-served communities are often more impacted by marine debris as they may lack the resources for clean-up efforts and not have the time to spend in nature, and therefore lack the time to care for it as volunteers.

Marine debris also threatens First Nations traditional food sources (entanglement by marine debris and the food web impacts of microplastics threaten species survival and ocean biodiversity), methods of harvesting (marine debris can create blockages and cause damage to weirs and other forms of fish traps) and ability to make an income from seafood sales (as health risk from eating nano and microplastic contaminated seafood grows and becomes more known). With cultures deeply connected to the ecosystem in way of stories, beliefs and identity, the loss of or impact on any marine species goes deeper than resource scarcity for the First Nations communities

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

We want to make the art installations and Drop the Plastic Pledge program accessible to all. An auditory or braille experience could be added to the art installations for those with visual impairments. For those without wifi or a way to stay digitally engaged with the Drop the Plastic Pledge program there could be free community workshops (depending on COVID-19 gathering restrictions) at public institutions such as the Greater Victoria Public Library.

By educating the broader community, and empowering people to reduce their plastic "footprints" it lessens the effects felt by the more impacted communities. And hopefully helps prevent future impacts all together.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The Drop the Plastic Pledge program is a free way to learn the information and tools necessary to help our communities. By reducing ocean plastic pollution / marine debris and encouraging innovation for solutions we can secure an economic future in tourism, fisheries, aquaculture, and more without sacrificing the health of our environment and ourselves.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 90,000.00

How many of those people live within the boundaries of the City of Victoria? 92,141.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 290,860.00

How many will benefit from the project or program? 383,000.00 Please explain below.
(1250 characters max – do not add extra pages)

Approximately 383,000 Capital Regional District residents will directly benefit from the removal of marine debris, the increased awareness and education, plus the potential solutions sparked by viewers. There's also the potential for 2-4 million visitors to benefit (depending on future travel advisories) as they also take in the information and inspiration.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 13,700.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Artist fees	\$ 8,000.00	
Augmented reality filter creation	\$ 400.00	
1-3 months storage for marine debris	\$ 500.00	
Art installation costs	\$ 200.00	
Signage printing and installation costs	\$ 600.00	
Drop the Plastic Pledge program creation and execution	\$ 2,000.00	
A. Total Project or Program Expenses	\$ 11,700.00	
Administration		
Art project management	\$ 2,000.00	
B. Total Administrative Expenses	\$ 2,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 13,700.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	14.60%	



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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	\$ 13,700.00	Pending		
		Pending		
A. Total Government Funding	\$ 13,700.00			
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)	\$ 13,700.00	Should equal Total Program Expenditures on page 5		

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 program will not be created and the organization will focus solely on clean-up initiatives this spring/summer.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The minimum level of funding would be \$10,000. With \$10,000 we could execute the beach sculptures as they are smaller in scale and do not require augmented reality development or the same level of signage, time in project management and due to size are less in artist and installation fees

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: September 2021 To: September 2022 June 30

Project or program location: Downtown Victoria, Location to be cselected with the City, possible locations include Centennial Square/Bastion

Project or program timeline and major milestones.

Date	Milestone
June- September 2021	Marine Debris clean-ups take place and materials for the sculpture are collected
October 2021	The artist selects from the debris for the project (the rest of the debris is processed) and begins work.
February 2022	Sculpture work is complete and ready for installation
March 2022	Sculptures and signage are installed and the Drop the Plastic Pledge program is activated
June September 2022	Sculptures are removed after the summer, unless the City would like to extend their display.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2-6 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

MDonich

Signature

Melissa Donich

Name

Director, CEO

Position

January 30th, 2021

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

2. Assemble **Assessment Documentation**:

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Drop the Plastic Society

Mailing Address: 185-911 Yates Street

Contact Person: Melissa Donich

Email: info@droptheplastic.org

Telephone: 778-877-6212

Website: droptheplastic.org

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Marine Debris Clean-up Initiative

Is the project or program completed?

- ☐ Yes If yes, what is the completion date? _____
- ☒ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

In July 2020, Drop the Plastic designed a plastic pledge campaign called the "Solo Clean-Up Challenge". It ran on social media during the pandemic and encouraged citizens to safely remove garbage while following Covid-19 protocols. The program will continue to be in place, however we would like to set up more extensive and impactful marine debris clean-up initiatives this spring and summer. This will involve hiring professionals to execute and remove harmful debris from areas around Victoria and in remote access zones in the Gulf Islands. To continue our educational initiatives, we have organized a virtual education talk at Arcteryx Victoria on February 28th, 2021.

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

The "Solo Clean-up Challenge" supported the Zero Waste Strategies in the Strategic Plan Objectives with the City of Victoria. Educational programs supports reducing plastic waste 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
To create safe initiatives to educate about plastic pollution	Participation and verbal feedback from the public	Yes
To offer educational talks on plastic waste and sustainable solutions	Feedback from sponsors, public, and donors	Yes
To continue our outreach and build on a larger scale shoreline clean up initiative	Part-time employment, First Nation relations, debris removed	Yes
Promoting zero waste goals	Supported by local businesses in Victoria	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Citizens of Victoria and Greater Victoria Area

What positive impacts were felt by your target audience? The program created a ripple effect on social media and encouraged several individuals to participate in the solo clean-up challenge.

How many have benefitted from the project or program? Those following the Drop the Plastic Instagram Account (3000+)

What percentage of Greater Victoria Residents benefitted from this project or program? 0.00%

How many volunteers have worked on this project or program? 3.00 What total hours did they work? 200.00



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		
Professional photographer	N/A	Promoting cleanups/documenting plastic waste in Victoria
Digital campaign development	N/A	Solo clean-up initiative
Educational program	N/A	Plastic talk presentation
Design for clean-up awareness clothing	200	
Clothing/ PPE for clean-ups	1000	Shirts for volunteers with pledge campaign design
Liability Insurance	1475	to legally run clean-up operations
Marketing	325	
A. Total Project or Program Expenses	\$ 3,000.00	
Administration		
D & O Liability Insurance	360	
B. Total Administrative Expenses	\$ 360.00	
Total Expenses (A+B)	\$ 3,360.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	2000	Confirmed Confirmed		
Victoria Fire Department	1000			
A. Total Government Funding	\$ 3,000.00			
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				
professional photographer	N/A			
Digital campaign Development	N/A			
Education program	N/A			
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)	\$ 3,000.00			

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: February 2021

- ☒ 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.

Melissa Donich Digitally signed by Melissa Donich
Date: 2021.01.30 15:05:08 -08'00'

Signature

Director

Position

Melissa Donich

Name

January 30, 2021

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: 250-384-4604

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: 55

How many volunteer staff at organization? 281.00 Total volunteer hours: 6,000.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

We have been running this program under COVID health regulations for months now. Volunteers and staff work in very small teams or alone, meet on Zoom or outdoors with physical distance. Food distribution takes place in a location that allows for physical distancing of participants. Hand-sanitizing and mask-wearing are mandatory and strictly followed. For now, we have moved our community dinners to a take-away format, until we can gather again.

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.



Strategic Plan Grant Application Form

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	\$ 173,756.00	Recreation, community development, garden, neighbourhood projects
School District 61	\$ 1,303,800.00	School based youth and family counselling
Fee for service	\$ 1,038,878.00	Child care programs, preschool, administration
Federal	\$ 23,660.00	Family drop-ins, Canada Summer Job grant
Provincial	\$ 442,272.00	Child care programs, youth programs, family support
Foundation grants	\$ 5,000.00	Food programs, youth initiatives
Donations and fundraising	\$ 12,000.00	Food programs, relief of poverty
Island Health	\$ 46,600.00	Supported childcare workers
Organization's Annual Budget	\$ 3,045,966.00	

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
Increase access to healthy food support	Number of individuals and families who access the program, quantity and nutritional quality of food distributed (# hampers, # dinners)
Raise awareness and de-stigmatize food waste and rescued food in Canada	Increased knowledge and skills about the issue
Maintain and develop a community-based action	# volunteers involved, Number and outcomes of the volunteer meetings, volunteer evaluations
Educate about healthy and sustainable food choices	# food literacy tools used and implemented actions

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Neighbourhood Food Pantry

Who is your target audience? Food-insecure families and individuals in priority, but also the general population

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

Since COVID started, we have developed our Food Security Programs several folds. Food insecurity has increased by 40%, and 75% of food-insecure people don't access food banks, mainly because of the stigma attached. An estimated 30,000 food-insecure people don't access any food support service in the CRD. In parallel, half of the food produced in Canada is wasted. Our centre acts as a neighbourhood food hub, where people share and access food in various ways. We provide Community Dinners, we are a distribution location for the weekly Good Food Box, we offer an outdoor food pantry, an indoor community freezer, rescued food cooking sessions and a food rescue distribution program (on Tuesdays). These services have been supported by various COVID emergency funds but although these funds are no longer available, need is increasing. This grant will allow us to continue and expand food access and raise community awareness for more sustainable and healthy food consumption, focusing mainly on food rescue. Most of the food we use is donated to us, through partnerships such as the Food Share Network, and this funding will support the staff time needed to coordinate distribution and volunteers.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 neighbourhood food pantry increases food security in Victoria, reduces the number of people living below the poverty line, and improves mental health. Because we provide a regular program, participants know for sure they will have consistent help on a weekly basis. With some of their food needs met, the program frees up part of their budget to meet other basic needs. Over the weeks and months, this gives many of them the opportunity to eat more fruits and vegetables, and healthy foods in general. Our goal is that the participants' health, physical and mental, improve and that it supports their social life too. Participants start to know each other now, they chat together and start sharing recipes for example.

Here is what one of our participants said: "I live on disability and have been stretching leftovers since I had my accident. This program allowed me to not only have more variety in my diet, which is supporting my recovery, but it also just allowed me to gain weight, which is not a bad thing at all! Before, I just did not eat enough, now I don't go to bed hungry anymore, and I am able to achieve more in my life because I don't worry anymore about where my next meal will come from".

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

For our program, we know that under-served people are indigenous and racialized, people in a low-food security situation and people just above the poverty line, people with disabilities, people with specific diets (ie: gluten-free, vegan) and homeless people. We adapt to them by letting people pick the food they want or need, and not working with food hampers for example. Our non-judgmental, destigmatizing approach impacts how volunteers work. Nobody is looking over a participant's shoulder, telling them what to pick or not. People share the food equitably by being guided by volunteers, as quantities depend each week. We do not require participants to provide proof of need and accept anyone who self-identifies that they are food insecure. Also, with this grant we would like to expand quantities of food that people eat the most, depending on their culture or diet, for example. Some volunteers also cook or redirect part of the rescued food to our unhoused neighbours.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

This program advances social justice by removing barriers to food access in the following ways: providing food supports close to home in a dignifying and destigmatizing way, removing financial barriers to healthy food access, providing access for all who need it not just specific groups, and delivering food to those experiencing transportation barriers. The program advances intersectionality by providing participants multiple opportunities to communicate their experience of our food programs and whether it is fitting their cultural, dietary, ability, and other needs. We work to provide food access in a way that is safe and appropriate for all participants. The program addresses quality of life by increasing access to healthy food (fruits, vegetables, protein) and improving food literacy. The program addresses resilience and prosperous community by increasing inclusion and access to food for all regardless of gender, ethnic origin or race, education, citizenship status, age or income.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

This program is volunteer-run, and provides empowering opportunities for participants to contribute as volunteers. Most of our volunteers have a low level of education, occupy precarious jobs or are retired. More attention, support and flexibility is provided to volunteers living with a disability. Their volunteer working conditions are curated specifically to each individual, for example for people living with chronic pain and who cannot do heavy lifting. People who are hyper-sensitive to light or noise also work in different conditions. We offer a variety of volunteer positions, basing the work on each individual's strengths and interests. We co-organize regular meetings with the volunteers, in which they take decisions over the development of the program. In addition, our organization has strong volunteer management practices, including various trainings, professional development opportunities, evaluations and recognition. The program educates participants about food waste and food literacy, increasing knowledge and capacity on these issues in our community.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 710.00

How many of those people live within the boundaries of the City of Victoria? 700.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 10.00

How many will benefit from the project or program? 710.00 Please explain below.

(1250 characters max – do not add extra pages)

About 60 people will benefit from the Tuesday Food Rescue program although we may be able to expand that depending on funding and need, along with around 450 participants at the community dinners and 200 participants in other services and activities, such as food literacy education and food distribution in our community freezer that is open to all.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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 and direct program support staff	\$ 20,826.00	15h/week, 52 weeks, wage \$26.7/hour
Promotion and communication	\$ 500.00	
Contract work- professional cook	\$ 2,475.00	\$275/dinner for cook, 9 dinners
Volunteer mileage (food pick-ups, home-deliveries)	\$ 720.00	\$60/Month
Volunteer recognition	\$ 500.00	Honoraria, food for meetings
Kitchen equipment	\$ 500.00	
Supplies and food for the cooks	\$ 2,160.00	Food purchase: \$200/dinner and \$30/month for the volunteer cooks; Food containers, batteries...
Volunteers (in-kind work)	\$ 14,640.00	Dinners: (4ppl x 3h x 9 dinners x \$20/h) + Other activities: 6ppl x 2h x 52 weeks x \$20/h
Food Share Network fees and membership	\$ 175.00	Provider of rescued food
A. Total Project or Program Expenses	\$ 42,496.00	
Administration		
Bookkeeping/record-keeping/office space	\$ 800.00	
Supervisory staff	\$ 1,100.00	
Office supplies and equipment	\$ 200.00	
B. Total Administrative Expenses	\$ 2,100.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 44,596.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	4.71%	



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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	\$ 20,000.00	Pending		
A. Total Government Funding	\$ 20,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
FGCA matching	\$ 4,236.00	Confirmed		
Donations	\$ 1,500.00	Pending		
United Way/Capital Daily fundraiser	\$ 3,500.00	Confirmed		
Travel costs - FGCA	\$ 720.00	Confirmed		
C. Total Matching Funds	\$ 9,956.00			
In-Kind Contributions				
Volunteer hours	\$ 14,640.00			
D. Total In-Kind Contributions	\$ 14,640.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 44,596.00	Should equal Total Program Expenditures on page 5		

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 don't receive all the funding, we will decrease the number of community dinners and reduce food programs (eg. less program participants served, less food literacy education).



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

\$9,000

This is the minimum to be able to provide adequate coordination of food access and distribution and volunteer management.

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 2021 To: June 31st, 2022

Project or program location: Fairfield Community Place, Garry Oak Room, 1330 Fairfield Rd and 1335 Thurlow Rd.

Project or program timeline and major milestones.

Date	Milestone
July-August 2021	Hiring and training of support staff, if necessary
July 2021	Start community dinners coordination, purchase supplies, promote programs
September 2021-June 2022	Community dinners monthly
July 2021-June 2022	Food rescue distribution weekly, freezer/pantry access daily
September 2021-June 2022	food donations development and food literacy programming - planning and implementation
July 2021-June 2022	Volunteer recruitment, training, and support
December 2021	Mid-term evaluation
June 2022	Final evaluation

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 732

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
Vanya McDonell
Name

Co-Executive Director
Position
January 29 2021
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
2. Assemble **Assessment Documentation**:

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Fairfield Gonzales Community Association

Mailing Address: 1330 Fairfield Rd.

Contact Person: Vanya McDonell Email: vmcdonell@fairfieldcommunity.ca

Telephone: 250-382-4604 Website: www.fairfieldcommunity.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Fairfield Gonzales Community Dinners

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 and the program will be completed by June 30, 2021. The funding we received was approximately 30% of the amount requested, so we reduced our planned programming of community dinners. Rather than beginning dinners in July 2020 we will begin dinners in February 2021. We will provide meals for 50 people monthly, and are shifting to a take-out model to conform to COVID-19 regulations. Remaining dinners are February 26, March 26, April 30, May 28, June 25.

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

Yes, it will align with the selected objective "Strong, Livable Neighbourhoods" by providing service for people close to home and connecting them with their local community association and its programs and projects.

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
Not yet started		

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Residents of Fairfield Gonzales and surrounding neighbourhoods

What positive impacts were felt by your target audience? Not yet started

How many have benefitted from the project or program? Not yet started - estimate 250

What percentage of Greater Victoria Residents benefitted from this project or program? 0.50%

How many volunteers have worked on this project or program? 15.00 What total hours did they work? 45.00



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		
Not yet started		
A. Total Project or Program Expenses	\$ 0.00	
Administration		
B. Total Administrative Expenses	\$ 0.00	
Total Expenses (A+B)	\$ 0.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding		Confirmed		
City of Victoria	3795			
A. Total Government Funding	\$ 3,795.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Matching Funds				
Not yet started				
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)	\$ 3,795.00			

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: _____

- ☐ 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

Co-Executive Director

Position

Vanya McDonell

Name

January 29 2021

Date



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SECTION 1. CONTACT INFORMATION

Organization Name: Fernwood Neighbourhood Resource Group (Fernwood NRG)

Mailing Address: 1240 Gladstone Ave, Victoria BC V8T 1G6

Contact Person: Chantille Viaud

Email: chantille@fernwoodnrg.ca

Telephone: 604.753.8397 (cell)

Website: www.fernwoodnrg.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act?

☒ Yes ☐ No

Society Registration Number: S-14959

Are you a registered Charity?

☒ Yes ☐ No

Charity Registration Number: 107380982 RR 001

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

Organization mission/mandate (500 characters 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; and engaging the neighbourhood through activities, events and communications. We do our work according to our stated values and as part of the Neighbourhood House movement our work is deeply rooted in social justice.

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 universal (\$10/day) childcare, and managing a suite of properties and buildings including the Fernwood Community Centre.

How many paid staff at organization? Full Time: 27.00 Part Time: 15.00

How many volunteer staff at organization? 250.00 Total volunteer hours: 10,000.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

Based on the current orders, which prohibit social gatherings but allow support groups: Fernwood NRG has a designated COVID-19 staff member who manages and approves all program and service safety plans and maintains an organization-wide policy. Our housing outreach and support program and services are flexible and have individual health and safety plans which include: 1) offering support and services via telephone or online platforms, as well as support to access online platforms 2) offering socially distanced and masked in-person support, when appropriate, in designated clean space reserved by the Society 3) mandatory training for all staff on COVID19 policies, and continual support as orders change.

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.



Strategic Plan Grant Application Form

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	Affordable Housing Program
Province of BC grants and contracts	\$ 1,062,820.00	Child Care (universal site), Community Programs
Federal grants and contracts	\$ 253,000.00	Family Support, Operating funds
Donations and fundraising	\$ 175,760.00	Food Security, Family Support
Program fees	\$ 374,420.00	Community Programs, Family Support
Revenue from rentals	\$ 289,840.00	Housing Support, Family Support, Capital Maintenance
Other (sales revenue, interest)	\$ 40,500.00	Community Programs
Other grants (foundations)	\$ 75,000.00	Food Security, Family Support, Affordable Housing Program
Organization's Annual Budget	\$ 2,296,340.00	

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
Increase individual support for existing tenants experiencing crisis	Tenants report an increase in stability in their lives in the short-term
Connect participants to community resources	Participants are connected to additional community resources as needed
Create affordable housing plan for Fernwood NRG's housing stock	Plan researched, approved by Board of Directors, and ready for implementation
Host at least 2 workshops/dialogues on Affordable Housing	At least 80% of participants report learning something new in support of Affordable Housing
Create "Welcome Committee" of neighbours for new affordable development	Committee created and facilitated by Fernwood NRG
Create ongoing communications plan to build support for affordable housing in Fernwood	Plan created, with SMART objectives, led by Fernwood NRG with local partner support

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Affordable Housing Program

Who is your target audience? Current tenants, new neighbours, current community members

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

We know that there is a lack of affordable housing options in Victoria and in our own neighbourhood of Fernwood. COVID-19 has not affected everyone equally: people already experiencing housing insecurity are now facing multiple barriers as rents continue to rise, along with mounting job losses and reduced hours of work. We also know that the proposed Caledonia Housing project will bring a huge number of needed affordable options to our neighbourhood in the near future. In this changing landscape, Fernwood NRG's Affordable Housing Program addresses both urgent and long-term housing solutions and builds on years of experience working directly with local families and operating our own small suite of housing options. We recently hired a specialized family and housing outreach worker to support our current tenants and we want to expand to explore options to convert 4 of our market units to affordable units, research the need and possibility of transition housing options, steward community engagement around affordable housing, facilitate the creation of a welcoming committee with local leaders, and build our internal capacity to support new neighbours now and in the years to come.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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's Strategic plan sets out bold targets to increase the supply of affordable housing and to identify opportunities for affordable housing in all neighbourhood plans. To meet these goals and ensure the success of new families, supports need to be in place and available to new families. As well, support from the current community to carry out the necessary development processes and policy changes is crucial. Fernwood NRG is uniquely positioned to assist in both service provision and targeted communication and community engagement. Our mission is to bring people together in the community, and through creative engagement we build bridges towards a welcoming and inclusive neighbourhood. In addition, we can create a plan for the best use of our housing space when looking at the future housing options coming to our neighbourhood. We have a unique opportunity to combine and leverage our broad continuum of programs and services to support and stabilize families (ie: provide immediate housing, child care, family support, and basic food provisions like our Good Food Box program), but need to carefully plan our approach in partnership with the City.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

We have been designing our Affordable Housing Program through direct work with families in our programs, our neighbourhood, and those currently living in our affordable family housing. Most of the people we have been working with during this past year are from under-served communities (racialized, new immigrants, and/or living on a low income). Our theory of change is based on our experience and listening to the people we work with. We focus on how to best support families to stabilize. We know that vulnerable families are suffering from systemic barriers and are faced with a multitude of pressures and stressors. For many families, access to quality affordable housing is a crucial first step to stabilize. We also know that families, especially during the COVID-19 pandemic, require many supports. In "normal" times seeking support, (navigating and traveling to different service providers, filling out forms, picking up free food) is overwhelming and exhausting. Fernwood NRG's ability to offer a continuum of services for families through a consistent family support worker significantly reduces the stress load.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Over the past year the COVID-19 pandemic has exacerbated economic, social, and health inequalities for Black, Indigenous, and racialized communities. We also know that housing insecurity is not evenly distributed across the population; it disproportionately affects people of colour, older people, and those living on low incomes. High quality, affordable housing is central to the health and well-being of all families. It helps foster relationships and opportunities in communities, limits chronic stress, and allows families to support positive child development. We know that substandard housing options for people lead to poor health outcomes and results in neighbourhoods where it is harder to find affordable healthy food, access schools and transportation, and find good jobs. Ultimately if we are going to address inequity, we must address the lack of affordable housing in our neighbourhood. Fernwood NRG is committed to not only preserving the options that currently exist, but in working with partners to increase the options while working to ensure the stability of new families through our outreach workers and encourage strong community support for new developments.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

In the short term, our program addresses the needs of not just our own tenants living in affordable housing, but in others in our community. In the long term, our program seeks to foster a welcoming and inclusive neighbourhood that will warmly accept and integrate new families with diverse backgrounds. As already noted in this application, one of the inequities faced by so many communities is housing insecurity and by creating supportive neighbourhoods with affordable housing options, we hope that some barriers are removed. We envision a community where families are not faced with housing insecurity, nor living in a state of crisis. We know that when parents/caregivers are supported, their children have better outcomes. We know that families, when not in crisis, are better able to take part in their community, the social fabric and the local economy. This, in turn, leads to a more robust, stable and resilient community.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 500.00

How many of those people live within the boundaries of the City of Victoria? 500.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 0.00

How many will benefit from the project or program? 500.00 Please explain below.

(1250 characters max – do not add extra pages)

We anticipate that this year we will support more than 300 people through our program with housing and family support. At least 50 of those people are Fernwood NRG tenants. In addition, we anticipate the engagement of at least 200 community members in our discussions around the support needed for Affordable Housing in Fernwood.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 25,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Staff wages	\$ 58,975.00	\$27/hour for 1.2 FTE housing outreach workers for a year
Communications	\$ 3,000.00	Village Vibe (community newspaper), communications on engagement opportunities
Staff wages/consultations	\$ 3,000.00	Consult with community organizations such as Cridge Centre, on transitional housing supports
Volunteer Expenses	\$ 2,500.00	volunteer coordination for online community supports
A. Total Project or Program Expenses	\$ 67,475.00	
Administration		
bookkeeping	\$ 2,000.00	
printing, copying	\$ 1,500.00	
IT support for online platforms due to COVID-19	\$ 2,700.00	
Core admin support from Fernwood NRG	\$ 1,000.00	
B. Total Administrative Expenses	\$ 7,200.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 74,675.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.64%	



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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	\$ 25,000.00	Pending		
Community Gaming Grant	\$ 20,000.00	Pending	Officer	250-356-1081
A. Total Government Funding	\$ 45,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
Program profits from Fernwood NRG	\$ 19,675.00	Confirmed		
United Way of Victoria	\$ 10,000.00	Pending	Rachel Carroll	250-385-6708
C. Total Matching Funds	\$ 29,675.00			
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)	\$ 74,675.00	Should equal Total Program Expenditures on page 5		

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, our Affordable Housing Program will be unable to do many of the broader community engagement pieces we know are necessary to build a welcoming and inclusive neighbourhood. It will also limit the time we can work with individuals who are facing housing challenges. In summary, less funding means a less robust and responsive program focussed more on short-term needs and not long term objectives.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

There is no minimum level of funding to support this program as this is part of the ongoing work of Fernwood NRG. The City's support will enable us to expand our ability to engage and work with the Fernwood Neighbourhood to support the City's efforts at building more affordable housing. The more staff hours we can devote to this engagement, the better able we are to support a thoughtful community engagement plan.

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 2021 To: June 30 2022

Project or program location: Fernwood Neighbourhood

Project or program timeline and major milestones.

Date	Milestone
July 2021 ongoing	Specialized support to Fernwood families and tenants
July to October 2021	Consult with community organizations and partners on need and best way to provide transition housing in Fernwood (and how to transition market units to affordable units)
July 2021	Host workshop in partnership with Greater Victoria Acting Together on the need for Affordable Housing in Victoria and Fernwood
October 2021	Establish Welcoming Committee in Fernwood from local leaders (dependent slightly on COVID restrictions but can largely be done virtually)
January 2022	Adopt new Affordable Housing Plan for Fernwood NRG (with Board of Directors and new strategic plan)
February 2022	Launch Communications and Engagement strategy re: affordable housing in Fernwood
April 2022	Review and evaluate program and propose new way forward

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

Chantille Viaud

Name

Executive Director

Position

January 31, 2021

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

2. Assemble **Assessment Documentation**:

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Fernwood Neighbourhood Resource Group Society

Mailing Address: 1240 Gladstone Avenue

Contact Person: Chantille Viaud Email: chantille@fernwoodnrg.ca

Telephone: 604.753.8397 (cell) Website: fernwoodnrg.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Right wrongs, heal together, create a new future

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 only. It is needed in order for the organization to apply for the 2021 strategic plan granting cycle. Section 3 will indicate where we are in the cycle for each objective.

In addition, due to COVID-19 restrictions as well as receiving partial funding, we needed to modify our targets.

Project will be completed as planned in June 2021.

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

Yes, the project aligns with the objective of Reconciliation and Indigenous Relations.

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
Staff, board & community receive Cultural Perspectives Training	INTERIM: 50% of staff have taken trainings through IPS	
The organization's strat plan recognizes and respects indigenous knowledge	INTERIM: strat plan in progress, expected June 2021	
The organization's policy is informed by the unique strengths of Indigenous peoples	INTERIM: policy in progress, delayed to due focus on health and safety protocols	
Indigenous peoples feel the centre and its programs meet their needs	INTERIM: need to defer as centre is closed to the public	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Fernwood community members, organisation staff and board

What positive impacts were felt by your target audience? Thus far the staff and board have been engaged in program, policy and strat plan redesign

How many have benefitted from the project or program? in progress

What percentage of Greater Victoria Residents benefitted from this project or program? 0.00%

How many volunteers have worked on this project or program? 9.00 What total hours did they work? 100.00



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		
Cultural Perspectives Training with IPS	4500	Trauma and healing, Lateral Violence, Anti Oppression, Recruitment and Hiring
Standing Article in the Village Vibe	800	in partnership with IPS
Staff wages	10500	project coordination
A. Total Project or Program Expenses	\$ 15,800.00	
Administration		
bookkeeping	1000	
printing and copying	150	
clinical supervision	1400	for staff
B. Total Administrative Expenses	\$ 2,550.00	
Total Expenses (A+B)	\$ 18,350.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	12750	Confirmed		
Gaming	20000	Confirmed		
A. Total Government Funding	\$ 32,750.00			
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				
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)	\$ 32,750.00			

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: May 2021

- ☒ Website
- ☐ Newspaper Advertisement

- ☒ Social Media
- ☐ Newsletter
- ☐ Sponsor Plaque
- ☒ Annual Report
- ☒ Other Article in the Village Vibe

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

Chantille Viaud

Name

January 28, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Food Eco District (FED) Urban Agriculture Society
Mailing Address: 300 - 569 Johnson Street, Victoria, BC, V8W 1M2
Contact Person: Brianna Stewart Email: brianna@synergyfoundation.ca
Telephone: 250-213-1997 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: 1.00 Part Time: 2.00

How many volunteer staff at organization? 45.00 Total volunteer hours: 450.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Ideally we would like to offer our program as a mix of in-person (tours) and virtual events (workshops). While we hope for, and anticipate, a relaxing of provincial health orders with the delivery of vaccine, we can easily pivot our delivery of the program to a virtual platform (including virtual tours and workshops). Participants in the program would be able to do so from home. In the event that orders are lifted or modified to include in-person interactions we would ensure the use of proper PPE, limit group sizes and enforce social distancing.

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.



Strategic Plan Grant Application Form

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	\$ 7,500.00	Urban Agriculture Education Training
Real Estate Foundation	\$ 19,000.00	Street to Sky Program
Crowdfunding	\$ 12,000.00	My FED Farm
WorkBC + Wage Subsidies	\$ 15,000.00	Salaries and internships
Other local governments	\$ 20,000.00	My FED Farm
Social enterprise revenue	\$ 20,000.00	Mix of salaries and communications
Canada local food infrastructure fund	\$ 20,000.00	Garden infrastructure (greenhouse)
Other donations	\$ 40,000.00	Garden maintenance, education, other hard costs
Organization's Annual Budget	\$ 153,500.00	

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
Increase attendee confidence in urban agriculture	Follow-up survey to determine success
Deliver one 3-day workshop series	Completion of workshop series
Provide practical financial and business plan literacy	Follow-up survey and number of new urban agriculture initiatives started
15-25 people served and starting urban agriculture	Number of attendees
Connect business, farming, and landowner/developer communities	Number of site connections made
Provide learning opportunity for First Nations, youth, women and other's especially affected by COVID-19	Number of attendees
Increase food security in the City of Victoria	Number of new urban agriculture plots created

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Urban Agriculture Education Training

Project or program title:

Who is your target audience? Young farmers, First Nations, youth, women, and other's affected by COVID-19

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

We would like to offer an intensive three-day workshop for those interested in starting their own urban agriculture venture but lack the training, mentorship or business acumen to do so. This series would include workshops facilitated by experts in the field, business planning, networking with landowners, and visiting local urban agriculture sites. We will introduce a bursary program to ensure that registration fees for the program will not be a barrier of entry.

As an organization that is trying to increase food awareness and community engagement around food and sustainability, this project addresses a gap we have discovered in regards to urban agriculture and why it is likely not to increase in a meaningful way unless an organization with the ability to facilitate a training and education program like this steps up to create a program that helps to provide the skills for the next generation of farmers.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 (Health, Well-Being and a Welcoming City) with urban agriculture education and business planning to allow for more food production in our area. We are proposing an educational 3-day workshop to assist those who are seriously interested with the opportunity to learn about the many various aspects of growing food and developing agri-business in urban environments. We will bring in local experts who will cover topics from: farm design, management, and operations to economics revenue streams and selling product. Where possible we will combine both classroom time and hands-on learning in our workshops to allow for a more comprehensive look at growing in urban environments. Our aim is to help develop a new generation of urban farmers who will contribute to food security and the local economy in the City of Victoria.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Through our Street to Sky interviews, we determined that although there is great interest from urban landowners, developers and strata corporations to include urban agriculture into their properties, there are not enough urban farmers with suitable experience to initiate these food-growing sites. We found that young farmers who want to farm in urban settings don't have the necessary resources to undertake such a project. While there are many great resources for rural farming, we identified a gap for those interested in creating a farming enterprise in the city. With the onset of a global pandemic, inevitably, many have become unemployed and are looking for a shift in careers. This is particularly evident in the City of Victoria where we rely heavily on the tourism and hospitality sectors to employ our citizens (industries disproportionately affected by COVID-19). This program aims to give opportunity to people looking to contribute to our food security by helping them start successful urban farms in the city.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Our program aims to remove systematic barriers by creating opportunities for access to land for the purposes of urban farming. We also aim to provide the basic knowledge and skills to develop these enterprises regardless of one's educational or socio-economic background. Using our JEDI framework (Justice, Equity, Diversity, and Inclusion) we will target individuals and groups who are traditionally under-served in our region. This program also hopes to increase food security and provide access to healthy food for our population through the creation of more local food production. These urban agriculture sites will serve to create a vibrant, green city while also providing educational opportunities around food system issues for all citizens.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Our workshop series aims to create a low barrier opportunity for those interested in starting their own urban farm business. We will implement a bursary program and plan to target groups most impacted by inequality in our region. This includes women who have been disproportionately affected by the pandemic. We will ensure our bursary program will be open to them. Our program will be guided by a JEDI equity framework (Justice, Equity, Diversity, and Inclusion) and applications will be approved based on these values.



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How many people participate in or take advantage of the program for which you are seeking funding? 25.00

How many of those people live within the boundaries of the City of Victoria? 17.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 8.00

How many will benefit from the project or program? 50.00 Please explain below.

(1250 characters max – do not add extra pages)

The direct beneficiaries of this program will be those individuals trained and educated through the workshop series which we estimate to be 15-25 people. We would also suggest that there would be many benefits to secondary groups that include mentors, guest speakers, farm operators, community groups and non-profits involved in the series. In-direct beneficiaries may include the City of Victoria and other local municipalities through the creation of new food enterprises, urban agricultural plots and the development of private land for the purposes of food production.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 7,500.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Staff Time (FED)	\$ 7,000.00	233 hrs @ \$30/hr (including payroll, taxes and benefits)
Honoraria	\$ 1,250.00	\$250 x 5 (guest speaker, farm tours)
Transportation	\$ 800.00	Depending on BC Health Orders
Bursary	\$ 1,800.00	approx. 12 of 25 attendees will be provided free registration with bursary
Contractor (Chris Hildrith - Topsoil)	\$ 1,000.00	10-15 hrs @ \$75/hr
A. Total Project or Program Expenses	\$ 11,850.00	
Administration		
Admin	\$ 1,400.00	Virtual hosting, communications, bookkeeping
B. Total Administrative Expenses	\$ 1,400.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 13,250.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	10.57%	



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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	\$ 7,500.00	Pending <input checked="" type="checkbox"/>		
A. Total Government Funding	\$ 7,500.00			
Corporate Sponsorships				
Big Wheel Foundation	\$ 2,000.00	Confirmed <input checked="" type="checkbox"/>	Calen McNeil	calen@zambris.ca
B. Total Corporate Sponsorships	\$ 2,000.00			
Matching Funds				
Registration fees	\$ 3,750.00	Pending <input checked="" type="checkbox"/>		
C. Total Matching Funds	\$ 3,750.00			
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)	\$ 13,250.00	Should equal Total Program Expenditures on page 5		

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 were to receive a reduced amount we would need to tailor the scope of the workshop series. This would likely result in reduced content, experts, and number of participants we could offer the program to. Overall, we would have to scale back and re-imagine our workshop delivery.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

Our minimum funding requirements from the City of Victoria is \$5000.00. With this amount of funding we could still carry out the project, however, it would be at a reduced capacity with less 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: August 2021 To: December 2021

Project or program location: Victoria and/or Online

Project or program timeline and major milestones.

Date	Milestone
August 2021	Program Design + Planning
September 2021	Application Open + Promote Program
October 2021	Fees Due + Bursury Applications
November - December 2021	Host Program
December 2021	Survey attendees, experts, hosts

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: education sessions

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

Brianna Stewart

Signature

Brianna Stewart

Name

Project Manager

Position

29/01/2021

Date



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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
2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: FED Urban Agriculture Society

Mailing Address: 300 - 569 Johnson St, Vic

Contact Person: Jill Doucette

Email: jill@synergyenterprises.c

Telephone: 250-589-2599

Website: www.get-fed.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: #MyFEDFarm

Is the project or program completed?

☒ Yes If yes, what is the completion date?: Sept 31, 2020

☐ 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)

It aligned primarily with the objective for 'Health, Well-being and a Welcoming City' by increasing local food security (we distributed 1,886 planters, which amounted to a potential of 10,000 pounds of possible food grown based on the planter growing capacity), positively impacting mental health and connection to community. This program also aligned with objectives in 'Prosperity and Economic Inclusion,' 'Strong, Liveable Neighbourhoods,' and 'Climate Leadership and Environmental Stewardship.'

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
#MyFEDFarms Garden Installations for food growing	500 homes receiving gardens to grow produce	Yes
Educational video series on growing food and reducing food waste	# of views-- goal 1000+ (# of views not met, but 25 videos created)	No
Mobilize volunteers to assist those in need	Goal 60-80 volunteers engaged	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Individuals who were disproportionately affected by COVID-19

What positive impacts were felt by your target audience? Increased access to fresh food, improvement to mental health and much more.

How many have benefitted from the project or program? 1,115 individuals

What percentage of Greater Victoria Residents benefitted from this project or program? 0.003

How many volunteers have worked on this project or program? 65 What total hours did they work? 1000



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		
Program Manager	14,000.00	3 months, 40 hours/week
Communications Coordinator	1,500.00	50 hours total
Storage Space	2,500.00	
Planters, Prefilled with Soil	40,000.00	
Plant Starts & Seeds	10,000.00	
Marketing	1,550.00	
Fuel for Deliveries	1,250.00	
Equipment	600.00	
Insurance	650.00	
Volunteer Snacks & Beverages	600.00	
A. Total Project or Program Expenses	\$ 72,650.00	
Administration		
Total Admin Costs	4,814.60	7%
B. Total Administrative Expenses	\$ 4,814.60	
Total Expenses (A+B)	\$ 77,464.60	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria - Get Growing	1,500.00	Confirmed	Alex Harned	250-361-0621
City of Victoria - COVID-19 Strategic Plan Grant	9,000.00	Confirmed <input checked="" type="checkbox"/>	Jennifer Lockhart	250-361-0396
City of Victoria - Strategic Plan Grant	2,700.00	Confirmed <input checked="" type="checkbox"/>	Jennifer Lockhart	250-361-0396
A. Total Government Funding	\$ 13,200.00			
Corporate Sponsorships				
Grant from Vancity	15,000.00	Confirmed	Krista Loewen	604-708-7773
Parks & Recreation Foundation of Victoria	2,400.00	Confirmed	Yoka	yoka@telus.net
Other grants (CRFAIR, District of Saanich, Big Wheel Burge, Co-op and more)	21,514.60	Confirmed	Jill Doucette	250-589-2599
B. Total Corporate Sponsorships	\$ 38,914.60			



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Strategic Plan Grant Final Report

Matching Funds				
Crowdfunding	8,500.00	Confirmed	Jill Doucette	250-589-2599
General Public Donations	1,000.00	Confirmed	Jill Doucette	250-589-2599
C. Total Matching Funds	\$ 9,500.00			
In-Kind Contributions				
Soil & Compost	9,000.00	Confirmed	Jill Doucette	250-589-2599
Volunteer Snack & Beverages	600.00	Confirmed	Whole Foods Market	Sara.Anderson@wholefoods.com
Other Donations	3,000.00	Confirmed	Jill Doucette	250-589-2599
D. Total In-Kind Contributions	\$ 12,600.00			
Waived Fees and Charges				
Storage Space	2,500.00	Confirmed	Chris Hildreth	250-634-3992
Videography	750.00	Confirmed	Paper Heart Films	info@paperheartfilms.ca
E. Total Waived Fees and Charges	\$ 3,250.00			
Total Funding Sources (A+B+C+D+E)	\$ 77,464.60			

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 Blog

☐ 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.

Holly Dumbarton

Signature

Project Manager

Position

Holly Dumbarton

Name

12/18/2020

Date



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1 Centennial Square
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E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Friends of Living and Learning Through Loss

Mailing Address: 132 - 328 Wale Rd., Victoria BC V9B 0J8

Contact Person: Caroline Donelle Email: caroline.donelle@gmail.com

Telephone: 250-413-3114 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: _____

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**)

Learning Through Loss (LTL) designs and delivers grief education and loss support programs to youth, and provides training to other youth-serving community to increase capacity and well being through difficult times.

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

LTL has been providing grief education and support services to youth aged 12-24, their families and youth serving professionals and community in the CRD since 1994. We are the go to for grief education and support services for youth experiencing grief, loss and bereavement.

How many paid staff at organization? Full Time: 0 Part Time: 7

How many volunteer staff at organization? 0 Total volunteer hours: 0

Can the program run under current COVID-19 Provincial Health Orders? ☐ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

LTL is providing all of our educational workshops, programs and short-term grief counselling services via a paid for Zoom healthcare platform launched in April 2020. All of our public workshops are easily accessible by registering through our website or directly via EventBrite.

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.



Strategic Plan Grant Application Form

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	9,440	Good Grief and Community Ed workshops
Community Gaming	20,900	Learning through Loss Group Programs Good Grief Workshops in classrooms
PECSF	23,500	Learning Through Loss Peer Group Programs, T
United Way Greater Victoria	10,000	Learning Through Loss Peer Group Programs, G
Victoria Foundation Recovery Fund	41,000	Grief Counselling
Donations	2,000	unrestricted funds
Organization's Annual Budget	106,840	

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 and deliver weekly Good Grief Community workshops free to the public x 10 months via LTL's Zoom Healthcare platform (secure, private)	Members of the community get access to professional, educational content on grief, loss and bereavement by registered clinical counsellors who are highly trained in supporting youth and adults through grief, loss and bereavement. Q & A is offered at the end of each workshop to address participant queries and direct them to other community resources and supports if and when necessary.

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Good Grief Workshops for Adults in Support of Youth & Family

Project or program title:

Who is your target audience? Parents, grandparents, friends, neighbours, community - anyone wanting to

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

Good Grief Workshops for Adults in Support of Youth & Family (community education workshops) are designed for adults and are ideal for parents, grandparents, siblings, friends, neighbours, teachers, anyone who want to learn about grief and loss in youth and how to support them through that tumultuous experience. Workshops explore numerous topics including how youth grieve differently from adults, myths and realities, what supports are available at LTL and elsewhere. The workshops are facilitated by a registered clinical counsellor, are 90 minutes in length with time for Q & A at the end for those with specific queries and/or for those in search of other resources in the community.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

Mismanaged and unexpressed grief can resurface later as unregulated anger, take root as depression and fuel a desire to self-medicate. Few to no services exist in the CRD for youth bereaved during childhood, adolescence or young adulthood. As experts in grief support and education, we know that because youth are surrounded by adults, it is essential that we give the adults in the community the opportunity to learn about grief in youth, so that they can be supportive too.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

We don't charge youth for services; we do not discriminate. We accept referrals from schools, agencies, govt, etc. Youth are supported by highly skilled, experienced RCCs. The majority of whom come to us from life altering situations. At LTL, they learn to understand grief, how it manifests, that it is not pathological, they are not crazy, or at fault; that grief cannot be fixed but can be tended. They learn healthy coping skills, develop resilience and learn how to live with the loss without it derailing

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

All youth impacted by grief and loss within the CRD have access to our services and programs without cost. Youth are surrounded by adults so we maintain that it is important that those supporting adults have the opportunity to help youth through their grief through easy to access, helpful education. We support all youth because everyone experiences grief in their own unique ways. Our mission is to help ALL youth navigate the often difficult terrain of grief; that is our sole criteria.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Few services exist here for bereaved youth and young adults. The marginalized don't get access to these types of services (\$\$\$). In 2018, the BC Adolescent Health Survey noted: "Most students (71%) reported that at least one person close to them had died. More than a third (36%) of students reported that someone in their family or a close friend had attempted or died by suicide." We see them.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 5-600
How many of those people live within the boundaries of the City of Victoria? 500
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 100
How many will benefit from the project or program? over 1,000 Please explain below.
(1250 characters max – do not add extra pages)

The work LTL does is in response to the lack of support youth living through grief are able to access. For every adult that attends one of our workshops, another 5 people benefit. We've seen an awful lot of parental and sibling loss since COVID arrived; suicides, overdose, illness, abandonment. We know offering education around all the resulting grief is helpful. It's a powerful realization that grief can't be fixed but can be supported (to the huge benefit of the grief stricken). We teach kindness.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 9,440
Must equal Total Funding Sources from City of Victoria on page 6

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		
Good Grief Community Workshops	8,000	
for Adults in Support of Youth		
weekly, 4 per month on a rotating schedule		
lunch n' learns or Thursday evenings		
for 10 months		
A. Total Project or Program Expenses	8,000	
Administration		
	1440	
B. Total Administrative Expenses	1440	
TOTAL PROGRAM EXPENDITURES (A+B)	9,440	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	18%	
Total percentage of administrative costs		



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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	9,440	Pending <input checked="" type="checkbox"/>		
A. Total Government Funding	\$ 0.00			
Corporate Sponsorships				
City of Victoria		Pending <input checked="" type="checkbox"/>		
As a funder				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
N/A				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
N/A				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
Costs are facilitator costs only				
plus admin (no overhead)				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	9,440	Should equal Total Program Expenditures on page 5		

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 workshops we can obtain funding for. Please note that we do not have funds in our budget to support the costs of these Community Education workshops. COVID has made securing funding much more challenging and we hope the City of Victoria will continue to sponsor these important workshops. Thank you for the opportunity.



Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

Fewer dates equal less access. We've been able to offer these workshops throughout COVID on account of the City of Victoria with good results. We're hoping to offer weekly opportunities on regular dates and times (with some additional advertising) so more people have a chance to attend. Share with your colleagues. These are excellent workshops.

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 2021 To: June 2022

Project or program location: Via ZOOM Healthcare Platform

Project or program timeline and major milestones.

Date	Milestone
September 2021	4 Good Grief for Adult workshops ea month
through to	2 Monday Lunch n' Learns (12-1:30pm)
June 2022	2 Thursday evenings (6-7:30pm)
	Registration through our website or EventBrite
	Free to attend (City of Victoria sponsored) donations encouraged.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

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

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

Signature

Caroline Donelle

Name

Executive Director

Position

January 30, 2021

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: Friends of Living and Learning Through Loss (INTERIM REPORT)
Mailing Address: 132-328 Wale Rd., Victoria BC V9B 0J8
Contact Person: Caroline Donelle Email: caroline.donelle@learningthroughloss.org
Telephone: 250-413-3114 Website: www.learningthroughloss.org

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Good Grief Workshops (Community Education Workshops)
Is the project or program completed?
☐ Yes If yes, what is the completion date? _____
☐ No If no, provide reason for being incomplete, the remaining milestones and expected completion date (1000 characters)

There was a delay in delivery of workshops on account of COVID-19. We're just 5 months into this grant cycle and have so far, delivered 12 workshops online via our Zoom Healthcare platform. An additional 14 workshops are scheduled to be delivered to end of June 2021 and we may offer 2-4 more through summer. We moved all of our services over to a virtual platform which also took time to not only become accustomed to but to market the services so that the public could benefit. As of March 1, we will be delivering workshops on a weekly basis

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

Offering workshops on grief, free to all helped educate many on the complexities of grief, & how to support youth and others through loss. Open to all, those who register are asked if they have specific concerns they need help with so we can address those and refer to other orgs if beneficial.

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
Educate the public about grief	Because of COVID, we made the workshops public so everyone could attend and we've seen a cross section of participants ranging from 18 to 85.	Yes <input checked="" type="radio"/>
	Everyone who has attended is appreciative that these even exist. We've also had a couple of youth referred to our peer group programs as a result of.	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Initially it was the 18-24 but we opened to the community after COVID-19
What positive impacts were felt by your target audience? A better understanding of grief and loss and how to support others
How many have benefitted from the project or program? 100
What percentage of Greater Victoria Residents benefitted from this project or program? 0.00%
How many volunteers have worked on this project or program? 0 What total hours did they work? N/A



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		
Good Grief Workshops (Community Education)	\$2400	12 workshops from Sept 2020 to Jan 2021
	\$2800**	14 scheduled from Feb 2021 to June 2021
		These funds are left over from City of Victoria
		2019 funds (COVID) which will be spent.
		(see attached budget expenditures to date)
A. Total Project or Program Expenses	\$5200	
Administration		
B. Total Administrative Expenses	\$430	From grant July 2020 of \$2257.00
Total Expenses (A+B)	\$5630	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	\$2257	Confirmed <input checked="" type="checkbox"/>		
A. Total Government Funding	\$2257			
Corporate Sponsorships				
N/A				
B. Total Corporate Sponsorships	\$ 0.00			



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Strategic Plan Grant Final Report

Matching Funds				
N/A				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
N/A				
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)	\$2257			

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.

Executive Director

Signature

Position

Caroline Donelle

February 10, 2021

Name

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Greater Victoria Crossing Guards Association
Mailing Address: 1225 Glyn Oak Place, Victoria, BC V8Z5J4
Contact Person: Audrey Smith Email: admin@gvcga.com
Telephone: 250-744-5026 Website: we don't have one

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 school during peak traffic periods before and after school. We do this through managing paid, trained, adult crossing guards and working with municipal staff to improve road safety.

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

We are in our third year of operation after replacing the management services previously provided by Beacon Community Services. We provide trained, paid, adult staff to intersections identified by the community and its leaders. We work in intersections near SD61 schools where visibility and vehicle volume are a pedestrian safety concern. Our crossing guards increase the confidence in alternative modes of travel such as walking or cycling and support walkable routes to school.

How many paid staff at organization? Full Time: _____ Part Time: 19

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

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Our work is done outside and supports students getting some exercise while making their way to and from school via alternative methods of transportation other than automobiles. Our staff encourage distancing and model safe interactions with other students while at the intersection. The crosswalk is large enough to permit distance between the pedestrians and the crossing guards.

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.



Strategic Plan Grant Application Form

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	25380.62	2019/20 grant unused due to COVID closure for staff pay
City of Victoria	30550.00	2020/21 grant for staff and management expenses
Greater Victoria Harbour Auth	2804.40	For staff and management thru March 2020
Oak Bay Township	15000.00	For staff and management expenses
Township of View Royal	22528.00	For staff and management expenses
Saanich Municipality	30000.00	For staff and management expenses
Macaulay PAC	15000.00	For staff and management expenses
Organization's Annual Budget	\$ 141,263.02	

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	our staff are a familiar community member, children engage with them.
provide dependable adult supervision	staff retention and low absenteeism
provide trustworthy staff	our staff provide references and a criminal record check
standardized practice across the region	we have a code of conduct, training materials, and reporting processes
help traffic flow safely for road sharing	staff maximize the gaps and reduce the single crossings when possible
increase safety	Increased awareness of children crossing and slowed traffic in the zone

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Public School Crossing Guards

Who is your target audience? all road users

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

GVCGA is focused on students crossing complex intersections safely. We strive to encourage and model good road safety practices to all road users especially the youngest among them. This helps children gain confidence that walking is a viable mode of transportation in the city.

Studies show that when supervision of crossing is needed a paid adult is the most successful option. Public funding is the most equitable way to provide access for all communities regardless of socio-economic circumstances. We are open to partnering with other community minded groups to increase funding from other sources but are concerned of the imbalance this will create for those unable to provide those partnerships. Especially at this time of pandemic recovery. At this time the Strategic Grant is our only way to access municipal funding in the City of Victoria. Without that grant funding the schools we currently serve will no longer have crossing guards.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input checked="" type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 June when schools are opening up again a child was worried about going to school, according to his mother, once he saw the crossing guard near his school he smiled and relaxed knowing that if the crossing guard was there everything would be alright. This is what we think of when we do our work. We want the children to know the community is working together making our neighbourhoods a safe place, where children can safely walk to school and will be supported in their effort when needed. Strong, liveable neighbourhoods are nurtured when the adults in the neighbourhood become aware of the number of children living around them and look out for them even without realizing it. When we get out of our cars to travel on foot we recognize others living around us more easily and become more connected and concerned for each other. While walking to school we can see the amenities available for future activities in our own neighbourhood and meet the people living around us. The more people are out of their cars and participating in the recreational or natural activities available the more safe it feels to go out for everyone. Walking to school with support at the points of conflict is an important part of a healthy lifestyle and community.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

GVCGA strives to identify areas where the traffic is more dense and problematic for young pedestrians. We are in communication with school staff and parents as well as community leaders to see when we can help increase safety. There are areas of the city that do not have crossing guards however, it is not due to an unmet need in most cases. If there are concerns we investigate and discuss them with City staff to help resolve those concerns.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The Greater Victoria Crossing Guards Association strives to provide staff in the areas identified by City staff and Council. If there is a neighbourhood that requires our services we do our best to fill the need as funding is available. It can be difficult to find people available to do this shift work but we do our best. Our standard practices make the opportunities for joining our association in the work equal to all candidates. Our code of conduct is non discriminatory and welcoming to all of the community using our services.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Our staff are friendly, smiling people willing to provide their support to anyone presenting at the curb. The model welcoming safe interaction with everyone that comes along. Many times they are also the person who offers encouragement and support when needed. They look out for the children that seem to be alone or unhappy and do their best to watch and listen and then report when needed.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 1750

How many of those people live within the boundaries of the City of Victoria? 1500

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 250

How many will benefit from the project or program? 50000+ Please explain below.
(1250 characters max – do not add extra pages)

While the number of people participating or taking advantage of the program may seem small that is the number of students likely to use the crosswalks we service in the City of Victoria. The number of people who will benefit from our program is far greater due to the road safety provided. Traffic flows for smoothly when the pedestrians are regulated at intervals during gaps in the traffic. The drivers can be confident that children will not dart out into traffic and the whole community can be assured that the children are being supervised at the crosswalk but competent adults with one focus. Our service increases awareness of our obligation to share the roadways and to take turns at the crosswalks.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 61400.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
City of Victoria Crossing guards	\$49600.00	8 crossing guards minimum wage 10 hours for 10 months
City of Victoria Crossing guards supervisor	\$3360.00	trains, and supports crossing guards
A. Total Project or Program Expenses	\$52960.00	
Administration		
Management contract	\$8040.00	insurance, payroll, communications
insurance	260.00	liability insurance
equipment and operating costs	140.00	reflective vests. STOP sign replacement.
B. Total Administrative Expenses	8440.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$61400.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	13.75%	
Total percentage of administrative costs		



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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	\$61400.00	Pending	Jennifer Lockhart	
A. Total Government Funding	\$ 61,400.00			
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				
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 61,400.00	Should equal Total Program Expenditures on page 5		

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 service intersections chosen in consultation with City Staff. Underfunding would require revision of the list through discuss with City staff and school communities as they are depending on the service for student safety and traffic awareness. There may be some room for reduction. The anticipated locations of service are:
Quadra/Finlayson, Shelbourne/Ryan, Hillside/Gosling, Hillside/Doncaster, Irving/Fairfield, Fairfield/Moss, & Michigan. George Jay is off the list for 2021/22 (new light?).



Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

Under the plan for the intersections identified by City staff as warranting adult supervision the minimum level of funding is \$60000.00. Any less will result in revising the list.

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 7, 2021 To: June 23, 2022

Project or program location: Margaret Jenkins, Oaklands, Quadra, Sir James Douglas, South Park Elementary schools

Project or program timeline and major milestones.

Date	Milestone
June 2020	50% of Crossing Guards were willing to return to the intersections when school reopened
September 2020	All returning Crossing Guards were ready and willing to work again
Fall 2020	All staff express pleasure in seeing the students again and students were happy to see them
Fall 2020	Hired staff to fill all the vacant intersections in City of Victoria except one
Winter 2020	Held our first AGM in an alternate format

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 L Smith

Name

President

Position

January 26, 2021

Date



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

Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max - do not add extra spaces)

Under the plan for the intersections identified by City staff as warranting adult supervision the minimum level of funding is \$60000.00. Any less will result in revising the list.

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 7, 2021 To June 23, 2022

Project or program location Margaret Jenkins, Oaklands, Quadra, Sir James Douglas, South Park Elementary schools

Project or program timeline and major milestones

Date	Milestone
June 2020	50% of Crossing Guards were willing to return to the intersections when school reopened
September 2020	All returning Crossing Guards were ready and willing to work again
Fall 2020	All staff express pleasure in seeing the students again and students were happy to see them
Fall 2020	Hired staff to fill all the vacant intersections in City of Victoria except one
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- ☐ Newsletter

- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other _____

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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 L Smith

Name

President

Position

January 26, 2021

Date



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

Strategic Plan Grant Final Report

How to Apply:

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

SECTION 1. CONTACT INFORMATION

Organization Name: Great Victoria Crossing Guards Association(GVCGA)
Mailing Address: 1225 Glyn Oak Place, Victoria BC V8Z5J4
Contact Person: Audrey Smith Email: admin@gvcga.com
Telephone: 250-744-5026 Website: _____

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: 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)

GVCGA provides crossing guards for school near busy intersections or with complex crosswalk conditions in the City of Victoria and surrounding municipalities. Our service coincides with the school year. The current program provided with the 2020 Grant will end June 25, 2021.

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

Yes, adult crossing guards provide support to pedestrians and adds a level of predictability to their movements for automobile drivers. This helps people gain confidence that walking is a good, safe alternative to driving. The crossing guard is a trusted adult in the community looking out for the young road users as they build their knowledge of the amenities and joys that surround them.

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 a sense of community	Children and parents returning to school happy to see us	Yes <input checked="" type="checkbox"/>
Provide dependable adult supervision	We have had good attendance so far there have been 3 retire	Yes <input checked="" type="checkbox"/>
Ensure Staff are save adults in comm.	All of the staff have current CRC on file	Yes <input checked="" type="checkbox"/>
Provide standard of performance	All the staff have reviewed the training material	Yes <input checked="" type="checkbox"/>
Help traffic flow safely	All staff do use the gaps in traffic for crossing	Yes <input checked="" type="checkbox"/>
Raise awareness of road sharing rules	Reports of close encounters are low thus far	Yes <input checked="" type="checkbox"/>

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? all road users

What positive impacts were felt by your target audience? relief to see the crossing guards back full force in the fall

How many have benefitted from the project or program? 30000+

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

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



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		
Sept to Dec 2020	18778.26	8 Crossing Guards and Coordinator
Jan to June 2021 est.	31050.44	9 Crossing Guards and Coordinator
A. Total Project or Program Expenses	49828.70	
Administration		
Sept to Dec 2020	3294.12	Management, communication, bookkeeping, payroll
Jan to June 2021	4941.18	Management, communication, bookkeeping, payroll
B. Total Administrative Expenses	8235.30	
Total Expenses (A+B)	\$58,064	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	55930.62	Confirmed	Jennifer Lockhart	
A. Total Government Funding	55930.62			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
AGES Computers Ltd	2133.38	Pending	Audrey Smith	250-744-1506
D. Total In-Kind Contributions	2133.38			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	58064.00			

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

Audrey Smith

Name

January 27, 2021

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Human-Nature Counselling Society
Mailing Address: 743 Vancouver St, Victoria, BC, V8V3V4
Contact Person: Katy Rose Email: katy@humannaturecounselling.ca
Telephone: 250-857-6017 Website: www.humannaturecounselling.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: S0072377
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)

Human-Nature Counselling Society (HNCS) aims to enhance the well-being of individuals and families across the life span, through delivering effective, innovative and accessible nature-based therapy services across the Capital Regional District.

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

HNCS has supported Victoria residents for the last decade through group, individual and family counselling services that are low-barrier, foster resilience, and are engaged with the family, community and environment. We address key issues such as anxiety, depression, trauma, ADHD, loss & ongoing stress related to the pandemic. In 2020 we saw the need for our services double - with 269 families receiving mental health support. The New Roots group program has served Victoria residents since 2016.

How many paid staff at organization? Full Time: 2 Part Time: 12

How many volunteer staff at organization? 4 Total volunteer hours: 150

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

One of the biggest challenges to mental health treatment currently is that many services are strictly offered via telehealth - an approach that for many marginalized populations, including youth, is not desirable, accessible, or engaging. Our small group youth programming occurs completely outdoors in nearby nature settings, where it is easy to keep physical distance, and have limited shared touch surfaces. Our experiential approach is designed to offer social connection while maintaining safety and comfort for all. The New Roots programs also includes parent education/support which is held over Zoom - an easier modality for parents. We have a comprehensive Covid-19 safety protocol for our in-person services.

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.



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Strategic Plan Grant Application Form

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	5000	Creativity Grant Arts based program Spring '21
School District 61	21,500	Nature program for 3 Esquimalt schools
Pauquachin Nation	2229	Subsidized Counselling for Community
Island Health	11,000	Women's Anxiety Nature Program
Power To Be	10,000 (pending)	Family Roots Adventure Program
BC Gaming	50,000 (pending)	Subsidized Counselling Program
Saanich	8500 (Pending)	Subsidized Counselling
Fee For Service (cost recovery)	211,000	Individual and Group Counselling
Organization's Annual Budget	367,000	We also do fundraising and have private donors.

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 access to mental health support for youth with barriers.	10 registered participants per group who would otherwise have no counselling services will participate in each 8-week program.
To provide youth with effective tools for managing anxiety	Participants will show a decrease in symptoms of anxiety demonstrated on self-report pre-post outcome measures
To provide youth with a safe space to explore and process anxiety and grief surrounding the impacts of ongoing uncertainty brought by climate change and the pandemic.	Participants will show an increase of social support and confidence in coping with current issues, as evidenced a self-report measure.
To value parents/guardians' perspective and provide them with support and psychoeducation	At least one parent of each child will attend 2 parent support groups. At least one parent of each child will attend 2 parent support groups. At least one guardian of each youth will participate in 2 education sessions.
To provide a variety of creative and experiential outlets in which youth can express their emotions and experiences of stress	Youth attendance at programs will be high and staff will be able to offer different activities for the youth to experience.
To increase access to and engagement with local parks.	Youth will visit the park on a weekly basis, spending 2 hours outdoors each week. Youth will visit the park on a weekly basis, spending 2 hours outdoors each week. Youth will visit the park on a weekly basis, spending 2 hours outdoors each week.

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: **New Roots: "Grief and Gratitude" program**

Who is your target audience? **Youth who are impacted anxiety, ages 11-13 & 14-18**

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

The 'Grief and Gratitude' program is an 8-week nature-based therapy group for middle and high school youth living with anxiety. Program participants learn how to navigate stress and anxiety through a strength-based approach combining nature connection, play, mindfulness, psycho-ed, and community building. Two online parent-support sessions are also provided so the whole family grows together. A main focus this year is on the increase in anxiety related to the huge uncertainties brought by climate change and the Covid-19 pandemic. According to Statistics Canada, 57% of teens reported their mental health was worse than it was prior to the implementation of physical distancing measures. Further, extreme climate events and movements such as Greta Thunberg's 'Friday's for the planet' have inspired many youth to grapple with the realities of the climate crisis. Youth will learn effective tools for cultivating calm, build resilience to navigate stressors, and counter the stigma of mental health through peer support. This grant will enable HNCS to continue offering this much needed program in the fall 2021, and winter/spring 2022. The program runs at Government House Gardens, and has a longstanding relationship with the City of Victoria.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

New Roots fulfills the Health, Well-Being and a Welcoming City objective by:
-Providing a safe, engaging and accessible environment to address the mental health concerns of youth. Youth and their families learn practical strategies to take charge of anxiety, and practice healthy ways to navigate the prolonged stressors of the pandemic and the climate crisis. Reducing stigma and increasing resilience in our community.
-It provides opportunities for participants' to explore their local bioregion, creating a sense of respect, connection, and belonging to the natural world. Contact with nature is now being recognized as a vital component of human health and wellness, and in particular for vulnerable populations. During this isolating time, encouraging physical exercise and connection with our natural world is critical.
- We also address the 'climate leadership' objective by inviting conversations and healing processes related to eco-grief and climate anxiety, a weight which so many of our youth are currently carrying.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

HNCS is committed to creating an equitable and inclusive environment for our clients and staff. It is a priority of our Society to make our services accessible to under-served communities. One of the biggest challenges of Covid-19 has been the dependence on online connections for youth to engage socially and academically. This has left many youth disengaged, unmotivated, and isolated – especially with additional economic or family barriers. With most government funded mental health services offered via phone or online, and with lengthy waitlists, there is a large gap in services for youth who do NOT want to, or cannot, connect in this format. Nature based group counselling is an important alternative currently not available. Another priority is to support Indigenous led-solutions to healing and that an essential part of meaningful reconciliation is to support Indigenous communities to define and deliver approaches that work for them. Human-Nature has built strong partnerships as settler-allies and are working hard to develop our skills to collaboratively deliver culturally sensitive programs. All of our programs include education regarding the cultural history of these traditional lands and when appropriate include local elders.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

New Roots highly values a family-systems approach which acknowledges the interconnection of problems, and recognizes that anxiety most often shows up intergenerationally, addressing and promoting non-hierarchical, anti-oppressive, anti-capitalist, environmental justice and anti-colonial teaching. By teaching both the parents and kids that anxiety is an understandable symptom of a society radically out of balance, people can feel less shame and stigma for experiencing anxiety. Further participants are offered tools for managing dysregulation, they can better support one another, and have lasting outcomes of change. We take a holistic approach, offering youth the opportunity to try out multiple tools throughout the program so that they can determine what works for them, including: hiking, mindfulness, art, yoga, nature connection, and environmental stewardship. Thus it does not prioritize one learning type over another, and fosters a non-threatening, non-clinical environment. When outside in nature, we are in an equal space where everyone belongs and everyone's voice matters. With funding from City of Victoria, this program can be provided free of charge - thus giving all families equal access to this resource.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

New Roots aims to build community capacity and empower impacted communities by:
-Creating an opportunity for youth to access safe therapy services that are within Covid-19 Health authority guidelines, by hosting the groups outdoors, and maintaining safe distance between participants, and by removing financial barriers to service.
-New Roots also utilizes the non-clinical context of nature to shift mental health from a 'problem' focus, to a strength-based focus where youth can feel empowered and connected to something larger than themselves. The program is delivered in nearby nature parks open to the public, such as Government House Gardens, thus building a relationship with place that clients can return to long after the program is over.
-Using a group-therapy model to increase availability of services as group programming lowers the cost per participant vs. individual sessions and reduces wait-lists.
-Having the program offered at low/no cost to participants for families who cannot access private counselling services, and who are on wait-lists for accessing services such as Child Youth Mental Health. Referrals will come from the Foundry, CYMH and SD61 schools (e.g. Central Middle School).



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 20 youth & 20-40 parents

How many of those people live within the boundaries of the City of Victoria? most

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? all

How many will benefit from the project or program? 40-80 Please explain below.
(1250 characters max – do not add extra pages)

The funding from City of Victoria will help us to run two sessions of New Roots after-school programming in the 2021/2022 school year. We maintain a small group of youth for each session (maximum 10) to help foster a safe group atmosphere (both in physically managing safety in the outdoors, and for an emotionally safe and inclusive space). Parent/guardians are also included in the program, receiving 2 parent education sessions on zoom, as well as attending a final celebration with the youth on the last program day. This family involvement extends the reach of the program impact to the whole family system, thus the total number of people benefited will be somewhere between 40-80 depending on the size of the family. In past iterations of the New Roots program, the parents have expressed strong appreciation for their inclusion in programming, and reported that it has helped them to feel less isolated, more valued/understood, and supported in a non-judgmental way (we can provide many written testimonials from parents speaking to the impact of this program on their kids and themselves).

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$10500
Must equal Total Funding Sources from City of Victoria on page 6

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		
referrals and Intake	1200	intake interviews for 10 youth per session
facilitator fees: clinical counselor	4250	36 hrs per session
facilitator fees: youth worker	2240	29hrs per session
snacks	300	small after school snack
supplies	300	
First Nations Elder/knowledge holders	600	
evaluation	1000	evaluation support from Dr. Nevin Harper
program management & supervision	1000	support with planning, clinical supervision
closing celebration at Power To Be	800	voyager canoeing, fire circle, lunch
advertisement, community outreach	300	social media, school liasons, outreach
A. Total Project or Program Expenses	11990	
Administration		details
Administration	1710	executive director, admin staff
Fixed costs	900	insurance, office, phone, accounting, web systems
		14340
B. Total Administrative Expenses	2610	
TOTAL PROGRAM EXPENDITURES (A+B)	14600	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	17.8%	



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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	10500	Pending		
A. Total Government Funding	10500			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
Freedonia Grant	2000	Pending		
Fundraising 2021	1000	Pending		
Fundraising 2020	500	Confirmed	surplus contrib	
C. Total Matching Funds	3500			
In-Kind Contributions				
advertisement, outreach	300	Pending	Times Colonist	
Supplies	300	Pending	Robinsons	
D. Total In-Kind Contributions	600			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	14600	Should equal Total Program Expenditures on page 5		

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 from the City of Victoria, then we will do our best to still run the program, but at a limited capacity - for example, running one 8-week session instead of 2. The impact would be the need to reduce staffing with greater reliance on practicums students/volunteers, and extra fundraising. Another option for still running both sessions would be to charge sliding scale fees for the program, thus limiting which families can access the service.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

The minimum level of funding would be \$6500 to run one 8-week program instead of 2. Currently we would like to offer a fall program for high school youth, and a spring 2022 program for middle school youth.

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 2021 To: June 2022

Project or program location: Government House Gardens, and other nearby parks in City of Victoria

Project or program timeline and major milestones.

Date	Milestone	
May - September, 2021	advertising and intake for the fall program (highschool teens)	+
Late September - November	8-week program delivery	+
December 2021	program evaluation	+
December 2021- March 2022	advertising and intake process for spring program (middle school youth)	+
April - June, 2022	8-week program delivery	+
July 2022	program evaluation and final report	+

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2 Total volunteer hours required: 48

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

Kathryn Rose

Name

Clinical Director

Position

Jan 30th, 2021

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: KidSport Greater Victoria

Mailing Address: Box 345, 185-911 Yates St Victoria BC V8V 4Y9

Contact Person: Jill Shaw

Email: jillshaw@kidsportvictoria.ca

Telephone: 250.380.1518

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: 86212 5986 RR0003

**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. Since 2002, we have provided nearly \$3.5M to support 13,300 children / youth in need living in the CRD, enabling them to access to the benefits of sport & physical activity 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 2014, our Active Girls committee was created, in response to the disproportionate number of boys (approx 2/3) compared to girls receiving traditional KidSport funding. Since then, our Active Girls committee has distributed up to \$15K annually to support girls' physical activity pursuits specifically.

How many paid staff at organization? Full Time: 1.00 Part Time: _____

How many volunteer staff at organization? 30.00 Total volunteer hours: 400.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Since late Summer we have found that many modified sport and physical activity options exist for children, including girls served through our Active Girls program. While we did not distribute funding related to this program in Spring 2020 as we normally would, by Fall many appealing choices were open (ie baseball and softball, skating, dance, hockey, judo, equestrian and many others) and demand was high from girls and organizations for support. Further, we have seen that in some cases organizations requesting our support through Play it Forward Active Girls grants are specifically requesting that we help them with additional costs related to current health orders (ie more ice time; equipment so sharing is not needed; cleaning costs).

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.



Strategic Plan Grant Application Form

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	To support 2021 Active Girls program expense - awards to individuals and orgs serving girls
KidSport signature event rev (golf, Play it Forward)	\$ 50,850.00	Covers staff and admin expenses, balance supports season of sport reg fees
Golf for Kids	\$ 10,000.00	Season of sport registration fees for local kids in need
Donations from Orgs, Corp, Foundations	\$ 174,000.00	Season of sport registration fees for local kids in need; \$5K requested from CPRA re. Active Girls program
Prov Gov't funding	\$ 11,000.00	Season of sport registration fees for local kids in need
Project Revenue	\$ 43,000.00	Community Projects of the Board; balance for season of sport registration fees for local kids in need
Misc Small event revenue	\$ 25,000.00	Season of sport registration fees for local kids in need
Donations from Individuals and Schools	\$ 34,140.00	Season of sport registration fees for local kids in need
Organization's Annual Budget	\$ 357,990.00	

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
Assist girls newer to sport and physical activity to get involved	~10 Proud to Play Like a Girl awards distributed Spring 2021 to support girls in activity options that resonate with them
Support high performance girls with ongoing participation and competition	~5 Performance Development awards distributed Spring 2021 to support girls' ongoing participation in high level physical activity and leadership opportunities
Support organization efforts to reach new girls and/or more girls with quality, safe sport or PA options	~2 Spring 2021 Play it Forward awards provided to organizations demonstrating unique, innovative, supportive programming for girls
Assist girls newer to sport and physical activity to get involved	~10 Proud to Play Like a Girl awards distributed Fall 2021 to support girls in activity options that resonate with them
Support high performance girls with ongoing participation and competition	~5 Performance Development awards distributed Fall 2021 to support girls' ongoing participation in high level physical activity and leadership opportunities
Support organization efforts to reach new girls and/or more girls with quality, safe sport or PA options	~2 Fall 2021 Play it Forward awards provided to organizations demonstrating unique, innovative, supportive programming for girls
Generally, increased and ongoing involvement in sport and Physical Activity for girls	Higher proportion of KidSport's overall support assists girls with their sport pursuits
To help counteract the high proportion of girls who leave sport as they reach teen years	Higher proportion of girls 13-18 years old reached with KidSport support

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Active Girls

Who is your target audience? Girls, ages 10-18 years, involved in sport pursuits and demonstrating leadership + ability to overcome barriers

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

We know that generally, girls are under-served by traditional sport. While KidSport's core "So ALL Kids Can Play" support is open to children ages 18 and under, at any level of play, historically we see that only about 1/3 of applicants (and thus 1/3 of that stream of support are female. As a result, the Active Girls program was introduced, as a way of encouraging girls through more flexible funding options, allowing for support related to traditional sport and also non-traditional forms of physical activity, and encouraging local organizations to offer programming that either increases the number of girls who get and stay involved in activity, or introduces innovative sport or physical activity options to better engage girls. We know girls, like their male counterparts, benefit in important ways through involvement in sport and Physical Activity, including the development of physical literacy and increased likelihood for physically active futures, leadership, resilience, teamwork, fairplay - and especially relevant during the pandemic period - the opportunity to connect socially with teammates and positive adult role models, and to enjoy a healthy outlet and some sense of normalcy.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 Active Girls program is a strong match to the City of Victoria's identified "Health, Well-Being and a Welcoming City" objective. Specifically, we know that enabling girls' participation in sport and physical activity programs through Active Girls awards significantly builds connection with their peers/teammates and their teachers/coaches. Many girls' sense of belonging, identity, and confidence relate strongly to their ongoing physical activity pursuits. Unfortunately, too many girls (especially as they approach adolescence) leave these activities behind as a result of financial or other obstacles. Active Girls programs support and reward their efforts, offer a source of motivation and pride, encourage ongoing participation, and substantially remove the financial barriers that make participation impossible for some girls and their families. Active Girls Play it Forward awards go to diverse organizations who are serving girls needs in effective and innovative ways. Sometimes this includes the delivery of a sport/activity program that can be offered at no cost thanks to Active Girls support, and almost always, these programs serve to increase the number of girls involved.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The Active Girls program was borne out of a desire to better serve girls through access to sport and physical activity, driven by knowledge that girls have historically been under-served by traditional sport. While this program represents a small proportion of the overall funding KidSport Greater Victoria dedicates to supporting kids in need (\$15,000 vs approx \$300,000 in a typical year), it is an important tool to better support girls in the activities that appeal most to them. Our organization is focused almost exclusively on supporting under-served communities. All of the kids and families reached through our work are from families in financial need, and a very significant proportion are from single parent families. Many self-identify as Newcomer, Indigenous or athletes with disabilities. As an organization, we prioritize the seamless integration of "KidSport kids" with existing activities, teams, etc; similarly, girls reached through Active Girls are not identified as being supported by the program, allowing them to access the same benefits as their peers without any further complication / potential judgment.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The equity considerations identified by council closely align with our organization's own values, with "Accessible" and "Equitable" being two of the five core values identified in our organization's Strategic Plan. We recognize that some groups have not traditionally been well served by a variety of longstanding settings and institutions. We place high priority on ensuring all children have opportunity to play, and prioritizing support to traditionally under-served groups including girls, Newcomer youth, Indigenous youth, and children with disabilities. Further, we are taking steps to increase awareness and consideration of systems, training and policies that support local sport organizations in ensuring they are offering safe, inclusive, quality sports opportunities free of bullying, discrimination and harassment.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

We know that the sport system has traditionally benefited male participants more than female participants, for a variety of reasons. Active Girls seeks to help balance that playing field by encouraging the development of innovative programming designed to meet girls interests specifically, improve the sport experience for girls wishing to participate in traditionally male-dominated sport, or increase/sustain girls participation in existing, successful sport and physical activity pursuits. Further, Active Girls individual awards are designed to provide extra support and encouragement to girls facing additional barriers and/or exhibiting strong leadership qualities, allowing for more flexible help to cover fees relevant to their equipment needs, travel requirements, special coaching/training fees, camp involvement, and/or registration fees for non-traditional sports activities.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 232.00
How many of those people live within the boundaries of the City of Victoria? 110.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 122.00
How many will benefit from the project or program? 616.00 Please explain below.
(1250 characters max – do not add extra pages)

Given the team nature of many sports and physical activities as well as the benefit to the teammates and family members of those who are directly reached with funding, we estimate that for each of the individual award recipients (32) an average of 13 will directly + indirectly benefit. In addition, an estimated 50 individuals will be reached through 4 organizational awards, for a total of 616 individuals benefiting from the Active Girls program. This number may potentially be much larger, depending on the nature of the organizations who receive Active Girls Play it Forward support.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Proud to Play Like a Girl individual awards @ \$250 each	\$ 5,000.00	20X \$250 awards, for girls aged 10-18 years engaged in sport or physical activity
Performance Development individual awards @ \$500 each	\$ 6,000.00	12X \$500 awards, for girls 10-18y, engaged in high level sport or physical activity
Play it Forward organizational awards @ \$1000 each	\$ 4,000.00	4X \$1000 awards for organizations providing innovative opportunities for female participants
A. Total Project or Program Expenses	\$ 15,000.00	
Administration		
		This project functions through a skilled and diverse team of volunteers
B. Total Administrative Expenses	\$ 0.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 15,000.00	Should equal Total Program Funding Sources on page 6
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
Government Funding - include pending requests				
City of Victoria	\$ 10,000.00	Pending		
A. Total Government Funding	\$ 10,000.00			
Corporate Sponsorships				
Canadian Parks & Rec Assc: Gender Equity Community Grants	\$ 5,000.00	Pending		
B. Total Corporate Sponsorships	\$ 5,000.00			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 15,000.00	Should equal Total Program Expenditures on page 5		

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 fundraising outlook for 2021 remains uncertain, and we anticipate that we may have to reduce the help we can provide through our Active Girls and other programs, should demand for support exceed our ability to raise sufficient funds. Should we be unsuccessful in securing \$15,000 to support our Active Girls program, we will reduce the number of individuals and or organizations we can support in this way, as necessary. Our hope is that this measure would be only temporary.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The Active Girls program operates with virtually no fixed costs. As such the program can be easily adjusted. For example, a \$5000 contribution could be used to provide 20 individual awards of \$250 each. Limiting the program in such a way would still serve to support girls sport and physical activity participation, though not optimally. We know that greater barriers already exist for this group than for their male counterparts. A minimum of \$5000 could still make for a worthwhile program.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1 2021 To: May 30 2022

Project or program location: Active Girls participants are engaged in activities across the CRD, with the majority typically within City of Victoria

Project or program timeline and major milestones.

Date	Milestone
June 2021	Confirm level of funding available to support 2021 Active Girls program
Sept 2021	Open Fall 2021 Grant cycle, and communicate availability of individual and organization grants to community
October 2021	Active Girls committee convenes to review and make allocation decisions to applicants
November 2021	Active Grants distributed to Fall individual and organization award recipients
March 2021	Open Spring 2021 Grant cycle, and communicate availability of individual and organization grants to community
April 2022	Active Girls committee convenes to review and make allocation decisions to applicants
May 2022	Active Grants distributed to Spring individual and organization award recipients

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

Signature

Jill Shaw

Name

Executive Director, KidSport Greater Victoria

Position

January 29, 2021

Date



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1 Centennial Square
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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: KidSport Greater Victoria

Mailing Address: Box 345, 185-911 Yates St Victoria BC V8V 4Y9

Contact Person: Jill Shaw Email: jillshaw@kidsportvictoria.ca

Telephone: 250.380.1518 Website: www.kidsportvictoria.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: So ALL Kids Can Play sport registration support

Is the project or program completed?

☐ Yes If yes, what is the completion date? 2020 work is completed

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

Our work related to the 2020 So ALL Kids Can Play sport registration support is now complete, but this program, as our largest ongoing annual program, continues through 2021 and beyond. While demand for So ALL Kids Can Play sport registration support dropped dramatically in 2020 as a result of the temporary shutdown of organized sport, we have seen modified return-to-play options grow since early Fall. We anticipate that 2021 will see more re-opening, increased return-to-play interest from kids/families, and we know that financial need has never been greater. We expect a steep rise in demand for our support to be ahead.

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

Yes, while an incredible number of things (ie fundraising, and opportunities for kids to participate in organized sport) changed dramatically through 2020, we were able to assist hundreds of kids and families in financial need through the program, which facilitated kids' involvement in sport and physical activity (including benefits related to physical, mental and social health), and fostered inclusion and community connection for kids, families, and teammates.

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
Builds social inclusion for kids and their families through sport	Increase reach among isolated groups (ie Newcomer and Indigenous families). Increase # participants	Yes
Increase awareness/help to Newcomer families	Ongoing work with schools, ICA to reach target audience, track and look for growth over 2020.	Yes
Engage kids in need who wish to participate in organized sport	Tracking children and youth reached; anecdotal evidence through thank you letters and dialogue.	Yes
Assist all eligible applicant children to participate in sport	Secure sufficient revenue to keep up with 1200+ requests for support anticipated this year.	Yes
Increase confidence, competence, access, enjoyment of sport among kids	Ongoing evaluation (2x/year) now being used to evaluate impact of KidSport funding.	Yes
Promote diversity and inclusion among kids and their families	All benefit when clubs are diverse and all have access. Remove financial barrier; increase # served.	Yes
Improved mental, physical, emotional health for kids and teens	Remove financial barrier to participation, increase # of kids accessing sport opportunities locally.	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Local families in financial need, whose children (18 & under) wish to play organized sport

What positive impacts were felt by your target audience? In 2020, opportunity to play, exercise, socialize and experience some normalcy was more important than ever

How many have benefitted from the project or program? Numbers in this program dramatically impacted by pandemic conditions - 499 children/youth + teammates & family members

What percentage of Greater Victoria Residents benefitted from this project or program? 2.00%

How many volunteers have worked on this project or program? 30.00 What total hours did they work? 400.00

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		
KidSport Victoria grants to support season of sport reg	132951	dramatic, temporary impact due to pandemic shutdowns through much of 2020. Steep rise in demand expected
Event expenses	11896	majority of 2020 events couldn't happen due to pandemic
Active Girls grant expense	11000	Spring grants held over until Fall due to shutdown - high need in Fall; high need expected in 2021
Evaluation expense	227	Former professor and Canada Research Chair offers eval expertise on volunteer basis
Community Projects of the Board	27713	pandemic conditions resulted in organization doing much more than expected in special projects in 2020
Donation-related expenses and mailouts	3399	
Interest and banking fees	2831	
Travel & related costs	93	
Volunteer recognition	1421	Small gifts of appreciation to Board and volunteers
Program materials	3870	
A. Total Project or Program Expenses	\$ 195,401.00	
Administration		
Contractor	68504	Executive Director contract
Office rent and insurance	8145	
Travel / Pro-D	622	meetings, parking
Other contracted services	475	office cleaning, summer role top-up to CSJ funding secured
Office supplies / equipment	1689	
Phone, PO Box, website, data management, subscriptions	3557	
Professional fees & licenses	258	
Advertising and promotion	3510	Times Colonist ads at discounted rates
		**Impact on organized sport in 2020 meant less than expected outgoing grants / reduced expenses.
OTHER: **RETAINED EARNINGS resulting from 2020 conditions	127393	This amt will be used to help cover expected 2021 deficit due to fewer fundraising opps + increased demand for help.**
B. Total Administrative Expenses	\$ 214,153.00	
Total Expenses (A+B)	\$ 5,291.00	**please note issue with total expenses formula. Actual number is \$409,554**

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	7500	Confirmed Confirmed	Tami Reynolds	250.361.0272
BC Provincial Government	4500		Christine Wong & Sport BC	contact me for info please
A. Total Government Funding	\$ 12,000.00			
Corporate Sponsorships				
Projects incl PECSF, small events (highly impacted by COVID)	71114	Confirmed	G Henuset	contact me for info please
Signature events (highly impacted by COVID)	74595	Confirmed	J Shaw, P Hunter, C Noel, D Douglas	contact me for info please
Donations (incl schools, corp, fdn); interest	236845	Confirmed	various	contact me for info please
B. Total Corporate Sponsorships	\$ 382,554.00			



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Strategic Plan Grant Final Report

Matching Funds				
Peninsula Co-op Oct matching campaign	15000	Confirmed	L Gaudette	contact me for
C. Total Matching Funds	\$ 15,000.00			
In-Kind Contributions				
Times Colonist event promo (no net \$\$ impact)		Confirmed	R Maximuk	contact me for
Q & Zone event promo (no net \$\$ impact)		Confirmed	L Kelly	contact me for
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)	\$ 409,554.00			

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.

Jill Shaw

Digitally signed by Jill Shaw
Date: 2021.01.28 13:14:34 -08'00'

Signature

Executive Director

Position

Jill Shaw

Name

January 28 2021

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Leadership Victoria Society (LVS)

Mailing Address: #306-620 View Street Victoria BC, V8W 1J6

Contact Person: Dave Marecek

Email: developmentchair@leadershipvictoria.ca

Telephone: 2502138812

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: na

Mailing Address: na

Telephone: na

Email: na

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**)

LVS grows Victoria leaders who stand out and change the world. Victoria leaders do that best when we connect them with influencers, inspire hope, focus local, and celebrate action. LVS has been the go-to organization to develop the Victoria next generation of emerging leaders with a focus on BIPOC communities. Graduates of the Inclusive Communities Program (ICP) are the leading voices in every sector of the Victoria economy and community. Victoria community leadership starts here.

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

LVS encourages diversity and fosters a spirit of inclusion with a focus on leading with creativity and courage. Enhancing understanding of BIPOC challenges and collaborative action can make a big difference. The program increases the sense of belonging and participation in civic life among all demographic groups; increases the number of people who feel safe and part of the community and increases the cultural literacy, deepening understanding and welcoming of diversity to Victoria.

How many paid staff at organization? Full Time: 0.00 Part Time: 2.00

How many volunteer staff at organization? 40.00 Total volunteer hours: 2,626.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

The ICP mixes a robust online learning platform, with occasional in-person socially distanced meetings as provincial health laws allow. LVS works with community partners including venues and caterers to ensure all Public Health directives are followed. We have designed our programming to pivot online as required and can stream events from venues into peoples' homes. Where possible, in-person sessions have been moved online to ensure safe distancing. When events are held in person, the number of participants at in-person sessions are capped. The number of staff and volunteers have been minimized at events to ensure social distancing. Masks and hand sanitizer are available at in-person events.

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.



Strategic Plan Grant Application Form

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	pending- ICP Program expenses
Gaming Revenue	\$ 25,000.00	pending- ICP and Covid Program expenses
Foundation grants	\$ 15,000.00	pending ICP and Covid program expenses
ICP Fees	\$ 49,000.00	reduced by covid ICP program expenses
Sponsorships	\$ 3,500.00	reduced by covid ICP program expenses
Bursaries/Donations	\$ 35,000.00	received- IBPOC program participants
Event recovery	\$ 104,800.00	50% received- Victoria Community Leadership Awards (2 events this fy)
Misc revenue	\$ 31,700.00	Pilot programs/administration
Organization's Annual Budget	\$ 274,000.00	

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
Enhance cross cultural collaboration	Five leaders from the immigrants or refugees will participate
Foster immigrant leadership perspectives	3 Projects will have an impact on the BIPOC community
Introduce of newcomers to local business	Employers will demonstrate increased confidence in leaders
Impactful leadership development	Learners will share their perspectives with 10 community leaders
Enhance understanding of Victoria Community	New volunteer leaders for Victoria community groups
Increase leadership confidence for local immigrants	20 new leaders in Victoria community

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Inclusive Communities Program (ICP)

Who is your target audience? LVS target leaders are Victoria's next generation of emerging leaders with a focus on BIPOC communities.

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

The BIPOC community members face uphill challenges in meaningfully integrating into society due to structural racism that plagues our community. The Inclusive Communities Program grows skilled BIPOC leaders who solve their local social, economic, and environmental challenges. The current program was highly successful with a BIPOC participation of 14 of 18 leaders thanks to your previous grant. Feedback indicates that alignment of curriculum to recognize BIPOC culture is required. How? The program will engage BIPOC community leaders from within Victoria to contribute to a enhancing the curriculum to be culturally-sensitive by drawing from their own lived experiences and their learnings that homes in on BIPOC community challenges to address the skills sets that will enable BIPOC members to find solid footing as they integrate into Victoria society. This grant is needed to cover the costs of engaging BIPOC community leaders, modifying and improving the curriculum, and for program delivery expenses for the BIPOC leaders in next years program. In addition this grant will cover costs of producing materials and resources for the course participants.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 program is focused on developing BIPOC community leaders who will lead the improvement of health, well being and welcoming in the City of Victoria. The ICP will increase the sense of belonging and participation in civic life among all demographic groups by developing leadership skills and applying them to BIPOC community action projects. Specific leadership skills include: The competencies that are developed and applied to the ICP are community leadership foundations, the conscious leader, leadership of teams, leadership of organizations and resilient leadership. The ICP increases the number of people who feel safe and part of the community by developing leadership skills in inclusion and diversity by leading from the heart. The ICP increases cultural literacy, a deeper understanding and welcoming of diversity to Victoria by connecting new BIPOC leaders to the strong leadership community within Victoria.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

In an August 2020 survey conducted in BC, BIPOC community members were found to have twice as high an unemployment rate as that of those who did not identify as a visible minority. This inequity, in addition to being a newcomer prevents them from effectively integrating into society, applying their skills, thriving and contributing to the community they occupy. A big barrier to community integration is relatability to local leaders who understand their unique challenges. BIPOC community leaders could effectively facilitate learning in the newcomer BIPOC community by increasing psychological safety in two-way communications, and introducing them to the ways of their new community and to influential community leaders who could then offer opportunities to train and become independent. The program demonstrates accessibility & inclusion through our focus and direct promotion to under served communities. Last year we increased opportunity for equity seeking participants by 20%. We increased accessibility by soliciting >\$40 000 in multi year bursaries to cover the costs for qualified candidates facing financial barriers to access the program including support for newcomers to Canada, and the BIPOC community members.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The improved program advances council's state values on equity by the deliberate inclusion of community and business leaders from the BIPOC community who will contribute to curriculum development and lead program delivery. Tailoring curriculum to the newcomer and BIPOC community will ensure their unique needs are considered, met and measured. In addition, community support is demonstrated through donations of bursaries and scholarships from civic minded Victoria community members. Community leaders from Victoria volunteer in coaching, training and by opening doors for the participants. Leaders from equity seeking communities support our program with active consultation from their lived experience. Collaboration between multiple sectors, local organizations, community associations, and former program participants ensure the future leaders represent diverse social backgrounds.

How does this program building community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The ICP is tailored to newcomers and BIPOC community members with this years projects working with the Victoria Native Friendship Center, The Vancouver Island Counselling Center for Immigrants and Refugees, and The Inclusion Project. In addition the ICP leaders community projects from the last year include: Multiple projects serving vulnerable children and families in Victoria. Specifically, we developed healthy child video to be used by 2100 expectant and new parents and educators; delivered seminar to 60 health policy development leaders; offered seminar to 85 medical practitioners for accessible resources for new and expectant parents; delivered report on healthy childhood social development for incarcerated parents; and offered service projects to serve immediate needs for Indigenous women at risk of homelessness, vulnerable women experiencing homelessness and to support children and families facing barriers. Project participants collected 184 bags of donations and delivered another 400+ cold weather items supporting Aboriginal members of our community. Through the improved ICP we intend to deliver similar impact to the newcomer and BIPOC communities.



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How many people participate in or take advantage of the program for which you are seeking funding? 25.00

How many of those people live within the boundaries of the City of Victoria? 8.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 17.00

How many will benefit from the project or program? 224.00 Please explain below.

(1250 characters max – do not add extra pages)

There were 25 program participants in past cohorts. In past years, an additional 224 people were direct benefits of action including children, youth, families and seniors, newcomers to Canada, people with diverse abilities, and the LGBTQ2 community. We support gender affirmation and we provided Indigenous communities with direct training and project implementation. We estimate an additional 3000 regional citizens benefit from projects designed and delivered by our program participants each year. The leaders from this year will be the leaders of tomorrow to lead the health and wellbeing of BIPOC communities in Victoria.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 15,750.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Salaries	\$ 70,000.00	2 part time staff who lead the ICP program
Program expenses	\$ 25,000.00	\$1000 for leadership educational paper materials & Software * 25 participants
Facility expenses	\$ 5,000.00	\$1000 for venue rental for 1 day * 5 events
Facilitator expenses	\$ 5,000.00	\$1000 for facilitator labour & proprietary materials *5 events
program expenses continued		covid supplies including hand sanitizers, masks, cleaning materials,
		Software include learning SW, communications SW and Collaboration SW
		Food and coffee for each learning event
A. Total Project or Program Expenses	\$ 105,000.00	
Administration		
Advertising	\$ 1,850.00	
Recruitment	\$ 7,000.00	
B. Total Administrative Expenses	\$ 8,850.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 113,850.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	7.77%	



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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	\$ 15,750.00	Pending		
BC Gaming	\$ 15,000.00	Pending		
Federal CEWS	\$ 15,000.00	Confirmed		
A. Total Government Funding	\$ 45,750.00			
Corporate Sponsorships				
Thrifties	\$ 1,600.00	Confirmed		
B. Total Corporate Sponsorships	\$ 1,600.00			
Matching Funds				
Victoria foundation	\$ 7,500.00	Pending		
Bursaries 2021 UCP	\$ 28,000.00	Confirmed		
C. Total Matching Funds	\$ 35,500.00			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
Program fees (2021)	\$ 31,000.00	Confirmed		
E. Total Waived Fees and Charges	\$ 31,000.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 113,850.00	Should equal Total Program Expenditures on page 5		

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 BIPOC cultural improvements to the curriculum and to the participants. The actual cost per person is \$4500. Increased bursary or grant funding would need to be sourced (at risk due to covid economic impacts) or participant fees could be increased to ensure the program moves forward as intended which reduces probability of BIPOC participation.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The ICP program budget of \$110k is the minimum for the program to operate. In the current year due to covid, the program is operating with below the minimum number of students (18 vs a target of 25), and future year Bursaries were applied by 150% over budget to support BIPOC participants who could not afford the full fee. This year employers who have sent participants in the past have not participated due to covid restrictions.

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 2021 To: Apr 2022

Project or program location: Our office is located in Victoria, and sites around the CRD are used for 5 person learning sessions

Project or program timeline and major milestones.

Date	Milestone
May-Aug	Program improvements based on feedback of participants and employers
Sept- December	Leadership development skills a through learning days and virtual webinars
Jan to Mar	Community Action projects for 4 BIPOC Community Organizations
April	Leadership reflection and graduation
May	Graduates rejoin community to lead into the future

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 40 Total volunteer hours required: 2000

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☒ Other: Victoria leaders to address cohort at 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

Dave Marecek

Signature

Dave Marecek

Name

Chair Development

Position

30 January 2021

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

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Leadership Victoria Society

Mailing Address: 306-620 View Street, Victoria, B.C. V8W 1J6

Contact Person: Gumersindo Arzola Email: programmanager@leadershipvictoria.ca

Telephone: (250) 385-6088 Website: www.leadershipvictoria.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Community Leadership Development Program

Is the project or program completed?

☒ Yes If yes, what is the completion date? March 2021.

☐ 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)

The specific request for our program overlaps directly with Council's objective to promote inclusion, understanding and collaboration across cultures. The project immersed 5 newcomers in a community leadership program with other community leaders. Selected students worked collaboratively with other community leaders and organizations like VNFC, VICCIR and The Inclusion Project developing Community Action Projects.

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 promote inclusivity, understanding and collaboration across cultures.	Five leaders who are immigrants or refugees participated in a leadership dev program.	Yes
To introduce newcomers to Canada to local business leaders and influencers.	Because of COVID restrictions, we were not able to have this meeting	No
To share the unique leadership perspective of immigrants and refugees	Learners shared their perspectives with 20 community leaders.	Yes
Participants had a better understanding of Victoria Community Systems	Learners completed a curriculum that teaches community systems	Yes
Leaders impacted our local community.	Community Action Projects are in progress with 3 NFP organizations.	Yes
Improved a leaders confidence to lead in the community.	Feedback from employers demonstrated increased confidence	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Newcomers to Canada including recent immigrants and refugees.

What positive impacts were felt by your target audience? 5 newcomers were immersed in our community leadership development program

How many have benefitted from the project or program? 25 directly. More community members are being benefitted indirectly especially the NFP where they are developing a CAP.

What percentage of Greater Victoria Residents benefitted from this project or program? 0.01

How many volunteers have worked on this project or program? 25 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)
Project or Program Costs		
Learning Day Expenses	7081.36	Includes venue, food, facilitators for orientation and 7 learning days.
Retreat Expenses	0	Cancel due to COVID19
Community Action Project Costs	37.78	Cost to complete project and public celebration at completion of program, reduced by COVID Restrictions
Wages	62358.89	100% Program Manager, 50% of Executive Director
A. Total Project or Program Expenses	69478.03	
Administration		
Advertising and Promotions	557.73	
Planning and Recruitment	160.6	
B. Total Administrative Expenses	718.33	
Total Expenses (A+B)	0	\$70,196.36

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	4055	Confirmed		250-385-5711
Gaming Grant	10496.36	Pending		250-356-1081
A. Total Government Funding	14551.36			
Corporate Sponsorships				
BC Transit fees	0	Confirmed		
Bursary Sponsorship	22985	Confirmed	TBA	
UVic Program Fees	0	Confirmed		
B. Total Corporate Sponsorships	22985			



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Strategic Plan Grant Final Report

Matching Funds			
C. Total Matching Funds	0		
In-Kind Contributions			
D. Total In-Kind Contributions	0		
Waived Fees and Charges			
Program Fees	32660	Confirmed	(250) 385-6088
E. Total Waived Fees and Charges	32660		
Total Funding Sources (A+B+C+D+E)	70196.36		

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 Mentioning during the community learning days

☐ 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

Mark Crocker

Name

January 29, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Home is Where We Live - LifeCycles Project Society

Mailing Address: 808 A Viewfield Road, Victoria, BC V9A 4V1

Contact Person: Joan Stonehocker Email: joan@lifecyclesproject.ca

Telephone: 250-383-5800 Website: 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: S0032015

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 891200743RR0001

**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. The Victoria Seed Library started in 2013, led by LifeCycles in partnership with the Greater Victoria Public Library.

How many paid staff at organization? Full Time: 4.00 Part Time: 5.00

How many volunteer staff at organization? 300.00 Total volunteer hours: 3,000.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

LifeCycles has made several adjustments to our programs to operate safely under current COVID-19 Provincial Health Orders. We have introduced a number of changes to our harvest process to keep all program participants safe and physically distanced. Booking slots have been reduced to allow for additional equipment cleaning, encouraged gleaning 'quaranteams', and increased property and tree assessment activities to determine how many people can pick safely at the property. Our Seed Swaps have moved outdoors at the Library, and virtual workshops and video tutorials are being developed. We are also collaborating with local organizations and groups to distribute seeds more broadly.

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.



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Strategic Plan Grant Application Form

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	\$ 17,200.00	Strategic Plan -urban orchard; COVID strategic plan
BC Gaming	\$ 40,500.00	Program support for Growing Schools, Food Literacy, Seed Library, Fruit Tree Project
Federal funding, CSJ	\$ 67,000.00	Urban learning garden, youth employment, wage subsidies
Community Food Centres Canada	\$ 40,000.00	Emergency food relief
Vancouver Foundation	\$ 90,000.00	Seed the City
Other Foundations and Other	\$ 154,850.00	Project specific grants across six primary programs
Donations	\$ 35,000.00	General admin, primary programs
Social Enterprise, Fee for Service	\$ 56,000.00	Garden and orchard maintenance, tree care, value added product
Organization's Annual Budget	\$ 500,550.00	

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
Facilitate the rescue and redistribution of surplus fruit and produce	Coordinate volunteers to harvest 35000 lbs of fruit and vegetables to share
Deliver food growing and tree stewardship programs and workshops	Host 40 Learning opportunities/events in person and virtually
Build biodiverse seed collection share local seeds with community	Share 500 – 1000 seed packages; conserve 40 varieties of rare local seed
Provide training to volunteers, ensuring safe practices	Host 4 volunteer orientation/training sessions

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Healthy local food grown right in our community

Who is your target audience? Fruit tree owners, gardeners, eaters (including marginalized community members), 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 49,000 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 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.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 more access to 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 did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Participation in our programs are open to all, ensuring dignity of access. People that have fruit trees that they are unable to pick can still access the fruit and have the opportunity to share with the broader community. Volunteer opportunities give people a chance to access fresh fruit and vegetables for their contribution. The food we harvest and glean is shared through the Capital Region Food Share Network to over 70 organizations and groups serving marginalized folks. Advocating for system solutions to food insecurity is an integral part of our work.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

LifeCycles approaches its activities with a goal of food justice, recognizing the damaging effects of systemic racism, colonialism, capitalism, white supremacy and the patriarchy. We seek to ensure that our programs are inclusive and bring diverse people together. Food is a connector and a valuable tool for engaging and enriching the broader community practical and healthy activities. Our Board is embarking on a learning journey of equity, diversity and inclusion to ensure the equitable values are embedded in the organization's culture.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The COVID-19 pandemic has increased the community appetite to be more connected to the food we eat and where it comes from. Our gardening and urban orchard education build confidence in individuals and strengthen food sovereignty in our communities. When people learn more about growing and harvesting food, they appreciate the value of a strong local food system. We seek connections and promote our programs through community agencies and groups that work specifically with people impacted by inequities.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 1,000.00
How many of those people live within the boundaries of the City of Victoria? 250.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 750.00
How many will benefit from the project or program? 5,000.00 Please explain below.
(1250 characters max – do not add extra pages)

About 20000 lbs of harvested and gleaned fruit and vegetables are distributed through the Capital Region Food Share Network consisting of approximately 70 agencies and groups serving marginalized people in our community. Seeds are distributed from the Victoria Seed Library to members and organizations reaching about 500 individuals. Education and learning opportunities are offered throughout the year in a variety of forms. Approximately 200 volunteers and 300 tree owners offer support and receive benefits from the program.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Wages & Benefits	\$ 83,000.00	1 Full Time Equivalent, 3 seasonal youth
Professional Services	\$ 4,000.00	Workshops, communications
Materials supplies equipment	\$ 3,000.00	picking equipment, gardening supplies
Outreach	\$ 2,000.00	Signage, events
Transportation	\$ 8,000.00	vehicles and travel
A. Total Project or Program Expenses	\$ 100,000.00	
Administration		
Computer support	\$ 3,000.00	gleaning hub program maintenance, improve
Rent, Office	\$ 4,500.00	Cost share
Insurance	\$ 1,200.00	Insurance covering staff, volunteers, participant
Financial management	\$ 3,000.00	payroll, bookkeeping cost share
Program evaluation	\$ 2,000.00	internal program evaluation
Staff Supervision	\$ 2,500.00	ED supervision of staff
B. Total Administrative Expenses	\$ 16,200.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 116,200.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	13.94%	



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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	\$ 20,000.00	Pending		
BC Gaming	\$ 13,500.00	Pending		
Canada Summer Jobs	\$ 21,000.00	Pending		
A. Total Government Funding	\$ 54,500.00			
Corporate Sponsorships				
Product/Service Sales	\$ 20,000.00	Pending		
Fuel sponsorship	\$ 3,000.00	Pending	Peninsula Coop	
B. Total Corporate Sponsorships	\$ 23,000.00			
Matching Funds				
Donations	\$ 15,000.00	Pending		
Foundations	\$ 16,700.00	Pending		
C. Total Matching Funds	\$ 31,700.00			
In-Kind Contributions				
Food Eco Distric	\$ 4,000.00	Confirmed	Brianna Stewar	
Greater Victoria Public Library	\$ 3,000.00	Confirmed	Aiyang Ma	
D. Total In-Kind Contributions	\$ 7,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 116,200.00	Should equal Total Program Expenditures on page 5		

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. If we do not receive the full amount, it will strain resources and impact the number of people we are able to reach through our education and gleaning programs.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

We have yet to understand the full impact of COVID 19 on our ability to raise funds and how funders might change funding priorities. We would definitely hope that the City of Victoria would be able to contribute at least \$10,000 to this program.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1, 2021 To: June 30, 2022

Project or program location: Locations across the city and region including Central Library courtyard

Project or program timeline and major milestones.

Date	Milestone
July - October	Coordinate 200 volunteers in the harvest and redistribution of fruit from backyard trees
July - November	Coordinate volunteers to gather surplus produce from 7 local farms
ongoing	provide 40 learning opportunities/events
ongoing	provide training to volunteers
January - February	complete harvest and program evaluation and plan for any identified recommendations
ongoing	Ensure all programs are culturally sensitive, inclusive and welcoming

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 200 Total volunteer hours required: 2000

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

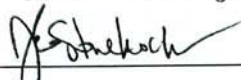
- ☒ Website
- ☐ Newspaper Advertisement
- ☒ Social Media
- ☒ Newsletter

- ☐ Sponsor Plaque
- ☐ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

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

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


Signature

Joan Stonehocker

Name

Executive Director

Position

January 31, 2021

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

2. Assemble **Assessment Documentation**:

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Home is Where We Live - LifeCycles Project Society

Mailing Address: 808 A Viewfield Road, Victoria, BC V9A 4V1

Contact Person: Joan Stonehocker Email: joan@lifecyclesproject.ca

Telephone: 250-383-5800 Website: www.lifecyclesproject.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Urban Orchard: Building Community Health, Access and Food Literacy

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 planned program completion date is June 30, 2021. Activities at the downtown Urban Learning Garden have been delayed due to equipment supply complications during COVID.

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

The project contributed to local food security by increasing access to healthy food (over 40000 lbs of fruit harvested and over 7000lbs of fresh vegetables gleaned) while working with fruit tree owners to improve the health and productivity of the urban orchard. We supported urban growing with seeds distributed through local organizations and educational videos.

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 produce	Coordinate 300 volunteers in harvest and redistribution of 300 backyard trees and 5 farms	Yes
Deliver food growing and tree stewardship programs and workshops	Complete development of downtown Urban learning Garden. Host 30 learning opportunities/revents	No
Support Regional aggregation and distribution of produce	Host and Chair Food Share Network redistributing 3M pounds of fresh food through Food Rescue Project	Yes
Connect community volunteers to neighborhood based food resources	Increase registered volunteers by 10% (current registration 1200)	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Fruit tree owners, gardeners, eaters (including recipients of emergency food), learners

What positive impacts were felt by your target audience? increased access to fresh local fruits and veg; seeds shared, growing knowledge

How many have benefitted from the project or program? 10000

What percentage of Greater Victoria Residents benefitted from this project or program? 10,000.00%

How many volunteers have worked on this project or program? 200.00 What total hours did they work? 1,500.00



SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

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

EXPENSES	\$ Amount	Details (if applicable)
Project or Program Costs		
Wages, Benefits	48800.00	One FTE, two part time summer staff
Professional Services	375	Workshops
Materials Supplies Equipment	2000	Picking equipment
Outreach	1165	Signage promotion
Transportation	5825	Vehicle operation
A. Total Project or Program Expenses	\$ 58,165.00	
Administration		
Computer Support	5000	
Rent	2000	
Insurance	600	
Financial Management	1000	
Staff Supervision	1500	
B. Total Administrative Expenses	\$ 10,100.00	
Total Expenses (A+B)	\$ 68,265.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	13000	Confirmed		
EcoAction	12500	Confirmed		
BC Gaming	15000	Confirmed		
A. Total Government Funding	\$ 40,500.00			
Corporate Sponsorships				
Product/Service Sales	20000	Pending		
B. Total Corporate Sponsorships	\$ 20,000.00			



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Strategic Plan Grant Final Report

Matching Funds				
Feed Opportunity	6000	Confirmed		
Donations	4000	Confirmed		
C. Total Matching Funds	\$ 10,000.00			
In-Kind Contributions				
Fed Eco District	5000	Confirmed		
Greater Victoria Public Library	3000	Confirmed		
D. Total In-Kind Contributions	\$ 8,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 78,500.00			

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.

Joan Stonehocker Digitally signed by Joan Stonehocker
Date: 2021.01.31 14:14:44 -08'00'

Signature

Executive Director

Position

Joan Stonehocker

Name

January 31, 2021

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 rescued food and distributing market-style at ten Living Edge Neighbourhood Weekly markets in the Greater Victoria area.

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 person in the downtown core and in 2019 the established market places have grown to ten. Since COVID-19, seven neighbourhood markets have complied with VIHA & provincial regulations regarding food distribution and are operational. Over 100 volunteers turn out during these turbulent times to display and hand out food that Living Edge distributes. We have been able to keep seven neighbourhood market places open during COVID.

How many paid staff at organization? Full Time: 2.00 Part Time: 5.00

How many volunteer staff at organization? 100.00 Total volunteer hours: 18,480.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

We have heard feedback from market attendees they appreciate that the volunteers at the market places are taking great care to not spread COVID through community transmission by following all VIHA and provincial health regulations for food distribution during COVID. All market attendees are asked to safe distance and use hand sanitizers and requested to wear masks. Our volunteers disinfect surfaces frequently as well as wear masks and sanitize their hands. The attendees are given numbers upon arrival and asked to come back at an indicated time. This allows for better control and observation of health regulations and minimizes social interaction.

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.



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Strategic Plan Grant Application Form

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	Program expenses: gas for delivery vans, maintenance, rental of distribution facility
United Way Grant	\$ 25,000.00	General Program Expenses
Victoria Foundation & other grants	\$ 20,350.00	General Program Expenses
Offerings, Canada Helps/Chimp	\$ 47,000.00	General Program Expenses
Special Giving	\$ 11,500.00	General Program Expenses
Fundraisers & Sponsorships	\$ 6,150.00	General Program Expenses
Other Donations	\$ 3,200.00	General Program Expenses
Market Partner funding, interest	\$ 42,050.00	General Program Expenses
Organization's Annual Budget	\$ 170,250.00	

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
Increase market openings during COVID	During COVID there are seven markets open: Quadra Market, Pandora Market, UVIC Family Centre, Langford/Colwood Market, Saanich Market, Emmanuel Market and Esquimalt Market. LE to support Gateway (Saanich) and First Baptist (North Park) markets towards successful operation during COVID.
Build capacity at Distribution/Office Centre in Esquimalt	Instal network printer, landline phone, freezers and other equipment needed at LE Centre.
Increase persons served from 5,000/month to 7,000/month	Open two more market locations, increase social media promoting neighbourhood markets
Complete inventory and status report of assets	Complete inventory and status report of transportation equipment plus distribution centre walk-in cooler and freezers, office equipment. This will assist in long-term budget planning.
Quality Control - recovered food	Contact local farmers during growing season for direct access to produce; do evaluation on systemic problems in the rescued food delivery system.
Upgrade LE website	Refresh website and make user-friendly

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: LE Neighbourhood Market operations during COVID

Who is your target audience? Persons and families on low income, seniors, persons with disabilities, homeless, students, First Nations (Saanich & Esquimalt areas)

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

Living Edge (LE) works collaboratively with Victoria FoodShare Network, Mustard Seed Food Bank, the Salvation Army, our own additional rescued food suppliers, in partnership with 'Market Partners, to establish free, fresh food markets in the CRD, using a 'neighbour helping neighbour' module. End-users are low income individuals and families who would benefit from fresh, nutritious food introduced into their diet - Food that they otherwise could not afford after paying the monthly household bills. With seven markets in operation (Quadra, Pandora, Esquimalt, Colwood/Langford, UVIC Family Centre, Emmanuel Baptist (Gordon Head), Saanich Baptist (Saanich), our markets serve 5,000 people and families every month. There is a market open in one of our neighbourhoods six days/week. These markets are inclusive and open to everyone, providing a safe, friendly environment to "shop for food" market-style. Data from a recent anonymous client survey indicates that over 30% have an income of under \$10,000 and many seniors, single parents and students have an income between \$10,000 - \$20,000/year. The survey also indicated that over 70% of market attendees share their food with other families, neighbours or friends.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

Climate Leadership & Environmental Stewardship: The food recovery program is leading in organic environmental stewardship that is often not given its proper credit. LE alone recovers more than one million dollars worth of food every year from being dumped in the landfill.
Reconciliation and Indigenous Relations: Our markets leaders in Saanich and Esquimalt are working in collaboration with indigenous people to encourage two-way communication concerning food-deprived families on their reserves and how the organization can assist them.
Strong, Liveable Neighbourhoods: The "Neighbour Helping Neighbour" module of our food markets encourages a friendly, safe environment where seniors, persons with disabilities and parents with children feel safe and cared for. LE markets are inclusive and many friendships are formed on 'market days'.
Health, Well-Being: A recent client survey indicates that approximately 70% of market attendees feel their health has improved since the introduction to their diet of fresh produce and high protein items they receive from the market(s).

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The 3 markets in the inner city (North Park Manor on Quadra, Quadra Market at Quadra Community Centre and Central Baptist Market on Pandora) are located in areas where low income families/individuals reside and homeless gather. Our busiest market is at the Quadra Community Centre where on Thursdays over 140 individuals/families line up to get food. North Park Manor Market caters to seniors and persons with disabilities and the Pandora market caters to the homeless or persons whose accommodation is not stable. The three markets in the inner city serve 32,766 persons/year, including food sharing. We were surprised when we got requests to open up markets in the suburbs of Greater Victoria (Saanich, Gordon Head, Esquimalt). Although some families in these areas own their own homes, it is not surprising with the cost of living rising (especially food) families suffer as they strive to pay bills and then could not afford food. Saanich Baptist offered their facilities and volunteers for a market in that area and Harbourview Church and Esquimalt Neighbourhood House offered the same in the Esquimalt area. UVIC Family Centre approached us to open a market on campus where over 50 families receive the food that they need, every week.

How does the program advance Council's state values on equity?
(1250 characters max – **do not add extra pages**)

Living Edge Recovered Food & Distribution Program operates under the premise of 'food equality for all in Greater Victoria'. All Living Edge markets are inclusive to every segment and faith of the population. The neighbourhood market environment encourages community-building and is welcoming and safe where parents with children, persons with disabilities and seniors gather. A recent client survey indicated 90% of market attendees feel safe and cared for by their community. Market attendees have a better feeling of community belonging and often become market volunteers.

How does this program building community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Living Edge Neighbourhood Markets are accessible to families in their own community. Market leaders have taken it upon themselves to reach out to local food suppliers and support services, building constructive relationships and additional support for the food program. The free outdoor market invites people to 'shop' and take what their family needs. These vibrant community markets take away the stigma of attending food banks and empowers market attendees. Friendships are formed amongst market attendees - it is a community gathering. People helping people; neighbours gathering resources to share with their community.



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How many people participate in or take advantage of the program for which you are seeking funding? 90,000.00

How many of those people live within the boundaries of the City of Victoria? 32,766.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 57,234.00

How many will benefit from the project or program? 90,000.00 Please explain below.

(1250 characters max – do not add extra pages)

The three inner city markets (North Park Manor on Quadra, Quadra Community Centre and Central Baptist on Pandora) serve over 10,922 individuals and families every year. With food sharing, it is three times the persons served (32,766). A recent survey indicates that food sharing is more than 30% and reaches up to 70% at some market locations. Living Edge markets outside of Victoria proper (UVIC Family Centre, Emmanuel Baptist - Gordon Head, Saanich Baptist, Esquimalt Neighbourhood House, Open Gate Church - Langford/Colwood, Gateway Baptist - Central Saanich) serve 57,234 individuals and families every year. Market attendance is recorded by volunteers at all of the venues.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 15,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Staffing Expenses	\$ 107,100.00	Exec Dire, Operations Manager, Drivers, Facilities Coordinator, Helpers, Admin Staff
Rental & Facilities	\$ 19,580.00	Rentals Esquimalt Distribution Centre, Food Share Network, Promotional Expenses, Materials & Supplies, Insurance, Bank Fees, Leasehold maintenance & repairs, hydro
Other Program Expenses	\$ 25,650.00	Van insurance lic., Client Survey, PPE Supplies, Distribution Supplies & Recycling Costs,
Program - misc	\$ 3,500.00	travel, meetings
Interest & other expenses	\$ 200.00	Interest expenses
		Esquimalt Office \$ 9,000.00 750/m rent
		Quadra Site \$ 2,400.00 port a potty \$200/ms
		Hydro - Esquimalt \$ 4,200.00 350/ms
		Maintenance and Repairs - Leasehold \$ 3,980.00
		Not a fixed amount - for emergency
		Total Rent and Facilities \$ 19,580.00
A. Total Project or Program Expenses	\$ 156,030.00	
Administration		
Admin & Development Expenses	\$ 14,220.00	Bank Fees, Insurance, Licenses, Memberships
		Bank Fees \$ 700.00
		Insurance \$2,000.00
		Lic. Memberships & Dues \$ 300.00
		Materials & Supplies \$ 600.00
		Promotional Exp \$3,000.00
		FoodShare Network \$2,400.00
		Telecommunications/Web \$ 870.00
		Website & Software \$4,350.00
		(redesign of website, software, etc.)
		TOTAL \$14,220.00
B. Total Administrative Expenses	\$ 14,220.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 170,250.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	8.35%	
Total percentage of administrative costs		



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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	\$ 15,000.00	Pending	Tami	
United Way Recovery Grant	\$ 25,000.00	Confirmed	Rachel Carroll	250-857-3572
Victoria Foundation	\$ 20,350.00	Pending	n/a	
A. Total Government Funding	\$ 60,350.00			
Corporate Sponsorships				
Offerings & Special Giving	\$ 58,500.00	Pending	various	
Fundraisers & other donations	\$ 6,150.00	Pending	various	
Church sponsorships	\$ 42,000.00	Confirmed	various	
Other	\$ 3,250.00	Pending		
B. Total Corporate Sponsorships	\$ 109,900.00			
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)	\$ 170,250.00	Should equal Total Program Expenditures on page 5		

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, Living Edge will have to consider reducing the market locations resulting reducing the number of persons served.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The minimum level of funding would be \$10,000. Living Edge financially supports the markets at Quadra Village and the one at North Park Manor. It is estimated that the weekly market generates operational expenses of \$6,000 each per year. The market on Pandora is financially supported by Central Baptist Church. Living Edge does not charge for food. We ask where possible that market partners assist financially. Whether they are able to or not, we consistently keep the markets open.

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, 2021 To: March 31, 2022

Project or program location: Markets are located at seven neighbourhoods in Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
July	Campaign local farmers for produce to be donated directly to the food markets.
September	Complete inventory of assets and long range planning for replacement i.e. vans, freezers, walk-in freezer, computers
September	Publish Client Anonymous Survey results
October	Increase awareness by starting a campaign to focus on food supplier.
November	Start development of end-of-year campaign to raise funds targeting businesses and individuals
December	Collect extra food in anticipation of holiday season shut-down of markets
January	Yearly meeting of market leaders to exchange best practices
Feb/Mar	Quality Control of food at markets: strategic planning/joint effort of market leaders and Living Edge.

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

Signature

Neil van Heerden

Name

Executive Director

Position

Feb 28, 2021

Date



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1 Centennial Square
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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: Living Edge Community Church
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. PROJECT OR PROGRAM INFORMATION

Project or program title: Living Edge Neighbourhood Markets in CRD
Is the project or program completed?

- ☒ Yes If yes, what is the completion date? Dec 31, 2020
- ☐ 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)

Reconciliation & Indigenous Relations: The neighbourhood market place in Saanich is working with the tribe in their area to distribute food to the reserve.
Prosperity & Economic Inclusion: The Living Edge Market Places (markets, operating 6 days/week) is

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
Strengthen organizational infrastructure	LE Board of Directors Strategic Planning took place in	
Offer food education component	Safety of food at home and introducing ways to cook	
3 year financial plan	The Treasurer developed a two-year financial plan.	
Anonymous Client Evaluation	Client surveys of 8 market places were conducted in	
Steady supply of rescued food for neighbors	Individual market leaders are reaching out to their loc	
Resource Food Suppliers	Living Edge works collaboratively with Victoria Food S	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Low income individuals/families, students, elderly, persons/disabilities, First Nations
What positive impacts were felt by your target audience? Target audience has access to nutritional food in a local, safe
How many have benefitted from the project or program? With sharing we estimate that 5,000 individual and families are
What percentage of Greater Victoria Residents benefitted from this project or program? 6.96%
How many volunteers have worked on this project or program? 100+ What total hours did they work? 18,480



SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

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

EXPENSES	\$ Amount	Details (if applicable)
Project or Program Costs		
Staffing	89,122.49	Executive Director, Administrative Staff, Food Pick
Rent & Facilities	13,878.82	Rental at Quadra & Esquimalt Distribution Centre,
Program - Food & Other	64,245.19	Client Survey, food expense, distribution supplies,
ED Discretionary Expense	4,200.00	cell phone, client assistance, travel
Interest & Other expenses	198.83	
A. Total Project or Program Expenses	171,645.33	
Administration		
Admini & Development Expense	16,824.46	Outreach expenses, Telecommunication, website,
B. Total Administrative Expenses	16,824.46	
Total Expenses (A+B)	188,469.79	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	7500.00			
A. Total Government Funding	0			
Corporate Sponsorships				
Offerings, Canada Helps, Chimp	52,591.50			
Special Giving, Fundraisers,	18,496.89			
Donations & Grants	45,269.26			
B. Total Corporate Sponsorships	123,857.65			



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Matching Funds				
Other Funding - churches	64,612.14			
C. Total Matching Funds	64,612.14			
In-Kind Contributions				
D. Total In-Kind Contributions	0			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	188,469.79			

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.

Neil van Heerden

Digitally signed by Neil van Heerden
Date: 2021.01.25 10:14:28 -08'00'

Executive Director

Signature

Position

Rev. Neil van Heerden

January 25, 2021

Name

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: MakeWay - The Existence Project

Mailing Address: 408 Edward Street

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-267747

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 uses storytelling to connect homeless and housed communities.
Mandate:
To support unhoused people with ongoing training and resources to speak openly to their lived experience
To create a relational and digital platform for housed and unhoused community members to connect
To create pathways for individuals and the groups they represent to collaboratively address social issues in their community
The Existence Project is an project on MakeWay's Shared Platform.

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 25 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: 3.00 Part Time: 1.00

How many volunteer staff at organization? 10.00 Total volunteer hours: 250.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

The majority of our storyteller training's take place over zoom. In cases where clients are unable to access internet or a computer our team is equipped with masks which can be distributed to clients if they do not have one. We also ensure that all in-person meetings happen with a communal agreement of a 6 foot radius between individuals for the sake of each others safety.

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.



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Strategic Plan Grant Application Form

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	Staffing
Carry forward (All one fund, SPARC BC, fee for service)	\$ 52,003.20	Staffing
SPARC BC	\$ 16,250.00	Staffing
Donations	\$ 7,613.11	Honorarium & Auxiliary Costs
United Way of Great Victoria	\$ 25,000.00	Honorarium & Auxiliary Costs
Organization's Annual Budget	\$ 115,866.31	

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
Conduct outreach within 10 + partner org	15 or more people with lived experience of homelessness re
Run Storyteller training with 15 + people	15 or more people with lived experience of homelessness ha
Create a public forum for 15 + storyteller	15 or more people with lived experience of homelessness ha
15 people with lived experience of home	Evaluation form delivered at the end of training
15 people with lived experience of home	Evaluation form delivered at the end of training
15 people with lived experience of home	Evaluation form delivered at the end of training
15 people with lived experience of home	Evaluation form delivered at the end of training
15 people with lived experience of home	Evaluation form delivered at the end of training

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Keeping It Human Storyteller Training

Who is your target audience? People experiencing homelessness (experiences of poverty, addiction, mental health struggles homelessness and more)

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

The Keeping It Human Storyteller Training uses a trauma informed practice to support people with lived experience of homelessness to build a sense of inclusion in their community, develop essential communication skills for connecting with others and to share their story the way they want to tell it. Training generally happens over the course of a month (with flexibility) under the supervision of two facilitators and is administered to people on an individual basis. Once they've finished they have an option of presenting in our Keeping It Human Community workshop or being featured in a mini-documentary through our 'Up Close' Series.

The community workshop takes place over zoom in a safe, facilitated environment consisting of peers and housed allies to listen to the story of someone who has experienced homelessness, reflect on social issues and envision working housing solutions for their community. For past storytellers this is a way to continually stay connected and involved in the Project.

The Up Close series is a 10-15 minute mini-documentary that is co-created with Storytellers. It seeks to highlight stories, solutions and initiatives from people on the frontline of homelessness.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 public health emergency of COVID-19 has pressured decision makers to simultaneously house unhoused people and confine large portions of the remaining unhoused community to centralized parks and common spaces. While making the issue of homelessness much more visible can be seen as a positive, these temporary solutions have intensified the tension between housed and unhoused communities. This remains a major barrier to creating working housing & policy solutions, with large groups of people actively protesting the proximity of homeless individuals to their homes and the creation of recovery based housing in their neighbourhood.

Misunderstanding, stigma and a lack of working solutions lie at the heart of this disconnect. Long-term solutions to homelessness will require buy-in from both housed and unhoused communities, starting with the opportunity to connect meaningfully, share an envisioned future and take action collectively.

The necessity of a relational & digital platform for housed and unhoused communities to connect has never been more essential.

How did you consider the impact of the under-served communities in the development of your program?

(1250 characters max – **do not add extra pages**)

All of our programming is co-created with direct consultation and feedback from the communities we work with, "nothing about us without us". We host ongoing focus groups with past participants and have hire a 'Program Developer' with lived experience of homelessness to help develop and deliver programming.

In addition to our practical considerations we strongly believe in measurable's that can indicate the impact of our programming. In that pursuit we create an impact report conducted in partnership with UVIC that combined a literature review with the anecdotal and evaluation form metrics of our storyteller training and workshop. The thematic results are: 1) Community: compassion, for others, love & acceptance, shared healing 2) Self-Reflection: self-growth/love/compassion, healing, vulnerability, emotions, identity. This report is available upon request.

How does the program advance Council's stated values on equity?

(1250 characters max – **do not add extra pages**)

A primary operating principle for our organization is "nothing about us without us", meaning we don't create content or programming without input of the community groups we are working with. In this pursuit we have developed a 'Lived Experience Advisory Board' to consistently provide suggestions and feedback for all of our operations.

Further, we take an active role in our personal and cultural orienting to positionality and race. We actively work with local community groups such as Table Talks (a round table for P.O.C. to discuss social issues) and educational online content to better understand our implicit bias and position ourselves to work with people from different backgrounds. In this pursuit, we have also underwent a Blanket Exercise unpacking the effects of colonization on indigenous communities. Lastly we partner with organizations such as the Victoria Immigrant and Refugee Centre Society, The Aboriginal Coalition to End Homelessness and the Oasis Society on a referral basis for our storyteller programming, providing a direct pathway for B.I.P.O.C. to participate.

How does this program build community capacity and empower communities most impacted by inequities?

(1250 characters max – **do not add extra pages**)

Everybody has a story but not everybody gets to share it. There are multiple barriers to people from the homeless community contributing their voices to dialogue around the social issues that are affecting them: Complex PTSD, stigma from institutions and communities of privilege, a lack of accessible engagement processes for marginalized people to engage civically, low self-worth and the lack of a digital and relational platform for them to connect with a wider community.

The Existence Project addresses all of these issues collectively: We are trained in and implement a trauma informed approach to all of our work, all of our programming is co-created and developed ongoingly with people from the communities we work with, we build platforms for marginalized communities to meaningfully provide their input around their lived experience and we draw in a diverse cross-section of community members for them to collaborate with in addressing the social issues affecting their lives.



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How many people participate in or take advantage of the program for which you are seeking funding? 450.00

How many of those people live within the boundaries of the City of Victoria? 450.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 0.00

How many will benefit from the project or program? 10,000.00 Please explain below.

(1250 characters max – do not add extra pages)

By supporting people to step into their power as storytellers and create a legitimate platform for them to share their experiences and be part of the solution we are inspiring people who have been marginalized that their story has value and meaning. The ripple of our programming and digital starts at the individual level with the growth of the storytellers that come to us and lands in the hearts and minds of people from all walks of life in the Greater Victoria Area.

There is a certain alchemy that can take place when someone shares something they have been holding for years in a safe, caring environment. In a recent workshop, a storyteller shared an anecdote about the first time she received the words "you are an amazing, lovable person" at 29 years old and she started crying. Post-workshop she shared how being witnessed was "part of letting go of the hard things". She also shared how "I would never have thought I could do something like this" and how "I didn't realize my story had value, like anyone would want to listen to it or care".

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 15,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Staffing	\$ 98,600.00	Storyteller training and ongoing support, program coordination, outreach and social media engagement
Honorariums for completing the training process and partaking film projects	\$ 5,000.00	100\$ honorarium for each person who finishes the training process. Other honorariums apply for different programs we offer
Consultant expenses	\$ 2,500.00	Graphic Recordings for workshops
A. Total Project or Program Expenses	\$ 106,100.00	
Administration		
MakeWay Overhead	\$ 5,711.31	
Office Expenses	\$ 1,555.00	
Website maintenance	\$ 2,500.00	As quoted by West Coastal Creations
B. Total Administrative Expenses	\$ 9,766.31	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 115,866.31	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	8.43%	



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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	\$ 15,000.00	Pending		
A. Total Government Funding	\$ 15,000.00			
Corporate Sponsorships				
Carry forward (All One Fund, SPARC BC, fee for service)	\$ 52,003.20	Confirmed	Lauri Thompson	Lauri@allone.ca
SPARC BC	\$ 16,250.00	Confirmed	Lorraine Copas	lcopas@sparc.bc.ca
UWGV	\$ 25,000.00	Pending	Rachel Carroll	rachel.carroll@uwgv.ca
B. Total Corporate Sponsorships	\$ 93,253.20			
Matching Funds				
Independent Donations	\$ 7,613.11	Pending		
C. Total Matching Funds	\$ 7,613.11			
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)	\$ 115,866.31	Should equal Total Program Expenditures on page 5		

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 continue with partial funding but our ability to train and support the proposed number of storytellers will decrease.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

This funding will support the first part of our process specifically related to the ongoing training and support of storytellers who have experienced homelessness. In order to comprehensively support this many people over the long term we would need a minimum of 15K funding to responsibly take on the important task of this training.

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 30, 2021 To: June 30, 2022

Project or program location: Victoria, British Columbia

Project or program timeline and major milestones.

Date	Milestone
July 30th 2021 - August 15th 2021	Conduct outreach within 10 + partner organizations (listed above) to recruit storytellers with lived experiencing homelessness
September 1st 2021 - December 1st 2021	Run Storyteller training with 15 + people with lived experience of homelessness
November 1st 2021 - May 1st 2022	Run 15 + workshops / film mini documentaries for 15 + storytellers to present
May 1st 2022 - June 30 2022	Collect Storyteller Evaluation data and create an impact report

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 250

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

- ☒ Website
☐ Newspaper Advertisement
☒ Social Media
☐ Newsletter

- ☐ Sponsor Plaque
☐ Annual Report
☐ Other: _____

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

Signature

Lizzie Howells

Name

Director, Shared Platform

Position

January 29, 2021 | 4:33 PM PST

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

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: MakeWay - The Existence Project

Mailing Address: 408 Edward Street

Contact Person: Marko Curuvija

Email: Marko@theexistenceproject.ca

Telephone: 250-813-1434

Website: www.theexistenceproject.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Keeping It Human - For Communities

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)

Unfortunately, the COVID-19 made the original iteration of this proposal impossible as both Anawim House and Peers Resource Society were closed indefinitely to the drop-in homeless community and collaborating organizations such as ours. In response, we adapted our programming to the Keeping It Human Community Workshop that retained the component of in-person and online training for people with lived experience of homelessness, but instead offered an adapted version to community associations around the Greater Victoria area whereby they could listen to the story of someone who has experienced homelessness, reflect on social issues happening in their neighborhood and envision working housing solutions for their community.

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

Yes, our adaptation of this offering is an innovative, effective and long-term solution to systemic social exclusion of people experiencing homelessness, addiction, and poverty. Our program's goal is to bring diverse community members together through the experience of personal storytelling. We believe that stories are 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.

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
Run 16 workshops out of 2+ Downtown Service Providers	So far, we have run 7 workshops for Community Associations in our adaptation	No
Build capacity in marginalized communities to tell their story	10 Storytellers have completed our Keeping It Human training. In progress	No
Increased sense of belonging in civic life for marginalized people	Covid prohibited us from offer this programming to people currently experiencing homelessness. Our 10 storytellers to date did report an increased sense of	No
Increased understanding and connection to social-issues of marginalized ppl	Evaluations show 50+ workshop participants feel increased sense of understanding for the homeless community	Yes
Create anti-stigma community generated content for wider sharing	We adapted by creating graphic recordings of each workshop that were widely distributed online	Yes
Engage the wider public in dialogue and reflection through online channels	2500 unique interactions through all of our online channels (website, facebook, instagram)	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? People experiencing homelessness, and people affected by homelessness and housing insecurity

What positive impacts were felt by your target audience? Increased sense of inclusion, civic participation, self-love, and hope

How many have benefitted from the project or program? 5000 (directly through workshop and indirectly through ripple effect and online)

What percentage of Greater Victoria Residents benefitted from this project or program? 5.00%

How many volunteers have worked on this project or program? 10.00 What total hours did they work? 100.00



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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		
Project Coordinator (PC) Salary	33617.69	Responsible for training, outreach, facilitation
Communications Coordinator (CC) Salary	26510.92	Responsible for workshop coordination, online sharing, facilitation, public engagement
Participant Honorariums	9496.66	
Creative Materials	585.73	
Social Media Promotions	666.73	
Web Development / Maintenance	1000	
Contractor Fees	2166.68	
A. Total Project or Program Expenses	\$ 74,044.41	
Administration		
MakeWay Overhead	14529.20	
Office Expenses	1784.77	
B. Total Administrative Expenses	\$ 16,313.97	
Total Expenses (A+B)	\$ 90,358.38	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	7500	Confirmed Confirmed	Tami Reynolds	Grants@victoria.ca
SPARC BC	56250		Lorraine Copas	lcopas@sparc.bc.ca
A. Total Government Funding	\$ 63,750.00			
Corporate Sponsorships				
Catherine Donnelly Foundation	30585	Confirmed	Anne Mark	amark@catherinedonnellyfoundation.org
Victoria Foundation	20000	Confirmed	Rudi Wallace	RWallace@victoriafoundation.bc.ca
B. Total Corporate Sponsorships	\$ 50,585.00			



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Matching Funds				
Donations	7789.30	Confirmed		
Other Income	1703.97	Confirmed		
Interest	300.73	Confirmed		
C. Total Matching Funds	\$ 9,794.00			
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)	\$ 124,129.00			

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 To be included after project finishes

☐ 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

44A23C5ED7394DF...

Signature

Director, Shared Platform

Position

Lizzie Howells

January 29, 2021 | 4:01 PM PST

Name

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Maritime Museum of British Columbia (MMBC)

Mailing Address: H100-634 Humboldt St., Victoria BC, V8W 1A4

Contact Person: Brittany Vis Email: info@mmbc.bc.ca

Telephone: 250-385-4222 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 MMBC has been doing this for over 60 years and is now diversifying and broadening its base.

How many paid staff at organization? Full Time: 5 Part Time: 2

How many volunteer staff at organization? 145 Total volunteer hours: 3,500

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

In 2020 we transitioned our programs to be offered virtually where possible. We can now run the majority of our programs in-person or virtually, allowing us to be flexible and able to quickly adapt to changing health orders.

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.



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Strategic Plan Grant Application Form

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	Program staff salaries, program supplies
Oak Bay	\$ 3,000.00	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	\$ 10,000.00	Covers program fees on behalf of vulnerable and marginalized groups
Earned Revenue	\$ 200,000.00	Administrative expenses, such as rent and utilities, staff salaries
Private Donations	\$ 150,000.00	Staff salaries
Organization's Annual Budget	\$ 487,000.00	

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
Have pre-COVID participant numbers	Number of participants in free programs similar to 2019
Reduce "museum anxiety" in participants	A higher number of repeat bookings from partners
Improve participants sense of belonging	Qualitative measurement based on feedback offered

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Free Museum Programming 2021

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 21 organizations and have offered free programs to a total of 723 individuals. In 2019 this averaged about \$1,000 worth of free programming every month. Though the pandemic had initially put a pause on these free programs, museum staff worked diligently to transition these programs into virtual environments and came up with creative solutions to continue to offer our programs. From late summer 2020 onwards, we have seen a gradual increase in our numbers once again. Our target is to get back to pre-pandemic numbers by September 2021. We are applying to foundations and municipalities to cover both the costs of the program fees and our necessary admin expenses to keep these programs running and to ensure that our programs have the largest reach possible.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 strengthening 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 did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

They have been the focus of this program. In early 2019 when we were developing partnerships with community organizations as a way to reach under-served communities, we spoke with their program coordinators about how our programs typically run. In some cases we were asked if it would be possible to modify our program format to better fit the needs of their participants. We have been happy to make these changes as needed and as a result our partnerships with those organizations have proven the strongest.

How does the program advance Council's state values on equity?
(1250 characters max – do not add extra pages)

As a museum with a history of colonial collecting and storytelling, we recognize we have a long way to go until everyone can feel confident and comfortable in our space, but we are dedicated to the process of making this change. Our free programs are a step in that direction as they are designed to be inclusive for all and are targeted specifically to historically marginalized groups.

How does this program building community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

This program targets those most impacted by inequalities. By reaching out to them through community organizations that directly serve their immediate needs, we are building a stronger sense of community in Greater Victoria where those who have not been able to take advantage of the social and economic benefits of enjoying museum exhibits and programming can now do so. We know it will take a while for these groups to feel empowered to visit us on their own and not through a partnering organization, but we are committed to the process and we believe that with consistently reaching out and offering our services that we can make a difference.



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How many people participate in or take advantage of the program for which you are seeking funding? 1,000.00

How many of those people live within the boundaries of the City of Victoria? 600.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 400.00

How many will benefit from the project or program? 1,000.00 Please explain below.

(1250 characters max – do not add extra pages)

We are aiming to have 1,000 participants in all of our free programming during 2021. This will be spread out over all of our program offerings which includes talks, children's programming, senior's programming, craft workshops, outdoor walking tours, and exhibit visits.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Program staff salaries	\$ 70,000.00	Includes 1 regular f/t position and 3 temporary f/t positions
Program supplies	\$ 5,000.00	Includes all supplies needed for craft workshops and children's programming.
Marketing	\$ 8,000.00	Includes design and printing of physical materials, and design and listing of virtual ads
Program Fees	\$ 5,000.00	These will be covered by the money received from the Victoria Foundation.
A. Total Project or Program Expenses	\$ 88,000.00	
Administration		
Bookkeeping	\$ 5,000.00	To track all free programming expenses
Program Administration	\$ 10,000.00	To promote, manage, and track free bookings
B. Total Administrative Expenses	\$ 15,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 103,000.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	14.56%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	\$ 20,000.00	Pending		
Oak Bay	\$ 3,000.00	Pending		
BC Gaming Grant	\$ 70,000.00	Pending		
A. Total Government Funding	\$ 93,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
Victoria Foundation	\$ 5,000.00	Confirmed		
Additional Foundations	\$ 5,000.00	Pending		
C. Total Matching Funds	\$ 10,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 103,000.00	Should equal Total Program Expenditures on page 5		

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 need to use some of the Victoria Foundation funding to cover our admin costs in running these programs, which will mean that those funds will not be able to go as far as they could and we will have reduced community impact.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

In 2020 we were able to run these programs with \$6,000 from the City of Victoria. However, due to COVID, we were not running as many of these programs so our admin costs were also down. Based on 2019 and 2020 numbers we will need somewhere between \$6,000 and \$10,000 to run these programs.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: 1 July 2021 To: 30 June 2021

Project or program location: Maritime Museum of BC (634 Humboldt St.), around the City of Victoria

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

Bonnie V.
Name

Position

Associate Director
21 Jun 2021
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

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Maritime Museum of British Columbia

Mailing Address: H100-634 Humboldt St., Victoria BC, V8W 1A4

Contact Person: Brittany Vis Email: info@mmbc.bc.ca

Telephone: 250-385-4222 ext. 106 Website: mmbc.bc.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Free Museum Programming 2020

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 will be complete on 30 June 2021. In the meantime, the museum continues to deliver free programming to vulnerable and marginalized groups.

Unfortunately, due to the pandemic, we have not yet been able to meet some of our objectives in terms of participation numbers. However, we have seen a gradual increase in bookings since this fall, which makes us hopeful for increasing these numbers before the timeline is complete.

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 objective of health, well-being and a welcoming city. By targeting vulnerable and marginalized groups who traditionally do not participate in museum programming, we are able to create a sense of belonging and well-being in our community.

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
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	No
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	No
Reduce "museum anxiety" in participants	A higher number of repeat bookings from partnering organizations	Yes
Improve participants sense of belonging in their community	This is a qualitative measurement based on feedback that is volunteered from the participants	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Vulnerable and marginalized groups in Greater Victoria

What positive impacts were felt by your target audience? A sense of welcoming and belonging in their community

How many have benefitted from the project or program? 60 to date. These numbers were down significantly due to COVID

What percentage of Greater Victoria Residents benefitted from this project or program? 100.00%

How many volunteers have worked on this project or program? 0.00 What total hours did they work? 0.00



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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		
Program staff salaries	60000	Includes one regular f/t position and 2 temporary f/t positions
Program supplies	1000	We did not need as many supplies since our numbers were lower due to COVID
Marketing	5000	We did not print as many promotional materials and instead opted for more digital marketing
Program fees	738	
A. Total Project or Program Expenses	\$ 66,738.00	
Administration		
Bookkeeping	5000	This amount only covers bookkeeping time related directly to this project.
Program administration	5000	The time spent administering this project was reduced due to the lower numbers we experienced from COVID
B. Total Administrative Expenses	\$ 10,000.00	
Total Expenses (A+B)	\$ 0.00	\$76,738.00

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	6000	Confirmed		
Oak Bay	2000	Confirmed		
BC Gaming	54000	Confirmed		
A. Total Government Funding	\$ 62,000.00			
Corporate Sponsorships				
Victoria Foundation	738	Confirmed		
Hamber Foundation	1000	Confirmed		
MMBC Contribution	13000	Confirmed		
B. Total Corporate Sponsorships	\$ 14,738.00			



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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)	\$ 76,738.00			

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

Position

Name

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: MOVE Adapted Fitness and Rehabilitation Society of BC

Mailing Address: 100-775 Topaz Ave, Victoria BC V8T 4Z7

Contact Person: Alannah Verville

Email: moveadaptedfitness@gmail.com

Telephone: 778-433-6559

Website: moveadaptedfitness.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act?

☐ Yes ☐ No

Society Registration Number: _____

Are you a registered Charity?

☒ Yes ☐ No

Charity Registration Number: 803368828 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**)

MOVE Adapted Fitness has a vision of providing accessible and therapeutic exercise to empower people of all physical abilities to experience the enjoyment of moving through life. MOVE's mission is to continue providing accessible physical activity for all members of our community who need assistance reaching their mobility goals. Our commitment to decrease physical and financial barriers is demonstrated through our provision of specialized equipment, trained support, and affordable services.

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

MOVE aims to ensure individuals of all abilities have access to adaptive equipment and assistance from trained staff and volunteers. MOVE offers the development of individualized exercise programs, subsidized memberships, one-on-one support from a certified kinesiologist or athletic therapist, group classes, and social engagement activities. This project is targeted towards the expansion of these services to an online platform in order to service more members of the community.

How many paid staff at organization? Full Time: 1.00 Part Time: 3.00

How many volunteer staff at organization? 35.00 Total volunteer hours: 2,852.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

In order to continue offering in person services, MOVE has had to implement strict safety protocols and procedures to ensure its facility is a safe space for all staff, members and volunteers. Current recommendations for physical distancing require that MOVE become resourceful and creative to continue to foster community among and wellness support to its members. Individuals with disabilities often identify barriers to exercise such as cost of programs, and difficulty accessing assistance/support. Implementation of MOVE at Home is one of the unique ways in which MOVE hopes to positively and safely impact and help its members during this time of quarantine or limited physical attendance and interaction.

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.



Strategic Plan Grant Application Form

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	Pending - MOVE At Home program
Disability Alliance BC Grant	\$ 31,700.00	2020- Expansion of MOVEs Supported Therapeutic Exercise Program (STEP)
BC Gaming Grant	\$ 10,700.00	Pending funding for 2021 / 2020- Allocated for operating costs
Victoria Foundation Community Recovery Funding Program	\$ 15,000.00	2020- Allocated for operating costs
Donations/Fundraising	\$ 40,000.00	Pending for 2021- Allocated for operating costs, and supporting the progress/expansion of MOVEs STEP and MOVE at Home
Gym Membership Revenue	\$ 40,000.00	Pending for 2021- Allocated for operating costs, and supporting the progress/expansion of MOVEs STEP and MOVE at Home
Government of Canada Summer Jobs Grant	\$ 4,563.00	2020 - Allocated for summer student wages
University of Victoria Co-op Student Wage subsidy	\$ 5,000.00	2020- Used for Fall 2020 Co-op student wages
Organization's Annual Budget	\$ 166,963.00	

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
Improved access to exercise	Number of people enrolled in MOVE at Home programs
Improved quality of life of members	Quality of Life questionnaires
Increased financial assistance	All available subsidies being utilized
Consistent member engagement	Satisfaction surveys

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: **MOVE at Home**

Who is your target audience? Membership is targeted towards, but is not limited to, those affected by chronic conditions such as Multiple Sclerosis, stroke, cerebral palsy, neurological disease, spinal cord injury, Parkinson's disease, or motor neuron disease. All ages and demographics are welcome.

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

MOVE at Home provides accessible and therapeutic services so those with disabilities can exercise with reduced barriers especially during the pandemic. To follow COVID-19 guidelines, MOVE has limited capacity and restricted hours. Various clients are not able to enter MOVE during the pandemic due to health concerns, while others who are working full-time cannot attend during the restricted operation hours. For these reasons, there is a clear need for MOVE at Home, which includes one-on-one sessions and telehealth services, such as virtual assessments, information nights, and online exercise and yoga classes. MOVE hired two part-time staff members who have been imperative in implementing this project. To continue offering these services, grant funds are needed to pay for staffed wages exclusively to support the expansion of online services. As well, these services are carried out via Zoom, a video-conferencing service that is time-restricted without membership. Purchasing a membership would allow for prolonged online services, increasing accessibility for clients. Lastly, due to COVID-19, all clients must schedule an appointment. Purchasing Jane App, would allow for confidential and efficient management of client scheduling.



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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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

MOVE at Home will meet the objective of "Health, Well-Being and a Welcoming City" in several ways. Specifically, MOVE at Home will ensure members feel safe and part of the community. By providing virtual one-on-one exercise sessions and group classes, MOVE at Home will ensure its vulnerable members who cannot access MOVE's physical gym space, due to increased susceptibility to COVID-19, will be able to exercise in the safety of their home. By engaging in the virtual group fitness classes, members can continue to feel a part of the community while reducing feelings of isolation and loneliness. Additionally, through success of this grant, MOVE will be able to provide subsidies for members to use MOVE at Home services, therefore increasing access to free recreation options for individuals living with disabilities in Greater Victoria and surrounding areas. Lastly, MOVE at Home will increase the number of people who are active. MOVE will be able to expand services so that more members of the community who live with disabilities may have access to safe, appropriate and affordable exercise.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

In the City of Victoria, it is estimated that approximately 19,000 individuals (21% of the population) are living with one or more disabilities (according to the 2020 Accessibility Framework released by the City of Victoria). It can often be particularly difficult for individuals with long-term disability and increased mobility challenges to find a space with the available support to facilitate participation in regular physical activity. Additionally, disability has an impact on employment and earnings. Statistics Canada reported that in 2017, 22% of the Canadian population (about 6.2 million people) over the age of 15 was living with one or more disabilities. Of those, only 59% were employed, compared to 80% of those without disability (Morris, Fawcett, Brisebois, & Hughes, 2018). To help overcome these inequities, MOVE provides an exercise facility with affordable, one-on-one assistance and adaptive equipment for persons of all abilities and low-income. MOVE at Home will continue to decrease barriers to physical activity and improve the wellness of individuals who are low-income and living with a long-term disability by providing services online, such as assessments, individualized exercise programming, and fitness classes.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The MOVE at Home program is essential to the health and happiness of individuals living with disability in Greater Victoria. The program is focused on increasing access to exercise for individuals who are at an increased risk in the community and cannot access MOVE's physical gym space due to vulnerability from COVID-19. Through success of this grant, MOVE will be able to provide subsidies for its MOVE at Home services, thereby reducing financial barriers that individuals living with disabilities encounter while seeking to engage in regular physical activity. MOVE at Home advances inclusion by providing access to exercise for individuals who otherwise would be unable, due to COVID-19 and/or due to low income; the online services and financial subsidies ensure all who want to, can exercise. By providing affordable and safe access to exercise, with knowledgeable staff and volunteers, MOVE at Home allows individuals of all abilities and socioeconomic statuses to exercise and participate in physical activity.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

During the COVID-19 pandemic, MOVE at Home fosters community capacity by removing barriers to therapeutic exercise for individuals with disabilities. More specifically, this program involves refocusing MOVE's resources so that services are available both in-person and online. Many clients are not able to attend MOVE during the pandemic as they are especially vulnerable. Similarly, clients who are employed full-time are not able to attend MOVE due to the restricted operation hours. By offering services online, MOVE at Home promotes inclusion and increases accessibility to regular exercise and assessments by kinesiologists or athletic therapists for all clients. As well, this program includes virtual information- and social- events which helps to maintain clients' sense of community and connectedness. This may be especially important during the pandemic as clients may feel increased isolation. Overall, MOVE at Home, empowers community members with disabilities to continue to engage in affordable and therapeutic exercise, reach their mobility goals, and access supports that are not readily available in standard fitness centers.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 25.00
How many of those people live within the boundaries of the City of Victoria? 24.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 1.00
How many will benefit from the project or program? 50.00 Please explain below.
(1250 characters max – do not add extra pages)

Membership is targeted towards, but is not limited to, those affected by chronic conditions such as Multiple Sclerosis, stroke, cerebral palsy, neurological disease, spinal cord injury, Parkinson's disease, or motor neuron disease. While older adults (62%) form a large percentage of the current membership, all ages and demographics are welcome. In 2020, MOVE served 5,212 participants which is a 25% decrease from 2019. At the beginning of 2020 MOVE had roughly 110-120 monthly members, due to COVID-19 that number has dropped to less than 90 members/month. Many of those who have not been able to come back live in long term care facilities, are immunocompromised, or work during our limited hours of operation and have not been able to access our physical location. Transportation and affordability are some of the top deterrents to an individual living with a disability participating in regular physical activity. Through the expansion of our online services MOVE aims to eliminate these barriers and create inclusivity within our community. MOVE hopes to connect with those members who have not been able to attend in person services since before March 2020.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$20,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
MOVE At Home: Customised Exercise plan Subsidies	\$ 4,320.00	6 subsidies covering 100% of the cost for one year. (\$40/month x 6 months X 2) 6 subsidies covering 50% of the cost for one year. (\$20/month X 6 months X 2)
MOVE At Home: 30 min video consultation subsidies	\$ 5,400.00	6 subsidies covering 100% of the cost for one year. (\$50/month x 6 months X 2) 6 subsidies covering 50% of the cost for one year. (\$25/month X 6 months X 2)
MOVE At Home: Exercise program package subsidies	\$ 8,640.00	6 subsidies covering 100% of the cost for one year. (\$40/month x 6 months X 2) 6 subsidies covering 50% of the cost for one year. (\$20/month X 6 months X 2)
Online yoga class and exercise class instructor wages	\$ 5,760.00	2 classes/week X 4 - 12 week sessions (Cost per week \$120.00) \$60/class/week (\$24/hour x 2.5 hours for instruction and prep) x 2 classes/week (yoga and group fitness) x 48 weeks (4 x 12 sessions) = \$5760
Staff Costs: Program Coordinator	\$ 8,320.00	\$20/hour X 8 hours/week x 52 weeks
Staff Costs: Assistant program coordinator	\$ 6,185.00	\$17/hour X 7 hours/week X 52 weeks
Jane App Membership	\$ 2,135.00	\$159/month X 12 months X 12% GST/PST
ZOOM business membership	\$ 300.00	\$270/year + 12% GST/PST
Internet Services	\$ 840.00	\$70/month X 12 months
A. Total Project or Program Expenses	\$ 41,900.00	
Administration		
Staff Costs: Program Coordinator	\$ 2,080.00	\$20/hour X 2 hours/ week X 52 weeks
Rent	\$ 6,300.00	\$500/month + 5% GST X 12 months
Marketing	\$ 220.00	Social media (use of canva subscription)
Operating costs	\$ 500.00	Payroll deductions - \$500/year
B. Total Administrative Expenses	\$ 9,100.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 51,000.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	17.84%	
Total percentage of administrative costs		



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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	\$ 20,000.00	Pending		
A. Total Government Funding	\$ 20,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
MOVE At Home revenue	\$ 6,000.00	Pending	Carm Piemont	778-966-1425
Donations/Fundraising	\$ 10,000.00	Pending	Carm Piemont	778-966-1425
Victoria foundation	\$ 15,000.00	Pending	Carm Piemont	778-966-1425
C. Total Matching Funds	\$ 31,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 51,000.00	Should equal Total Program Expenditures on page 5		

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 is unsuccessful in receiving funding, MOVE would continue to propel its mission of providing accessible physical activity in the community, however provision of online services and available subsidies would be limited. Members would have access to online programming and sessions, but afford-ability would be a limiting factor for many members, MOVE would look for other sources of support to try to decrease financial barriers and provide aid for members who require assistance.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The minimum level of funding required is \$8,900. MOVE would decrease all subsidies and staffed hour costs by 25%, which would result in a cancellation of exercise classes. MOVE requires paid staffed hours to support the demand of expanding services. The remaining 75% will focus on providing; one on one online support, creating customized exercise programming, and access to financial assistance. A secure online scheduling platform is required to schedule clients and maintain confidential records.

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, 2022

Project or program location: Online - MOVEs physical location - 100-775 Topaz Ave, Victoria BC, V8T 4Z7

Project or program timeline and major milestones.

Date	Milestone
July 2021- June 2022	Increasing the number of paid employee hours by 15/hours/ week
July 2021- June 2022	Providing online classes supporting 6-8 members/12 week session X 4
July 2021- June 2022	Increase available financial assistance specifically for online services
July 2021- June 2022	Host six virtual bi-monthly member information/education nights
August 2021- June 2022	Host six virtual bi-monthly education/training sessions for student volunteers
July 2021- June 2022	Input/utilize Jane app to schedule appointments and keep confidential member information
Ongoing	Decrease barriers to regular physical activity
Ongoing	Improves access to services for low income individuals in the community

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4-6 Total volunteer hours required: 240

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

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

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

Signature

Jacqueline Van Alstyne

Name

J. V. C.

Board President

Position

1/29/2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: My Living City

Mailing Address: 611 Drake Avenue, Victoria BC, V9A 6K4

Contact Person: Nic LeBlanc

Email: mylivingcity2018@gmail.com

Telephone: 250-885-1727

Website: www.mylivingcity.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: XS0070138

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 cause the shift to a fully sustainable world by creating and providing platforms for citizens to work together with their communities and municipalities to enable sustainable development and practices to be created. The corporation will provide an web presence to further community knowledge regarding sustainable development and practices, and serve to expand the efforts persons and entities working towards these same goals, and create inspiration.

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

Incorporated in Sep 2018, MyLivingCity has been working with community members to design a community development discussion platform. Our efforts have focused on working with Camosun College Capstone students to build the first version of our platform, and the Victoria Design Nerds to host a community discussion to source ideas on what this platform needed to have. To goal is to provide this discussion platform to all residents of the City of Victoria.

How many paid staff at organization? Full Time: 0.00 Part Time: 0.00

How many volunteer staff at organization? 8.00 Total volunteer hours: 400.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

MyLivingCity is creating a on line community discussion application that would allow citizens to engage in a conversation for how to improve their community from the safety of their own home. Our board, as well as volunteers and coop students all work together remotely from their home. Having a technology project easily facilities working together remotely and able to fully comply with COVID-19 guidelines.

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.



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Strategic Plan Grant Application Form

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	\$ 10,500.00	Coop student employment and web services
WIL-ICTC Federal Grant Winter	\$ 7,500.00	Coop student employment for platform development
MyLivingCity Fundraising	\$ 3,000.00	Administrative expenses
WIL-ICTC Federal Grant Fall	\$ 5,000.00	Coop student employment for platform development
Camosun College Capstone Team (In Kind)	\$ 20,000.00	Web platform development
NTT Data Support & Mentorship (In Kind)	\$ 2,000.00	Technical Support
Organization's Annual Budget	\$ 48,000.00	

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
Beta Release of Platform	30 testers registered in 2 month
Official Community Release	1000 users registered in the first 2 month
Community Engagement	150 ideas posted per month
Community Take On	6% of city residents sign-up for site
Residents Having Impact on the City	10 projects have a real world impact in the city

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Community Development Discussion Platform

Who is your target audience? Any and all residents of the City of Victoria and surrounding municipalities

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

The project is to create an online platform and release as a pilot project to residents of the city of Victoria to allow them the ability to impact the development process by being able to discuss what they want to see in their city and allow tools for residents to meaningfully share ideas, discuss and collaborate on what their vision for the city would be. The platform would provide the ability for Victoria residents to engage in this conversation, be able to bring multiple viewpoints together and provide an accurate gauge of public opinion on any given proposal. It would allow any Victoria resident with a computer or smart-phone to engage in this process. This grant will assist us in bringing this platform to reality much faster than by solely volunteer effort alone.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 platform will allow residents of the City of Victoria to express ideas, discuss and engage together on what they would like to see in their city. It will allow ideas to be compared, and obtain a community gauge on what does everyone think of the idea, allowing the ability to create ideas with a strong community backing. The platform will have the means to allow all residents who have access to a computer or smart-phone to engage on the tool. It will allow those who may not otherwise be able to participate in such discussion to be part of the conversation. This will allow the City of Victoria to source residents and prove support for initiatives and the desires of the community.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

The application is designed to allow anyone with a smart phone or a computer with INTERNET access to be able to participate equally in the conversation regardless of mobility or socio-economic background. Residents have equal say and access. The system is designed for consensus and exploration of where agreement exists.

How does the program advance Council's stated values on equity?
(1250 characters max – do not add extra pages)

The application is designed to offer a new vision for how social media can be utilized to bring unity to the community. It is designed to be accessible for all members of the community, removing mobility and other barriers so that everyone can engage on an equal footing. The system is designed to look for agreement and projects demonstrating high levels of agreement to be given priority

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

This application allows ideas to be generated by any member of the community, providing them an equal voice at the table when providing comments and giving their agreement or disagreement on an idea or proposal. By leveling the playing field, the ideas and perspective of this community will be more represented than by in-person or more traditional conversations about community development.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 3,000.00

How many of those people live within the boundaries of the City of Victoria? 2,000.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 1,000.00

How many will benefit from the project or program? 3,000.00 Please explain below.
(1250 characters max – do not add extra pages)

Residents participating in this project will have the opportunity to have their voices heard and be able to express their ideas. As for how many residents will benefit from some of these ideas being implemented in their communities, one would hope it would be far greater than this initial 3,000 users.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 10,500.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
BCIT COOP Student Winter term	\$ 11,000.00	
Web hosting and web services	\$2200.00	
Marketing and Public Awareness	\$ 2,500.00	
BCIT COOP Fall Term	\$ 11,000.00	
Camosun College Spring Development Team	\$ 20,000.00	
A. Total Project or Program Expenses	\$46,700.00	
Administration		
Insurance and Admin	\$ 1,300.00	
B. Total Administrative Expenses	\$ 1,300.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 48,000.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	2.72%	



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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	\$ 10,500.00	Pending		
Federal WIL-ICTC Grant Winter	\$ 7,500.00	Confirmed		
Federal WIL-ICTC Grant Fall	\$ 5,000.00	Pending		
A. Total Government Funding	\$ 23,000.00			
Corporate Sponsorships				
Business Memberships and donations	\$ 2,000.00	Pending		
B. Total Corporate Sponsorships	\$ 2,000.00			
Matching Funds				
MyLivingCity Donations	\$ 1,000.00	Pending		
C. Total Matching Funds	\$ 1,000.00			
In-Kind Contributions				
Camosun College Capstone Project	\$ 20,000.00	Pending		
NTT Data Consulting and Advising	\$ 2,000.00	Confirmed		
D. Total In-Kind Contributions	\$ 22,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 48,000.00	Should equal Total Program Expenditures on page 5		

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 funding is less then requested, then we would have to limit some of the web development costs and marketing costs as well as potentially eliminate our fall COOP term. The project will still be able to be release, but the project will just need to proceed to a slower pace.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

While any funding amount will be of immense benefit to this project, as a volunteer driven project the work will go on, for this year's priority of a successful launch and having a meaningful impact on the community, we would need \$5,000. This would provide for our web hosting costs and some development services to have the system be attractive to a large group of the population.

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 2021 To: Dec 31 2021

Project or program location: Victoria BC

Project or program timeline and major milestones.

Date	Milestone
1 Apr 2021	System improved, documentation updated and open source collaborative development model setup
15 Aug 2021	Camosun college team completes updates and deploys platform
1 Sep 2021	Community Release of system
31 Dec 2021	Fall coop term completes updates and user feedback and system deployed to production

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 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

Nicolas LeBlanc

Name

Executive Director

Position

29 Jan 2021

Date



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1 Centennial Square
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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: North Park Neighbourhood Association

Mailing Address: PO Box 661 #185-911 Yates Street Victoria, BC, Canada V8V 4Y9

Contact Person: Sarah Murray Email: executivedirector@npna.ca

Telephone: 613-888-2106 Website: www.npna.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: Sarah Murray

Mailing Address: PO Box 661 #185-911 Yates Street Victoria, BC, Canada V8V 4Y9

Telephone: 613-888-2106 Email: executivedirector@npna.ca

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☒ Yes ☐ No Society Registration Number: S0035907

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 mandate of the NPNA is to foster a welcoming and vibrant community that is inclusive of all people regardless of age, income, culture, or religion, and to make community benefit and equity the goal of all of our decisions. We work towards a healthy, well planned and sustainable neighbourhood that offers recreation, promotes economic opportunities, accessible transportation, green spaces, safe and inviting opportunities for socializing, and focal points for community members to gather.

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

The NPNA, founded in 1996, is a non-profit society that plays an active role in improving the quality of life of our downtown neighbourhood. The NPNA delivers programs to benefit community members such as a monthly food market and weekly grocery hampers, reviews rezoning applications and other land-use proposals, participates in City initiatives such as the update of our Local Area Plan, and provides open monthly meetings at which any resident can voice views about community matters.

How many paid staff at organization? Full Time: 1 Part Time: 1

How many volunteer staff at organization? 50 Total volunteer hours: 8,000

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

We will follow all public health direction and monitor updates and changes in public health direction. All of the in person elements of this project will follow include a safety plan that includes posting signage, providing (required) masks and sanitizer, taking contact tracing details, as well as ensuring spacing while on site. With the exception of the proposed play group, all of the elements of this project take place outdoors. Events will be postponed as necessary.

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.



Strategic Plan Grant Application Form

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	\$5,494.06	Base grant (insurance, bookkeeping, web hosting, Zoom, volunteer recognition, etc)
Canada Red Cross (Homelessness support)	\$99,424.35	\$90,000 direct aid to unhoused, \$9,000 staffing (ends Feb 2021)
City of Victoria, COVID Response Grant - food security	\$50,699.00	\$10k hampers, \$8k farmers market., \$7k LUC advisor, \$23k wages (ends Aug 2021)
VIHA Community Wellness Grant (2021 Needs Assess.)	\$12,000.00	\$8,000 UVIC researcher, \$4000 space rental, food, honouraria, tech (ends Sept. 2021)
City of Victoria ("Access to Recreation" MGNG)	\$5,000.00	\$1,500 Theatre SKAM, \$1,800 martial arts, \$1,100 City of Victoria, \$600 Silver Threads
City of Victoria (Local Area Plan Program Support)	\$10,000.00	\$8,500 Land Use Planning advisor and ED wages, \$1,500 survey
City of Victoria (Community Coordinator Pilot Grant)	\$20,000.00	\$20,000 community development pilot program (pending)
City of Victoria (2021 Strategic Plan Grant)	\$32,500.00	North Park Recovery & Resilience Program
Organization's Annual Budget	\$235,117.41	

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
Activate Royal Athletic Park	# of sessions of free programs and events offered at RAP
Facilitate free playgroup	# of sessions of free drop in playgroup offered
Host North Park Food & Farmers Market	# of Food & Farmers Markets offered
Delivery of weekly grocery hamper	# of grocery hampers delivered
Commission diverse public art and installations	# of public art installations commissioned
Employ BIPOC artists	# of BIPOC artists commissioned

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: North Park Recovery & Resilience Program

Who is your target audience? Residents of North Park and surrounding northern communities.

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

In Oct 2020 NPNA conducted a Community Values survey that identified four broad values 1) access to green space/parks 2) inclusive welcoming neighbourhood 3) family friendly neighbourhood and 4) arts and culture. This application responds to these values while aligning with the City's Strategic Plan. The North Park Recovery and Resilience program will:

- 1) Activate Royal Athletic Park - Free all ages programming in collaboration with local community leaders and organizations building on the success of the free programs and activities offered at RAP in 2020 by the City and NPNA.
- 2) Facilitate playgroup - Without a community centre in North Park, there are no drop in playgroups (except for StrongStart). We will host a morning drop in playgroup to meet needs of low income parents.
- 3) Continue North Park Food & Farmers Market - In Sept. 2020, the NPNA began a monthly food market. We will continue this increasingly popular event that increases food security.
- 4) Continue weekly grocery hamper program - Continue delivery of 70 hampers/week to low income seniors & families.
- 5) BIPOC Artists Collaboration - Commission artists that identify as BIPOC + women to activate community spaces in North Park with murals and art installations.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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)

PRIMARY: Strong, Liveable Neighbourhoods: This project is based on the idea of a distributed community centre model that builds community capacity and contributes to increased quality of life while the City and neighbourhood association work towards a 2022 goal to establish a community centre for North Park (Obj.11,18). It will also support neighbourhood placemaking initiatives (Obj. 20), and ensure that all neighbourhoods are thriving, distinctive, appealing, viable and have amenities.

Prosperity and Economic Inclusion: The artist installations may make use of the several vacant storefronts in North Park supporting the goal of encouraging pop-up art exhibits in vacant retail and office space" (Obj. 6), and support "arts, culture and innovation venues and spaces" (Obj. 10), and ensure everyone has access to a decent quality of life (Obj. 11)

Health, Well-Being and a Welcoming City: This project will increase cultural literacy, deepening understanding and welcoming of diversity as well as increase food security, and availability of free recreation options. It will also ensure ethno-cultural diversity in municipal festival, arts and cultural funding supports (Obj. 23)

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

For the past year North Park has been the epicentre of sheltering in parks. First at Central Park, and now RAP parking lot, to be continued at the Tiny Home community and Save on Foods Arena. The needs of many community members (low income renters, families with young children, isolated seniors) have been overshadowed by the immediate and overwhelming needs of those sheltering in parks. While not diminishing the continuing needs of unhoused community members, the elements of this program (esp. the food market and grocery hampers) serve the under-served communities in North Park, such as the 28% of children and 36% of seniors who live in poverty. Through activating RAP we serve the 77% of North Park residents who are renters, and the 57% who live in a 5+ storey apartment building without a backyard of their own. The free playgroup will benefit low income families, of which there are many in North Park considering we are ranked the most financially vulnerable of 78 neighbourhoods in the Capital region (Prosper Canada's National Financial Health Index). The North Park artist collaboration will employ artists that represent the 21% of North Park residents that are racialized, the 4% who are immigrants, and the 5% who are Indigenous.

How does the program advance Council's state values on equity?
(1250 characters max – do not add extra pages)

Equity is centred in all the NPNA's decisions, program development and delivery, and long term planning, and the elements of this program advance the Council's stated values on equity. This program seeks to improve quality of life (primarily health and happiness), and increase resilience and prosperous community through inclusion and access by activating RAP, facilitating a free weekday playgroup, initiating public art programs that employ BIPOC artists, and enhancing food security through the weekly grocery hamper and monthly food market. This program will serve people of all abilities, age, citizenship status, education, ethnic origin and race, gender, income level, housing status, religion, and sexual orientation. By continuing to work with community partners such as the Majid Al-Iman Mosque and the ICA we develop the programs that members of these communities want to participate in. All programs and activities are open to all, but are designed to keep barriers to access as low as possible to increase involvement of marginalized groups. All of our programs are free and physically accessible. We use plain language and a combination of direct invites as well as online and offline advertising to reach diverse audiences.

How does this program building community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

Over the past year while responding to the immediate needs of those sheltering across North Park, we have learned an incredible amount about serving those most impacted by injustices and marginalization. We will translate these learnings to the high concentration of housed neighbours experiencing many barriers caused by inequities. The North Park Recovery and Resilience program will benefit those impacted most by inequities through lowering barriers to access, increasing diverse representation, and including historically marginalized groups in program development. This program increases access to community green spaces, offers free family friendly programming, improves quality of life through improved access to food security, and employs BIPOC artists to activate community spaces in North Park with murals and art installations. We will build capacity and empower communities through increased representation of diverse food vendors, art and artists, sports programs, etc that all celebrate the diversity present in North Park. We will ensure all events are free, and easy to access (including offering bus tickets, ensuring physical accessibility, displaying signs in plain language and using visual symbols in addition to words, etc).



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 9,830

How many of those people live within the boundaries of the City of Victoria? 9,830

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 0

How many will benefit from the project or program? 9,830 Please explain below.
(1250 characters max – do not add extra pages)

There are 2,925 households and businesses in North Park. However, the concentration of social services, government agencies, nonprofits serving immigrants, refugees, and racialized individuals, and support agencies for low income and unhoused community members adds many non-resident visitors to the North Park neighbourhood. We estimate that 9,830 residents - composed of the residents in the North Park and surrounding census tracts - will benefit from this project. Of this nearly 10,000 residents there is a high concentration of individuals living in poverty: 28% of children (0-18), 22% of adults (19-64), and 36% of seniors (65+) live below the poverty line, as well as the highest proportion of households living in subsidized housing (15-30% of households). Furthermore, from the October 2020 Community Values survey completed by 7.2% of North Park residents, - 57% of respondents feel there is not enough park/green space in the neighbourhood,
- 87% agree or strongly agree that RAP should be used for activities outside of paid admission events
- 83% of respondents would like to see more cultural activities and venues in North Park, and
- 87% of respondents would like to see more public art

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 95,200
Must equal Total Funding Sources from City of Victoria on page 6

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		
Royal Athletic Park activation (free family friendly programs)	10,400	\$200/week = \$10,400 - subcontractors for sports, arts, music program delivery
Playgroup (September 2021 - June 2022)	23,200	Facilitator, food, program supplies, guest speakers, and rental. Based on 42 weeks
Farmer's Market (September 2021 - June 2022)	9,000	Food Market & weekly grocery hamper support
Weekly delivered grocery hamper program (70/week)	18,200	\$350/week x 52 weeks- 70 grocery hampers/week to lowest income seniors and families.
BIPOC Artist Collaboration (6 projects)	5,000	Artist fee, permits, supplies, and honorarium for community participation
Executive Director wages (40 hrs/week x 52 weeks)	70,720	Farmer's Market Breakdown
Land Use Planning Advisor wages (7 hrs/week x 52 weeks)	10,920	Wages of the Market Coordinator.
Volunteer support (4,000 hours x \$20/hours)	80,000	Budget breakdown: \$9,000 = 10 markets (September 2021- June 2022) @ \$900/month (30 hours @ \$30/hour).
		Playgroup Cost Breakdown
		1.Facilitator = \$16,800
		2.Food = \$2,100
		3.Program supplies = \$1,250
		4.Guest speaker = \$1,050
		5.Rental = \$8,400
A. Total Project or Program Expenses	227,440	BIPOC Artist Collaboration Breakdown
		1.Artist Fee & Honorariums = It is our goal to complete 6 projects. We have budgeted \$4,800 = \$800/artist x 6 projects.
Administration		2.Permits = depending on the permit cost, the NPNA will utilize our direct award base grant for permit costs.
Facility rental for playgroup	8,400	3.Supplies = \$200 (we plan to request donations for supplies from organizations such as SUPPLY Victoria, Samm's Painting, etc
Poster printing and advertising	250	Note: The NPNA intends to apply for a My Great Neighbourhood Grant for this portion of the project.
Facility rental for Market (\$300/market x 10 markets)	3,000	
B. Total Administrative Expenses	11,650	
TOTAL PROGRAM EXPENDITURES (A+B)	239,090	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	5%	



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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	95,200	Pending	Strategic Plan Grant	
City of Victoria (Community Coordinator Pilot Grant)	20,000	Pending	Michael Hill	
City of Victoria 2021 MGNG (Artist)	5,000	Pending	Michael Hill	
City of Victoria (remaining July-Aug 2021 Strat. Plan Grant)	12,240	Confirmed	Tammy Reynolds	
A. Total Government Funding	132,440			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
Secondharvest Food Security Fund	15,000	Pending	SecondHarvest	www.secondharvest.ca
Volunteer Contribution (4000 hours x \$20/hour)	80,000	Confirmed	NPNA	
C. Total Matching Funds	95,000			
In-Kind Contributions				
Printing and advertising costs	250	Confirmed		
D. Total In-Kind Contributions	250			
Waived Fees and Charges				
\$300/month for Facility Rental of RAP	3,000	Pending	Nav Sidhu	
Facility rental for playgroup	8,400	Confirmed	St. Nicholas Church	
E. Total Waived Fees and Charges	11,400			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	239,090	Should equal Total Program Expenditures on page 5		

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 NPNA does not receive any core. In 2020 and 2021 the vast majority of our grant funds received have been directed to respond to the immediate and overwhelming needs of those sheltering in parks. The North Park Recovery and Resilience Program is an opportunity for us to rebuild as a community. The NPNA has proven our ability to rally volunteers, provide free events, and deliver programs effectively. Given the broad reach of this program we feel this is a worthy use of City of Victoria funds.



Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

\$75,000, which is the direct award grant amount awarded to those neighbourhood associations with City funded community centres.

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, 2021 To: June 30, 2022

Project or program location: North Park neighbourhood

Project or program timeline and major milestones.

Date	Milestone
July 2021	Secure funding
July 2021	Submit safety plans and schedules to City of Victoria
mid July 2021- mid October 2021	Host free recreation events @ RAP
September 2021 - June 2022	Host one farmer's market / month @ RAP
September 2021	Begin playgroup
October 2021	Identify BIPOC artists to work with for 6 public art installations in North Park
April 2022	Public art installations complete
June 2022	Playgroup concludes, submit final report.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 Total volunteer hours required: 4,000

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

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

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

Signature

Sarah Murray

Name

Executive Director, North Park Neighbourhood Association

Position

January 30, 2021

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

Contact Person: Urooj Atiq

Email: reception@oaklandsca.com

Telephone: 250-370-9101

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**)

Oaklands Community Association's (OCA) mission is to foster a welcoming, engaging, and sustainable community where all members can live, learn and thrive. We offer many services to our community members, including but not limited to: childcare, out-of-school care, summer/winter camps, youth and adult programs, summer and winter farmers' markets, recreation and fitness programs, food security programs, seasonal events, and we serve as a general resource for information and referrals.

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. We have been a resource for childcare, learning, recreational activities and community development. Our programs, events and markets are well attended by the residents of Greater Victoria. Our sold out annual events and farmers' markets are a testament to the way that OCA not only benefits Oaklands residents but the residents of Greater Victoria more broadly.

How many paid staff at organization? Full Time: 15.00 Part Time: 29.00

How many volunteer staff at organization? 55.00 Total volunteer hours: 500.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

Currently, the OCA along with PAC (Parents Advisory Committee) are preparing meal bags that include a combination of fruit, bread, bagels or muffins, milk or yogurt, proteins such as eggs or cheese, and a snack such as a granola bar. The Munchie Cart sits outside the school office at the main entrance providing all-day access to students.

COVID-19 procedures are in place, including a confirmation of wellness sign-in for volunteers, mask requirement, social distancing during meal preparation and no contact distribution.

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.



Strategic Plan Grant Application Form

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	\$ 141,270.00	Direct award base grant, child/adult/family recreation, custodial
Ministry of Child and Family (CCOF, SCCF)	\$ 278,900.00	Out of School Care/ Little Acorn Care Centre
BC Gaming	\$ 48,500.00	Wages
Federal Summer Grant	\$ 16,000.00	Wages - Summer employment opportunities
Program Fees, Rentals, Memberships	\$ 1,011,050.00	Wages, Instructors, Supplies
Grants	\$ 18,500.00	Program and project specific grants
Donations	\$ 12,785.00	Direct donations
Events Sponsorship	\$ 25,950.00	Events revenue and sponsorship
Organization's Annual Budget	\$ 1,552,955.00	

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
Providing a free meal to students throughout the 2021/22 school year	The successful completion of the Munchie Cart program (September 2021 - June 2022)
Improved access to nutritious food	Percentage increase in the number of nutritious meal bags distributed
Understanding whether the program helped improve physical and mental wellbeing of students at Oaklands Elementary School	The successful design and delivery of a qualitative survey of teachers and parents to understand the benefits of the Munchie Cart program
Providing access to a greater variety of nutritious foods	The program's ability to source a greater variety of nutritious food as compared with the limited options currently available

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Oaklands Munchie Cart

Who is your target audience? Students at Oaklands Elementary School

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

First Call's 2017 BC Child Poverty Report Card highlighted that 1 in 6 BC children live in a food insecure household and 14.8% of children living in Victoria live in poverty. As the COVID-19 pandemic has disrupted the financial stability of many households, local communities have experienced a rapid increase in the need for food relief during 2020. When weighed against the risks of food insecurity at a young age (which including but not limited to: mental and physical health challenges, hyperactivity, inattention, and social exclusion) the benefits of a free meal program are undeniable.

The Munchie Cart provides free, nutritious, on-the-go meals all day in organic recyclable bags for all children who would like to participate. Meals and operational support is provided by OCA and PAC. Meal preparation is done by volunteers in OCA's VIHA approved kitchen on school days. The meal program is available to all students, regardless of household income, thus eliminating the risk of stigma and embarrassment that can accompany being food insecure. This is the only free program offered in Oaklands and it benefits many local school aged children, and the grant is needed to sustain and improve program operations.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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)

OCA's Munchie Cart program will work towards helping the City achieve several of its strategic objectives. The most applicable objective is Objective #5: Health, Well-Being and a Welcoming City. This program will contribute to increasing local food security, improve health determinants of school aged children in Oaklands Elementary and reduce the stigma associated with food insecurity. The program will also improve the day-to-day quality of life for those households living below the poverty line. It will also contribute towards Object #5.88: Prosperity and Economic Inclusion, by helping reduce food bank usage at the neighbourhood level. Given that there are very few food bank options within the Oaklands neighbourhood, the Munchie Cart program meets an unmet need in the community. The qualitative surveys that will be included as part of the reporting for this program will help the City work towards improved social health determinants in all neighbourhoods - as it relates to food security for school aged children. The Munchie Cart program is in direct alignment with the City's strategic objectives.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

The need for this program was identified by the Oaklands Elementary School counsellor, who noticed an increase in children coming to school hungry and without lunch during the 2019/20 school year. With the demographic shifts at Oaklands Elementary due to catchment changes and the impact of the current pandemic on our community, the need for this program has significantly increased in 2020/2021 as more children are facing food insecurity. The Munchie Cart program was successfully piloted as a breakfast club in January 2021; however, we found that children were coming by the office looking for the breakfast club bagged meals throughout the day. The program evolved into a Munchie Cart, that offers bagged grab-and-go meals throughout the school day. OCA has identified a significant need for food security programs in the community and has operated emergency food distribution services since the beginning of the pandemic. We serve 70 -100 households each week, offering fresh produce, bread, dairy, proteins and dry goods. The Munchie Cart serves the children of families who are food insecure, and offers them access to meals in a low barrier atmosphere. Any child can pick-up a meal, and there are no qualifying criterion.

How does the program advance Council's stated values on equity?
(1250 characters max – do not add extra pages)

The initiative is explicitly all-inclusive. The goal is to create a broad, stigma-free, food secure environment for children and families in the Oaklands community. The need for this program was identified prior to the COVID-19 pandemic, but with the added stress of the pandemic on families, the school saw more students in need of nutritious food at the beginning of the 2020/21 year. This program has a low barrier approach to food distribution that allows children to self-identify their need by picking up a meal whenever they need it. This allows for anyone who is in need to reach out without the stigma of asking for food or going through an application process. By having a low barrier approach, we are creating greater social inclusion and greater economic inclusion by reducing financial stress on families. We actively and proudly serve all cultural, ethnic, linguistic and demographic groups, without exception. The value of equity permeates the entire program design. The Munchie Cart not only benefits school aged children facing food insecurity, rather it benefits the entire Oaklands Elementary student body. Children who are not food insecure but who bring low nutrient lunches to school will have healthy snack alternatives.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

The Munchie Cart takes a low barrier approach and works towards community buy-in. In the early stages of the program, we focused on rapid food provision, enhanced nutrition and community involvement through local volunteer participation from the PAC and OCA. We are empowering kids and creating a safe space for them to self-identify their need in an atmosphere that is welcoming, and most importantly non-judgmental and stigma-free. The intent is to eliminate negative feelings associated with asking others for assistance. They are able to choose to access food when it is needed without the added hurdles of approaching teachers, counselors or social workers or having to fill out an application form. This grant funding will allow OCA to expand the program to become more community-led, with additional volunteers from the PAC and Oaklands community. The Munchie Cart is providing one more touch point to Victoria's food security network and building community capacity.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 50.00

How many of those people live within the boundaries of the City of Victoria? 100.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 0.00

How many will benefit from the project or program? 520.00 Please explain below.

(1250 characters max – do not add extra pages)

The Munchie Cart program is available to all students (currently 520 of them) at Oaklands Elementary. The program was first launched as a Breakfast Club in January, 2021 but soon after it was turned into the Munchie Cart, providing nutritious grab-and-go meals. The bags include a combination of fruit, dairy, protein and dry goods. They can be picked-up by any student after 8am.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 35,795.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Meal Cost	\$ 30,000.00	\$3/meal x 50 students x 200 days
Bags and napkins	\$ 120.00	
Shelvings	\$ 440.00	\$220 each x 2
Coolers	\$ 60.00	\$30 each x 2
Mileage and Car share	\$ 475.00	20km/week x \$0.59/km x 40weeks
Cleaning Supplies	\$ 300.00	\$30/month x 10months
Program Coordinator @\$19/hr (in programs)	\$ 11,400.00	3 hours/day x 200 school days = 600hours
Program Coordinator @\$19/hr (planning)	\$ 7,600.00	2 hours/day x 200 school days = 400hours
A. Total Project or Program Expenses	\$ 50,395.00	
Administration		
Marketing and Advertising (printing/photocopying/laminating)	\$ 400.00	\$40/month x 10 months
B. Total Administrative Expenses	\$ 400.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 50,795.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	0.79%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	\$ 35,795.00			
A. Total Government Funding	\$ 35,795.00			
Corporate Sponsorships				
Peninsula Coop	\$ 5,000.00	Pending		
Coastal Community	\$ 1,000.00	Pending		
B. Total Corporate Sponsorships	\$ 6,000.00			
Matching Funds				
Facility Rental (Kitchen) (\$20 x 200)	\$ 4,000.00	Confirmed		
C. Total Matching Funds	\$ 4,000.00			
In-Kind Contributions				
Food Share Network	\$ 5,000.00	Confirmed		
D. Total In-Kind Contributions	\$ 5,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 50,795.00	Should equal Total Program Expenditures on page 5		

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 recognize the need for this program and we will endeavor to offer it regardless of the success of this application. The scope of the service will be limited but we will continue to offer this program as funds permits.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

We will require a minimum of \$20,000 to operate the program smoothly. If we have limited funding we will look into reducing the cost of food which will affect the nutritional content. We recognize the need for this program within our community and would strive to offer it.

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 2021 To: June 2022

Project or program location: Oaklands Community Association (kitchen) and Oaklands Elementary School

Project or program timeline and major milestones.

Date	Milestone
April 2021	Funding secured
May 2021	Survey 1 - Students, parents and teachers
June 2021	Submit report on 2020 funding
June 2021	Volunteers confirmed for September 2021 start
September 2021	Program Starts
May 2022	Survey 2 - Students, parents and teachers
June 2022	Program finish

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 7 Total volunteer hours required: 280

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☒ Other: Posters and Flyers

SECTION 11. DECLARATION

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

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

Signature

Urooj Atiq

Name

Administrative Assistant

Position

2021/01/31

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

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 Avenue

Contact Person: Urooj Atiq

Email: reception@oaklandsca.com

Telephone: 250-370-9101

Website: oaklands.life

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Oaklands Community Centre Breakfast 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 project was delayed by COVID-19 restrictions in place at our partnering elementary school that limited entry to the school and limited food preparation for students. We planned for a September 2020 start, and instead began in January 2021. COVID-19 procedures are in place, including a confirmation of wellness sign-in for volunteers, mask requirement, social distancing during meal preparation and no contact distribution. We started with preparing 15 meal bags that include a combination of fruits, bread, bagels or muffins, milk or yogurt, proteins such as cheese and a snack such as granola bar. Within a month the number of bags have been over a double (30-35 every day) Our remaining milestones are feedback surveys, which will be completed in May 2021 - after the program has run for five months. The first year of the program will be completed at the end of June 2021.

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

Since January 11, 2021, we have provided 165 free on-the-go meals for students in Oaklands. We have already seen an increase in the number of students benefitting from this initiative. Because of the delayed start, we do not yet have measures of success of other objectives-those will be forthcoming with the completion of qualitative feedback survey in May 2021. The initiative not only benefits students at Oaklands Elementary that are facing food insecurity, rather it benefits their families & OES

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 a free breakfast program to students in Oaklands	Completion of the breakfast program starting September 2020, finishing June 2021	Yes
Increase number of students with access to breakfast	Increase in number of meals provided	Yes <input type="checkbox"/>
Improved learning capacities of OES and VSIE students	Qualitative feedback survey of teachers and parents	No <input type="checkbox"/>

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Oaklands Elementary Students

What positive impacts were felt by your target audience? access to daily, free, nutritious on-the-go meals

How many have benefitted from the project or program? there have been 165 uses of the program

What percentage of Greater Victoria Residents benefitted from this project or program? 1.00%

How many volunteers have worked on this project or program? 4.00 What total hours did they work? 40.00



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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		
Program Coord. @ \$20/hr (in program)	6900	3 hours / day x 115 school days = 345 hours
Program Coord. @ \$20/hr (planning)	920	2 hour / week x 23 weeks = 46 hours
Food and beverage	2530	\$110/week for 35 bags x 23weeks
Cleaning Supplies + PPE	172.5	\$7.5/week x 23 weeks
Serving Supplies	100	
A. Total Project or Program Expenses	\$ 10,622.50	
Administration		
Printing/photocopying	200	
Laminating	200	
B. Total Administrative Expenses	\$ 400.00	
Total Expenses (A+B)	\$ 11,022.50	

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



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Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Food Share Network	1000			
D. Total In-Kind Contributions	\$ 1,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 1,000.00			

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 Upcoming Newsletter March 2021/ flyers and posters

☐ 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

Administrative Assistant

Position

Urooj Atiq

Name

February 08th, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name Pacifica Housing Advisory Association

Mailing Address 827 Fisgard St. - Victoria, BC - V8W 1R9

Contact Person Jocelyne Lahaye Email jlahaye@pacificahousing.ca

Telephone 250-385-2131 ext 2223 Website: www.pacificahousing.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act?

☒ Yes ☐ No

Society Registration Number: S-24083

Are you a registered Charity?

☒ Yes ☐ No

Charity Registration Number: 122654999RR0001

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

Organization mission/mandate (500 characters max – do not add extra pages)

Pacifica Housing's vision is better lives through affordable homes and community connections. It is our mission to be a leading innovative provider of affordable homes and support services that contribute to the independence of individuals and families.

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

Pacifica Housing has been providing safe and affordable homes for almost 35 years and is one of the largest non-profit housing providers on Vancouver Island, operating in both Victoria and Nanaimo. Pacifica is a rapidly growing organization dedicated to meeting the housing and support needs of our community. Pacifica owns and/or operates a total of 38 properties, 6 of which are supportive housing buildings, and offers a wide variety of supportive outreach services.

How many paid staff at organization? Full Time: 106.00 Part Time: 22.00

How many volunteer staff at organization? 0.00 Total volunteer hours: 0.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Pacifica adheres strictly to all health authority recommendations and has a comprehensive COVID-19 safety plan in place. In the case of this program, safety measures would include strict use of PPE and social distancing measures, performing check-ins and support appointments outdoors when possible, as well as meeting with clients virtually and by phone. Staff will no longer drive clients to appointments or meetings. Clients will be provided with bus tickets or taxi vouchers if needed.

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.



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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	\$ 24,700.00	Community Connections Program
Rental Income	\$ 10,465,809.00	Property expenses and maintenance
BC Housing	\$ 8,606,173.00	Subsidized housing, rent supplements
Island Health	\$ 389,374.00	Outreach services
CRD	\$ 302,527.00	Outreach services
Other	\$ 704,817.00	Wages, administrative expenses
Organization's Annual Budget	\$ 20,493,400.00	

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
Maintaining Successful Tenancies	Rent paid on time, fewer complaints, less hoarding, etc.
Preventing Evictions	Decrease in instances of evictions notices and rehousing
Improved mental health outcomes	Decreased feelings of isolation, depression and anxiety.
Reduce need for emergency services	Fewer points of contact with emergency 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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Community Connections Program

Who is your target audience? Vulnerable, low-income seniors, families, and individuals with a history of homelessness residing in Pacifica Housing subsidized independent-living housing

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

The Community Connections Program aims to increase housing security, and improve the mental health and wellness of 50 isolated, low-income seniors, families, and individuals with a history of homelessness by connecting them with vital community and government services, providing regular check-ins, and assisting with virtual appointments.

This voluntary, client-centered program is designed to meet the needs of vulnerable residents of Pacifica subsidized, independent-living housing by providing immediate supports for those exhibiting signs of crisis that could lead to an eviction.

Pacifica subsidized housing is home to more at-risk residents than ever before due to the combined effects of COVID-19 and the housing crisis. In response to the pandemic, Pacifica has streamlined Tenant Services to prioritize those who are most at risk of homelessness. In fact, 41% of vacancies are now being filled by referrals from Pacifica's Outreach Centre. In addition, a number of residents who struggle with mental health and addictions, have transferred directly from supportive housing and precarious living situations to independent-living. These vulnerable residents require supports to remain housed and maintain successful tenancies.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 meets the objective of 'Affordable Housing' by supporting the most vulnerable residents of Pacifica's subsidized independent-living housing who are at risk of losing their homes. It will improve housing security, mitigate evictions, all while supporting participants in building life-skills and coping strategies to help them sustain long-lasting, successful tenancies. In addition, the program will nurture positive relationships between tenants and affordable housing providers/landlords and foster a sense of community within Pacifica housing buildings. This preventative service seeks to pre-emptively engage with tenants in crisis to ensure that they don't fall into homelessness.

The program also meets 'Health, Well-being and a Welcoming City' as it assists participants in building a community-wide support network of local organizations and services. Mental health and addictions supports are also prioritized, as they are stressors clearly linked with homelessness. Having a stable home an essential component of health and well-being.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

This program is specifically targeted to meet the needs of the following underserved populations: people with disabilities, people with a history of homelessness and barriers to housing, individuals and families of low-income, and seniors. The program design builds on Pacifica's extensive experience supporting underserved populations through housing outreach services, as well as a tenant support program for families, which has now ended.

How does the program advance Council's stated values on equity?
(1250 characters max – do not add extra pages)

Maintaining access to affordable, equitable housing, promoting mental health and wellness and increasing independence of vulnerable individuals all advance Council's stated values of social justice, quality of life, and resilience and prosperous communities.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

The program provides a combination of direct service delivery and local community referrals to address challenges, as well as strengthening life skills and coping strategies, empowering vulnerable individuals to reach their highest level of independence. Pacifica will also leverage its connections with community and government service providers, such as Island Health, MSDPR, Victoria Mental Health, Our Place, and VNFC to help participants build strong community support networks. Finally, this will contribute to creating a sense of community within Pacifica subsidized housing, through tenant engagement and building positive relationships between tenants and Tenant Services.



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How many people participate in or take advantage of the program for which you are seeking funding? 61.00
How many of those people live within the boundaries of the City of Victoria? 40.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 20.00
How many will benefit from the project or program? 60.00 Please explain below.
(1250 characters max – do not add extra page)

Participants will access this program either by self-referral or be referred by Pacifica's Tenant Services staff, who are trained to recognize signs of crisis among our residents. The program will be advertised in all eligible buildings and in tenant communications. At the beginning of intake Tenant Services will also reach out to invite residents from especially vulnerable demographics such as seniors and people living with disabilities, to participate in the program. We anticipate a revolving caseload of participants that will support up to 60 participants over the course of the year. Tenant Services has already begun a wait list for the program.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 24,700.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Salary and Benefits	\$ 62,000.00	1 FT Community Connections Coordinator
Staff Transportation	\$ 2,500.00	mileage
Client Transportation	\$ 3,000.00	Bus tickets and taxi vouchers
Client Engagement	\$ 3,500.00	
IT Expenses	\$ 2,500.00	laptop/tablet cell phone
A. Total Project or Program Expenses	\$ 73,500.00	
Administration		
General administrative expenses and advertising	\$ 1,200.00	
B. Total Administrative Expenses	\$ 1,200.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 74,700.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	1.61%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	\$ 24,700.00	Pending		
A. Total Government Funding	\$ 24,700.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
United Way of Greater Victoria	\$ 50,000.00	Pending		
C. Total Matching Funds	\$ 50,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 74,700.00	Should equal Total Program Expenditures on page 5		

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 from the City of Victoria, we would scale the program back accordingly by reducing the number of individuals served and increasing referrals in place of direct services. Pacifica would continue to seek funding from alternative sources.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

Minimum level of funding is dependent on other pending sources.

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, 2021 To: June 30, 2022

Project or program location: Pacifica Housing properties, various

Project or program timeline and major milestones.

Date	Milestone
July 1, 2021	Advertise program in buildings and tenant communications
July 12, 2021	Begin Referral process.
July 19, 2021	Begin caseload intake.
Jan 01, 2022	Mid-term participant survey and program assessment.
June 15, 2022	Final participant survey, program evaluation and assessment.
June 20, 2022	Data compilations and delivery of final report.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other _____

SECTION 11. DECLARATION

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

- The organization will be in compliance with all applicable municipal policies and bylaws
- The organization will publicly acknowledge the grant awarded by the City
- The organization is in good standing with either (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity

- The organization is not in arrears with the City
- The organization is not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy

Carolina Ibarra
Signature

Carolina Ibarra
Name

CEO
Position

January 29, 2021
Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Pandora Arts Collective Society (PACS)

Mailing Address: 10-1921 Fernwood Road

Contact Person: Mike Emme Email: memme@uvic.ca

Telephone: _____ 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 The Pandora Arts Collective (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 focused on social inclusion in a safe and stigma-free environment. In addition to focusing on the destigmatization of mental health through an inclusive arts program, PACS has a mandate that half the Board be program participants. PACS fosters program development and leadership skills, enabling participants to advocate with the greater community through art workshops and public art shows.

How many paid staff at organization? Full Time: _____ Part Time: 3.00

How many volunteer staff at organization? 15.00 Total volunteer hours: 480.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

PACS continually takes all necessary precautions to comply with current orders. When the face-to-face studio can be open, participation is limited to eight participants (to allow for social distancing); contact info is taken for contact tracing; masks are worn at all times; hand sanitizer is used often; and participants sit more than 2 metres apart. PACS has assembled individual art supply kits for every participant to use in studio or take home. When the studio/gallery can't be open, all programming is moved to Zoom and the gallery holds 'window shows' that can be enjoyed from outside. Over the last 8 months PACS has mounted posters with art from the Zoom sessions in the gallery window, as weekly public exhibition, community engagement.

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.



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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	Speakers, community connections
BC Gaming (submitted)	\$ 9,600.00	Facilitation, admin and art supplies
Victoria Foundation (biennial - 2021 is an 'off' year)	\$ 8,500.00	carried forward from 2020 grant
Fernwood Community Association (in Kind)	\$ 11,520.00	Studio rental volunteer hours
Donations	\$ 6,500.00	To support program and events
Membership fees	\$ 800.00	to support events
program fees	\$ 700.00	for studio and programme participation
Organization's Annual Budget	\$ 47,620.00	

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
Community Connections Project (Four M	
1. Speaker Series: With a focus on men	Attendance, feedback from participants, number of new part
2. Art Exhibitions: Semiannual art shows	Attendance, Inquiries and comments about the gallery/prog
3. Studio Time: This includes open studi	Attendance, feedback from participants
4. Event Programming: At several comm	Attendance, Communicated interest in PACS programming

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: **Fostering Hope in Fernwood: The PACS Community Connections Project**

Who is your target audience? All members of the community, particularly those who struggle with mental health challenges, isolation due to COVID-19, and have interest in making art

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

Fernwood, the arts hub of Victoria, is also an inner-city community with many members experiencing barriers because of mental health challenges. This past year, the additional barrier of COVID-19 has worsened the isolation our community members have felt; creating a sizable challenge, that makes existing supports and programs absolutely essential for those in need. To enable the Fernwood community to build resilience and thrive in 2021/2022, PACS aims to offer: 1. Consistent, flexible programming including guest artists, workshops, weekly chat-and-share, and weekly creative studio (Zoom, Face-to-Face, or a combination, COVID-dependent). 2. Two art exhibitions and several rotating displays at the Little Fernwood Gallery (Winter/Summer) containing the work of PACS participants. Shows/ displays are curated and titled by PACS participants and viewed by hundreds of locals. 3. PACS as a hub for community events, especially the Fernwood Art Stroll and the Moss Street Paint-In. PACS participants have the opportunity to develop activities for these events, helping show what a vibrant, inclusive, and resilient community we have. 4. A speaker series on mental health and art, open to all, to raise awareness/ destigmatize and encourage.



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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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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)

PACS makes Fernwood a strong, liveable neighbourhood in three primary ways:
A. Maintaining an inclusive and welcoming program, open to all community members that promotes mental health through increasing destigmatization and mental wellness. PACS offers an intentionally safe and nurturing environment, with opportunities for leadership and risk when desired. PACS's inclusiveness and accessibility has only increased since the addition of Zoom studios to our roster this year.
B. PACS is a highly visible and important part of Fernwood's cultural landscape—by regularly rotating window displays, having two yearly art shows, and being involved in community arts events, PACS has helped shape Fernwood as an artistic hub.
C. Regularly host guest speakers who present aspects of their mental health struggles, artistic/creative process, or skills to the PACS community (open to all). Not only will this provide a huge draw for the neighbourhood but will demonstrate the inclusiveness of the neighbourhood in embracing the challenge of supporting community members with mental health challenges through inspiring them to use this creative outlet. PACS is working on putting these Online, which would serve the greater artistic community as well.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

PACS has, since its inception, been centred around serving those affected by mental health challenges. PACS prides itself on being a welcoming and inclusive place for anyone to take part in art-making; we are often told by participants that our studio environment is non-judgmental and very supportive. The positive environment we have carefully cultivated allows those who may not feel comfortable joining other open studios or arts groups to be involved in one that also acts as a safe space for their creative expression. PACS also works tirelessly to destigmatize the mental health struggle by enabling participants' work to be seen and offering resources that allow the sharing of experiences with the PACS community. Participants are given the chance to speak for their own struggles, empowering them and building their own resilience; there is a strong sense of mutual aid in the PACS community.

How does the program advance Council's stated values on equity?
(1250 characters max – do not add extra pages)

PACS's own values are very much in line with all four of City Council's stated values on equity, with a particular focus on a few considerations. Removing barriers to enable those with mental health challenges to participate in the arts and their community as a whole is our primary concern. By providing the safe space for participants to develop creatively, socially, and personally, PACS has a hand in improving their quality of life and building their resiliency. Of course, quality of life does not only improve for our participants—the volunteers and presenters who work with them, and even the passers-by who see their artwork in the gallery all benefit from the work done through PACS. As aforementioned, PACS places primary importance on fostering an inclusive environment—for us this means ensuring all are welcome to access the programming they desire. This accessibility has only increased this year with the addition of a Zoom studio, allowing those who wish to stay home a way to continue connecting with our programs. A community who is connected and sharing their endeavours with one another is a resilient and prosperous community.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

PACS works to build community capacity by providing a breadth of arts programming and group studio time to our participants, teaching them skills both artistic and social. PACS allows those who may not feel welcome or comfortable in other open studio settings to experience feelings of community and support while expressing themselves creatively (which can be extremely vulnerable). Not only do participants gain artistic skills and social connection but have opportunities to develop leadership skills through community event planning, art show preparation, and other PACS-related activities. PACS works to empower our community by destigmatizing mental health challenges and providing a variety of skills and opportunities to our participants.



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How many people participate in or take advantage of the program for which you are seeking funding? 840 individuals annually ± (studio + events)

How many of those people live within the boundaries of the City of Victoria? 20 individuals/weekly • 60 % ± /events

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 5 individuals/weekly 40% ± /events

How many will benefit from the project or program? 40 individuals (studio) Please explain below.
(1250 characters max – do not add extra pages)

PACS programming touches community members in several ways. Between active participants, facilitators and volunteers, the programming provides 8 hours of creative activity, community and mutual aid every week. That represents close to one hundred hours of impact per week for several dozen people. (12 people x 2 weekly sessions x 4 hours x 48 weeks = 4608 hours/year – across approximately 40 individuals). In addition, those participants, facilitators and volunteers develop two community art-making events annually (in conjunction with Art Stroll and Paint-in) that involve a broader public in making, meeting, exhibiting and hearing positive messages about mental health (experiences that typically go for 15-30 minute per person). Each community event typically engages 300-400 people of all ages. (15 min. 2 events x 400 people = 200 hours/individuals/year). This does not account for the un-numbered people viewing PACS art as they pass by the little fernwood gallery - a very big contribution this Covid season. (which all featured acknowledgment of the city in the displays).

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Studio Outreach Facilitator (s) & Program developers	\$ 3,250.00	130 hours @\$25 per hour over several months
Studio Supplies	\$ 1,000.00	For both participants and community members
Guest honourariums	\$ 1,000.00	honourarium for multiple events
Event Expenses	\$ 1,000.00	Set up, refreshments
Speaker Series	\$ 1,000.00	Specific expenses for Speaker series - handouts, food, set up
Arts-based program assessment ('zine)	\$ 200.00	Web services, production
Advertising	\$ 200.00	Posters, web advertising, direction boards
Studio Space for events	\$ 2,000.00	Rental of space for events and programming (pro-rated, in kind)
Art Show/scroll	\$ 500.00	Supplies needed for community projects, set up needs
A. Total Project or Program Expenses	\$ 10,150.00	
Administration		
Administrator time	\$ 750.00	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 interneUtelephone
B. Total Administrative Expenses	\$ 1,850.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 12,000.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	15.42%	
Total percentage of administrative costs		



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	\$ 10,000.00	Pending	Tami Reynolds	250-361-0272
A. Total Government Funding	\$ 10,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Fernwood Community Association	\$ 2,000.00	Confirmed	Naomi Simpson	250-384-7 44
D. Total In-Kind Contributions	\$ 2,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 12,000.00	Should equal Total Program Expenditures on page 5		

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 outreach into the community can be understood as interlocking 'modules' with the weekly studio gatherings as the core. Many of the outreach components can be adapted or deleted based on funding. The outreach modules: 1.) face to face speakers (Covid permitting); 2.) Outreach into the community through exhibitions; 3.) through participation-oriented programs at events (Art Stroll and Moss Street Paint-in); 4.) Welcoming in artists' to studio (or Zoom) for talks and demonstrations open to all.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

Given a whole outreach package budgeted for \$12,000 and in-kind support of \$2,000, a rough sense of support needed would be approximately \$2500 per module.

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 2021 To: June 2022

Project or program location: Based at 1923 Fernwood Road Victoria BC But also other locations depending on the module.

Project or program timeline and major milestones.

Date	Milestone
July - June	6 x community artist daytime studio presentation workshops
July - June	2 x Wellness and Creativity Speaker Series (If Covid safe)
September 2021	Art Stroll community workshop (currently planned)
December 2021	PACS Winter Group Show
June 2022	PACS Spring Group D=Show
?	Moss Street community workshop (if Covid-safe)

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: Exhibit 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

Digitally signed by Michael Emme
Date: 2021.01.28 14:10:33 -08'00'

Signature

Michael J. Emme

Name

Treasurer

Position

January 28, 2021

Date



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Strategic Plan Grant Final Report

Interim - submitted January 2021

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: Pandora Arts Collective

Mailing Address: 10-1921 Fernwood Road

Contact Person: Michael Emme

Email: memme@uvic.ca

Telephone: (250) 477-1824

Website: http://pandoraarts.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Beyond Social Inclusion: PACS as Heart of the Arts

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 our programme running from July 2020 through to June 2021

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

Yes. We have had to cut back some areas because of Covid (The community speaker Series had to be cancelled) but have adapted and expanded in other areas (serving as a community Art Hub - Taking full advantage of the little Fernwood Gallery's big display windows, PACS participants, facilitators and volunteers have created almost weekly store front themed shows around ideas intended to support both the studio artists, and community at large. This has impacted the walking Community.

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
speaker series	Cancelled due to Covid gathering Restrictions	No
• Support neighbourhood art events	Extensively Expanded (14 storefront exhibits over multiple months)	Yes
• Sponsor neighbourhood artists	Somewhat - plans to exapnd to Zoom in 2nd half of programme	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? individuals seeking mental health benefits of art and community

What positive impacts were felt by your target audience? studio participants: community & creativity; larger community: regular doses of uplifting art and + messages about mental health

How many have benefitted from the project or program? Participants: 25; Community (through exhibit & event programming): 1000

What percentage of Greater Victoria Residents benefitted from this project or program? 2.60%

How many volunteers have worked on this project or program? 25.00 What total hours did they work? 50.00



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		
planning	300	speakers, programmes & Covid adaptations
Facilitation	300	Implementation of programmes that produced the work in the community
marketing	100	Production of 'Covid Chronicles' 'zine
honorarium	00	planned for late winter spring 2021
refreshments	00	
Hall rentals	100	
advertising & communication	200	maintaining social media
		Note that all of these values are interim
A. Total Project or Program Expenses	\$ 1,000.00	
Administration		
admin	200	
B. Total Administrative Expenses	\$ 200.00	
Total Expenses (A+B)	\$ 0.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Victoria Strategic plan grant (full year amount)	2700	Confirmed	Tami Reynolds	250-361-0272
A. Total Government Funding	\$ 2,700.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Fernwood Community Association (full year amount)	2000.00	Confirmed	Naomi Simpson	250-384-7 441
D. Total In-Kind Contributions	\$ 2,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 4,700.00			

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 Posters and exhibition publications

☐ 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.

Digitally signed by Michael Emme
Date: 2021.01.25 14:02:29 -08'00'

Treasurer

Signature

Position

Dr. Michael J. Emme

January 25, 2021

Name

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, V9A 5T9

Contact Person: Rachel Phillips Email: ed@peers.bc.ca

Telephone: 250.388.5325 ex. 104 Website: safersexwork.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☒ Yes ☐ No Society Registration Number: S-0034404

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 888909199RR0001

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

Organization mission/mandate (500 characters 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: _____ Part Time: 23.00

How many volunteer staff at organization? 10.00 Total volunteer hours: 3,120.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

Our drop-in center has transitioned to a pick-up service for take-away meals and supplies with a total of 4 people allowed in the drop-in space at any time. Participants' temperatures are taken prior to service and all who enter must provide contact information, including the use of VIHA's Staff Screener Tool. Masks and frequent hand sanitizing are required while inside the space and all people are required to maintain a 6 ft. distance. Staff frequently wipe down surfaces and door handles. If a staff member develops symptoms they are not permitted back to work without either a negative covid test or 3 days symptom free. Workshops have been substituted with grocery cards. Hours of operation have also been reduced.

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.



Strategic Plan Grant Application Form

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	\$ 11,000.00	drop in program
Island Health	\$ 600,000.00	harm reduction in housing and outreach
CRD	\$ 210,000.00	Reaching Home (reg) COVID response
United Way and Victoria Foundation	\$ 160,000.00	drop in program, covid emergency, gender based services planning and research
Public Health Agency of Canada	\$ 115,000.00	harm reduction and disease prevention
BC gaming, civil forfeiture, community action Initiative	\$ 260,000.00	night outreach, indigenous programming, violence prevention, counselling
BC Housing	\$ 115,000.00	housing outreach, supportive housing staffing, subsidies
Donations	\$ 75,000.00	admin, crisis grants
Organization's Annual Budget	\$ 1,546,000.00	

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
Food Security	5000+ meals distributed by drop in centre, supplemented by grocery cards
Health and Wellness Education	30 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	48 nurse visits for immunizations, STI testing and wellness consults (drop in program specifically)
Public education	6 or more media or speaking engagements involving drop in staff
	*assumption is we will be able to do in person smaller workshops Sept 2021
	*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%)
 - Project Builds Community Resilience (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.



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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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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. Importantly our peer based program 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 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 did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

As a by-and-for organization, Peers regularly obtains feedback and participant involvement via confidential surveys, evaluation sheets after workshops, seeking requests for workshop topics, and explicitly fostering an environment where participants feel encouraged to express their thoughts and criticisms of the program. The program is designed to meet holistic needs, supporting food security, freedom of movement, healthcare and harm reduction access, and creative and capacity-building opportunities. Having run since 2013, the program has the benefit of 7 years of feedback and participant conversations that help us ensure the program has evolved and continues to be shaped by the self-identified needs of the community moving forward, and is arranged according to demand, such as the current inclusion of grocery cards to promote food security based on the community's expressed demand and interest in such a service through the past year. Public speaking and community capacity building also provide an opportunity for sex workers to provide education and express the needs and nature of the community in their own voices.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

This program was created to promote equity. Sex workers face high levels of real and perceived obstacles to accessing needed services due to stigma, discrimination, and violence. Further sex workers are disproportionately women, Indigenous, and transgender, facing intersectional needs and barriers. As such, this program was created both to provide for sex workers unique needs but also all basic needs in a space that is safe, accessible, and confidential. Staff are required to explicitly commit to principles of social justice and receive trainings on bystander intervention and facilitating inclusive environments. Hiring policies for staff also explicitly prioritize sex workers, as well as Indigenous and racialized peoples, trans and non-binary people, and people with disabilities. Workshops regularly center equity: such as promoting Indigenous wellness knowledge or gender and sexuality awareness. Workshops also emphasize leadership and peer support building capacity to support community expression of self-identified needs and experiential knowledge. Public education directly addresses stigma and allows sex workers to train and educate community members and services on how best to respect and include them in community and services.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Workshops prioritize leadership skills, education, advocacy, health training, and creative expression, supporting sex worker peers to become leaders and mentors for their own community and to support each other. Healthcare, and safe sex and harm reduction supplies promote participants bodily autonomy and safety. Public education emphasizes experiential voices, and honorariums compensate and recognize sex workers for their lived expertise and contribution, not as passive recipients of programming but active participants and influencers of their own program. Sex workers face considerable isolation due to stigma and discrimination. As such, the drop-in program also provides a space where community and relationship building can occur safely in an environment where respect is honored.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 320.00
How many of those people live within the boundaries of the City of Victoria? 208.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 112.00
How many will benefit from the project or program? 900.00 Please explain below.
(1250 characters max – do not add extra pages)

By incorporating grocery cards, this program does not only feed sex workers but provides resources sex workers can use to support their own families and relationships. Health and harm reduction components help ensure sex workers health and safety, which benefits the health and safety of others in their personal and working lives. Workshops provide sex workers with skills to support, educate, and advocate for members of their communities, beyond those served by peers. Public education benefits the city by promoting inclusion and awareness, encouraging a more respectful and welcoming community and businesses.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 15,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Salary and wages	\$ 48,550.00	2 part time drop in staff; contribution to volunteer coordinator and program manager
Food (cash and in kind)	\$ 16,182.00	Lunch and snacks/extra food items Tuesday to Thursday (25 participants per day)
Grocery Cards	\$ 11,475.00	Grocery cards to substitute workshops and as crisis support (\$25 per card)
Honoaria	\$ 4,615.00	Workshop honorariums to acknowledge time of participants (\$10/pp)
Transportation	\$ 7,192.00	Bus ticket program and contribution to shared program vehicle
A. Total Project or Program Expenses	\$ 88,014.00	
Administration		
Payroll/accounting and financial review	\$ 1,700.00	
Building	\$ 7,300.00	contribution: landscaping, waste removal, janito
B. Total Administrative Expenses	\$ 9,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 97,014.00	Should equal Total Program Funding Sources on page 6
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
Government Funding - include pending requests				
City of Victoria	\$ 15,000.00	Pending <input type="checkbox"/>		
Civil Forfeiture	\$ 15,000.00	Pending <input type="checkbox"/>		
A. Total Government Funding	\$ 30,000.00			
Corporate Sponsorships				
United Way	\$ 50,000.00	Pending <input type="checkbox"/>		
Canadian Womens Foundation	\$ 10,000.00	Confirmed <input type="checkbox"/>		
B. Total Corporate Sponsorships	\$ 60,000.00			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Mustard Seed and Rainbow Kitchen	\$ 7,014.00	Confirmed <input type="checkbox"/>		
D. Total In-Kind Contributions	\$ 7,014.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 97,014.00	Should equal Total Program Expenditures on page 5		

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 2021 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.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

75000 is required to: provide a liveable wage to retain staff to provide programming, meet basic building costs, meet demand for daily meals, provide honoraria to compensate and encourage attendance to workshops, and supply bus tickets to meet transportation needs. Otherwise the program would need to cut days of operation.

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 2021 To: March 31 2022

Project or program location: #1-744 Fairview Road

Project or program timeline and major milestones.

Date	Milestone
March 31	5000 meals distributed
March 31	30 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? 6 Total volunteer hours required: 1040

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

Signature

Rachel Phillips

Name

Executive Director

Position

2021-01-31

Date



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

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Peers Victoria Resources Society

Mailing Address: #1-744 Fairview

Contact Person: Rachel Phillips

Email: ed@peer.bc.ca

Telephone: 250.516.1042

Website: _____

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Drop-in: A community wellness centre for current and former sex workers

Is the project or program completed?

☒ Yes If yes, what is the completion date? Dec 31, 2020

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

The project is complete with regards to City of Victoria funding (\$7500). We also received United Way and Civil Forfeiture funding for this project which will be fully expended by March 31, 2021. We received \$20,000 in grocery cards from Loblaws which have been given out 1 or 2 per month per month (\$25-\$50) participant since June 2020 to replace the honorarium program attached to the group education program, which had to be cancelled due to the pandemic.

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

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. This year we shifted the program to focus more on social support, food/financial security, and harm reduction which we found were among the core needs in facing vulnerable citizens in the pandemic.

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/connection	5000 meals served	Yes <input checked="" type="checkbox"/>
peer education (cancelled due to pandemic)	52 health and wellness workshops	No <input type="checkbox"/>
non stigmatizing health care	12 nurse visits (60+ persons received care)	Yes <input checked="" type="checkbox"/>
public education	10 or more media or speaking engagements involving drop in staff	Yes <input checked="" type="checkbox"/>
non stigmatizing sexual health and harm reduction	safer sex (condom 5000+) and harm reduction (syringe 3000+/naloxone distribution)	Yes <input checked="" type="checkbox"/>

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? people currently or formerly in sex work or trade

What positive impacts were felt by your target audience? community connection, food and economic security, peer knowledge exchange

How many have benefitted from the project or program? 225

What percentage of Greater Victoria Residents benefitted from this project or program? 1.00%

How many volunteers have worked on this project or program? 8.00 What total hours did they work? 1,040.00



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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		
Wages	41122	2 part time staff
Food	3332	food for programs
Crisis grants	674	small bill payments (hydro, rent, ID etc)
Materials	1761	office supplies, kitchen ware
Bus Tickets	906	contribution to bus ticket program
Cell Phone	160	contribution to program cell phone
computer and software	550	computer repairs and IT support
gas and mileage	90	contribution to gas and mileage
misc (postage, fees, GST	200	
A. Total Project or Program Expenses	\$ 48,795.00	
Administration		
Building and overhead expenses	4666	contribution to legal and audit, banking, book keeping, utilities, janitorial disposal etc.
B. Total Administrative Expenses	\$ 4,666.00	
Total Expenses (A+B)	\$ 200.00	Total Expense: 53461 / Remaining \$14039 to be spent Jan to March 202

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	7500	Confirmed <input checked="" type="checkbox"/>		
United Way	50000	Confirmed <input checked="" type="checkbox"/>		
Civil Forfeiture	10000	Confirmed <input checked="" type="checkbox"/>		
A. Total Government Funding	\$ 67,500.00			
Corporate Sponsorships				
Food Gift Certificates (Loblaws)	20000	Confirmed <input checked="" type="checkbox"/>		
B. Total Corporate Sponsorships	\$ 20,000.00			



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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)	\$ 87,500.00			

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

Rachel Phillips

Name

Executive Director

Position

Feb 8th, 2021

Date



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Victoria, BC V8W 1P6
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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

Email: peninsulastreams@gmail.com

Telephone: 250.888.2191

Website: www.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 19 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: 3.00 Part Time: 0.00

How many volunteer staff at organization? 100.00 Total volunteer hours: 3,500.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Cleanups and Surveys: Due to COVID-19, we will be applying social distancing measures (volunteers 2 m apart) to our cleanups and surveys, as well as limiting volunteer numbers based on the COVID-19 phase and associated recommendations. Fortunately, social distancing is easily applied to our activities with some surveillance to ensure distancing is followed. We already require our volunteers to wear gloves and always recommend sanitizing hands after every cleanup. Promotion and Outreach: This is mostly done online and over the phone. Zoom could be used for online meetings or we could social distance in a live meet. Beach Nourishment Site Visits: site visits will involve limited numbers of individuals, socially distanced.

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.



Strategic Plan Grant Application Form

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	Beach cleanups, surveys, equipment purchase, nourishment
TD FEF	\$ 10,000.00	Beach cleanups, surveys, equipment purchase, nourishment
Sitka	\$ 11,000.00	Surveys, equipment purchase, nourishment
WWF	\$ 14,000.00	Surveys, equipment purchase, nourishment
Saanich, North Saanich, Central Saanich, Sidney	\$ 1,500.00	In-kind removal of debris
Pacific Salmon Foundation	\$ 4,000.00	Surveys, equipment purchase
Various volunteer groups	\$ 20,000.00	In-kind Volunteer labour
Organization's Annual Budget	\$ 70,500.00	

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
Clean up Victoria Shorelines	Length of shoreline cleaned
Engage community for support	Number of volunteers recruited; number of community members engaged
Survey Victoria beaches for forage fish spawning activity	Number of beaches surveyed
Engage with community groups, businesses and schools for support	Number of groups, businesses and schools engaged
Continue identifying beaches for nourishment	Number of beaches assessed for nourishment
Nourish select beach(es)	Number of beaches nourished
Promote program; gain publicity	Number of items produced by media

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

The Beach Education and Conservation of Habitat Program

Project or program title: _____

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**)

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 2021 we want to expand more 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 and undertake beach seining to develop an inventory of local species. We will use some grant money to identify beaches for nourishment potential in the immediate future and nourish select beaches. This improves overall aquatic ecosystem while providing areas for recreation such as kayaking or swimming. We will also undertake an assessment (grading) of beaches to determine their condition and ecological function. Planning services will include partnership development, working with Victoria staff and fundraising.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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.

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 did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

We consider all people from all walks of life at our events. We plan our activities to be all inclusive and try to make them accessible to people of all ages. Our activities also help improve local ecosystems and the environment for all those who live here, including the under-served.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Social Justice (remove systemic barriers) - our events bring individuals together from all walks of life.

Intersectionality (reflect multiple lived experiences) - our events are all inclusive

Quality of Life (health, happiness and satisfaction) - our events get people outside improving both physical and mental health at a difficult time to do so (Covid-19)

Resilience and Prosperous Community (inclusion and access) - All are welcome at our events

*Essentially, our program brings people together for a common cause, potentially advancing all four values.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

As mentioned previously, this program is all inclusive and all are invited to attend (numbers pending due to Covid-19). We are all in this together and by working together, we can build a better environmental future for ourselves and future generations.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 200.00
How many of those people live within the boundaries of the City of Victoria? 50.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 200.00
How many will benefit from the project or program? 92,000.00 Please explain below.
(1250 characters max – do not add extra pages)

By improving our local environment and ecosystems, all Victorians will benefit.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Beach Surveys	\$ 9,200.00	Staff costs to undertake surveys and support volunteers
Outreach and training	\$ 7,800.00	Staff costs to train volunteers and provide outreach
Monitoring Network	\$ 3,200.00	Staff costs to support and expand monitoring network
Beach Nourishment	\$ 3,500.00	Staff time to plan nourishment as well as implement
Beach Cleanups	\$ 7,500.00	Staff time to plan and undertake cleanups
Labour	\$ 20,000.00	Labour to undertake all activities (volunteers)
Survey equipment	\$ 5,000.00	Supplies, sieves, microscopes, etc
Cleanup supplies	\$ 1,000.00	Gloves, wipes, bags, buckets, etc
Operator Contract	\$ 3,000.00	For nourishment
Nourishment materials	\$ 1,600.00	Rock, gravel, sand, etc
A. Total Project or Program Expenses	\$ 61,800.00	
Administration		
Final report	\$ 1,200.00	Staff costs to develop report
Office misc	\$ 400.00	Printing, promotion, etc
Administration	\$ 6,250.00	Staff time
Adverts, public notes	\$ 350.00	
Mailout costs	\$ 200.00	
Meeting room rentals	\$ 300.00	
B. Total Administrative Expenses	\$ 8,700.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 70,500.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	12.34%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	\$ 10,000.00	Pending <input checked="" type="checkbox"/>	Tami Reynolds	250.361.0272
A. Total Government Funding	\$ 10,000.00			
Corporate Sponsorships				
TD FEF	\$ 10,000.00	Pending <input checked="" type="checkbox"/>	Mandip Kharod	604.654.8832
Sitka	\$ 11,000.00	Confirmed <input checked="" type="checkbox"/>	Carolynn Beatie	604.806.3192
WWF	\$ 14,000.00	Confirmed <input checked="" type="checkbox"/>	Jacklyn Barrs	250.507.0888
Pacific Salmon Foundation	\$ 4,000.00	Confirmed <input checked="" type="checkbox"/>	Jim Shinkewski	604.783.8168
B. Total Corporate Sponsorships	\$ 39,000.00			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Various volunteer groups	\$ 20,000.00	Confirmed <input checked="" type="checkbox"/>	Brian Koval	778.350.0510
Saanich, North Saanich, Central Saanich, Sidney	\$ 1,500.00	Confirmed <input checked="" type="checkbox"/>	Norm Doerksen	250.544.4224
D. Total In-Kind Contributions	\$ 21,500.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 70,500.00	Should equal Total Program Expenditures on page 5		

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 full funding, we will be able to fully implement this program. However, with less funding we would reduce the amount of activities which would negatively impact those who wish to participate.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

To implement our program to its full capacity, all funding is necessary. With less funding, fewer will have the opportunity to partake in this worthwhile and educational program.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1, 2021 To: June 30, 2022

Project or program location: Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Event promotion, outreach to community groups, partnership building
Ongoing	Buy new materials as necessary
1-Jan-22	Select sites for nourishment potential
30-Jun-22	Survey 30 beaches (Throughout year)
30-Jun-22	Deploy sets of gear to 10 groups, providing support (Throughout year)
30-Jun-22	Clean 5-10 other beaches/creeks (Throughout year)
30-Jun-22	Nourish 1-2 beaches
30-Jun-22	Write final report

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 200 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

Ian Bruce

Name

Executive Coordinator

Position

29-Jan-21

Date



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

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Peninsula Streams Society

Mailing Address: 9860 West Saanich Road

Contact Person: Ian Bruce

Email: peninsulastreams@gmail.com

Telephone: 250.888.2191

Website: www.peninsulastreams.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: The Beach Education and Conservation of Habitat Program (formerly 'Initiative')

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 schedule in our application was set to run until July which is when we had planned to submit our final report. However, the new application for funding stated that we need to submit the final report first. Therefore, we still have a number of activities planned including cleanups, surveys and nourishment. We are about half way through so we have completed about 50% of the activities and undertook planning. So far in this reporting period, we have coordinated six cleanups; surveyed for fish spawners at over 50 sites; supported 8 teams (and growing) of ongoing surveyors; collaborated with the rest of the province pertaining to beach spawner data; undertook beach seining with highschool students and started developing an inventory of species; surveyed and selected beaches for nourishment; investigated areas for rain garden potential; and promoted the program on social media, our website, others' websites, in a webinar, at small Covid-friendly events, among other platforms.

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

Yes, it aligned with the Strategic Plan Objectives. The 1st component involved cleaning beaches which is environmental stewardship. The 2nd component involved 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 adaptation.

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
Clean up shorelines	Length of shoreline cleaned	Yes <input checked="" type="checkbox"/>
Engage community for support	Number of volunteers/community members engaged (and volunteer hours)	Yes <input checked="" type="checkbox"/>
Survey Victoria beaches for forage fish spawning habitat	Number of beaches surveyed for forage fish eggs	Yes <input checked="" type="checkbox"/>
Investigate sites for rain garden potential	Number of sites investigated	Yes <input checked="" type="checkbox"/>
Identify beaches for nourishment	Identify beaches for nourishment	Yes <input checked="" type="checkbox"/>
Build partnerships in community	Build partnerships in community	Yes <input checked="" type="checkbox"/>
Generate final report	Final report complete	Yes <input checked="" type="checkbox"/>

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? All of Greater Victoria

What positive impacts were felt by your target audience? Improved mental health during Covid; community togetherness; felt good about giving back; improved local ecosystems.

How many have benefitted from the project or program? All that live within this region.

What percentage of Greater Victoria Residents benefitted from this project or program? 100.00%

How many volunteers have worked on this project or program? 200.00 What total hours did they work? 1,100.00



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		
Staff wages - Biological Coordinator & Executive Coordinator	13895	Training, coordination, surveys, etc.
Survey equipment	3200	Gear to be used by numerous community groups
Cleanup supplies	1200	Garbage bags, buckets, Styrofoam removals, etc.
Debris removal	1500	Removal after cleanup events or otherwise
Labour	16500	
Volunteer insurance, ads and public notes, mileage	800	
A. Total Project or Program Expenses	\$ 37,095.00	
Administration		
Staff wages - Administration	3200	Coordination, planning, etc
B. Total Administrative Expenses	\$ 3,200.00	
Total Expenses (A+B)	\$ 40,295.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	11700	Confirmed <input checked="" type="checkbox"/>	Tami Reynolds	250.361.0272
A. Total Government Funding	\$ 11,700.00			
Corporate Sponsorships				
WWF	14000	Confirmed <input checked="" type="checkbox"/>	Jacklyn Barrs	250.507.0888
TD FEF	5000	Confirmed <input checked="" type="checkbox"/>	Mandip Kharod	604.654.8832
Pacific Salmon Foundation	4000	Confirmed <input checked="" type="checkbox"/>	Jim Shinkewski	604.664.7664
B. Total Corporate Sponsorships	\$ 23,000.00			



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Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Saanich, North Saanich, Central Saanich, Sidney	1500	Confirmed	<input type="checkbox"/>	
Various volunteer groups	16500	Confirmed	<input type="checkbox"/>	
D. Total In-Kind Contributions	\$ 18,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 52,700.00			

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: 30-Jun-21

- ☐ Website
- ☐ Newspaper Advertisement

- ☒ Social Media
- ☒ Newsletter
- ☐ Sponsor Plaque
- ☒ Annual Report
- ☒ Other Waiting to complete program year

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

Ian Bruce

Name

Executive Coordinator

Position

31-Jan-21

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Power To Be Adventure Therapy Society

Mailing Address: 4633 Prospect Lake Rd, Victoria BC, V9E, 1J5

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 22 years ago. Since that time, we have empowered over 11,000 individuals and families living with barriers to discover their limitless abilities in our nature-based programs. Our programs include hiking, kayaking, canoeing, 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: 37.00 Part Time: 2.00

How many volunteer staff at organization? 85.00 Total volunteer hours: 1,600.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Power To Be has developed a comprehensive COVID-19 safety plan, based on orders from the Provincial Health Officer and guidance to employers and businesses provided by the BC Centre of Disease Control and WorkSafeBC. We have developed a phased approach for operating our programs, which we follow based on the current guidelines from the province. Currently, in-person programs are operating at a phase 2 level, which means programs are limited to immediate households only, outdoors only, staff and participants wear masks, physical distance is maintained, staff and participants must complete a questionnaire filled out prior to arrival at sites and programs, and group size is no more than 6, including staff.

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.



Strategic Plan Grant Application Form

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	50 Household programs between July and December
Corporate Donations	\$ 360,500.00	Open Adventure, Community Programs, Wilderness School, All Programs
Individual Donations	\$ 297,500.00	Open Adventure, Community Programs, Wilderness School, All Programs
Foundation Donations	\$ 1,919,900.00	Open Adventure, Community Programs, Wilderness School, All Programs
Fundraising Events	\$ 1,083,550.00	Open Adventure, Community Programs, Wilderness School, All Programs
Government	\$ 90,000.00	Open Adventure, Community Programs, Wilderness School, All Programs
Program Fees	\$ 99,050.00	Open Adventure, Community Programs, Wilderness School, All Programs
Other	\$ 14,500.00	Open Adventure, Community Programs, Wilderness School, All Programs
Organization's Annual Budget	\$ 3,875,000.00	

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
Deliver household programs	Deliver approx 50 household programs between July and December 2021
Increase opportunities for families to access outdoor recreation together.	Number of families participate in activities together; feedback from survey.
Increase number of people with free access to recreation.	Number of attendees at each program; responses to feedback survey.
Increase participants knowledge of regional indigenous history.	Through stories shared during program.
Increase participants knowledge of environmental stewardship.	Through environmental education during 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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Household Programs

Who is your target audience? Individuals that have barriers to nature-based experiences and their households (families or other household unit)

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

Throughout 2020, Power To Be had the opportunity to shift our programming model in order to provide the safest programs possible. Sometimes, that meant providing virtual programs or phone calls to check in; when it was safe to do so, we offered small household groups the opportunity to join programs in nature. Over the course of the year, we strengthened our relationships with entire families. Instead of dropping a participant off for a group program, caregivers were now included in the activity. What we heard from them is that they needed this support as much as the direct participant. These are the programs we are poised to continue in 2021. We are inviting households to join us for hiking, canoeing, and other nature-based programs at our Prospect Lake site. 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.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 household programs align with the City of Victoria objective: Health, Well-being, and Welcoming City. Specifically, these programs address the need for safe and supported access to nature. We checked in with our participants at intervals during the pandemic, and what they needed was the opportunity to get outside together, but often did not have the means, knowledge, or support to do so. Our household programs are participant centered – since we work with one participant and their household at a time, we can tailor the 2-hour experience to what they need. These programs are free of charge, and 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 can take households paddling in each of our voyageur canoes.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

Power To Be's mission is rooted in providing an accessible, inclusive program to under-served communities. Our participants and their needs are as varied as the landscapes we explore together. From youth as young as seven to adults, we support everyone living with a variety of barriers, including cognitive and physical disabilities, mental health considerations, injuries and illnesses, financial barriers, at-risk populations, newcomers, and many other self-identified barriers. Whether someone lives with autism or epilepsy, paraplegia, or cancer, we can help them explore and experience nature.

How does the program advance Council's stated values on equity?
(1250 characters max – do not add extra pages)

All of Power To Be's programs are linked to the values on equity stated by Council. Power To Be programs remove systemic barriers in access to nature. Often, individuals who face barriers are unable to utilize our parks system, for example, as they may not have the equipment, knowledge, transportation, confidence, and support to safely navigate the outdoors. Our programs also strive to include intersectionality as we include participants, volunteers, and staff from various backgrounds in the same programs. While this style of program is on hold for in-person programs (given COVID-19 restrictions), we continue to offer online programs with a broad cross section of individuals. Fundamentally, all of our programs are designed to increase quality of life by promoting health, happiness, and satisfaction. Outdoor recreation increases overall wellbeing, including physical and mental health. Inclusion and access, leading to a resilient and prosperous community, is core to our mission. We create inclusive access to nature for anyone who needs it. Power To Be is a leader in the inclusive recreation movement, and participates in promoting this mission locally, provincially, and nationally.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

Power To Be's household programs build community capacity and empower those most impacted by inequities by teaching those who have barriers to accessing nature the skills and knowledge they need to explore the outdoors on their own terms. The more individuals and families are empowered to access our natural resources, the healthier our communities become.



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How many people participate in or take advantage of the program for which you are seeking funding? 300.00

How many of those people live within the boundaries of the City of Victoria? 45.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 255.00

How many will benefit from the project or program? 400.00 Please explain below.

(1250 characters max – do not add extra pages)

We anticipate directly serving 300 participants, including individuals and their households. Additionally, we have 85 active volunteers who will benefit and 15 direct program staff who will be involved in the delivery of these programs.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Staff Overhead	\$ 595.00	Training and Professional Development
Program evaluation and planning	\$ 1,350.00	50 staff hours at average \$27/hour
Program supplies	\$ 3,621.00	Food, equipment and gear repairs, first aid supplies, portion of adaptive equipment used, rentals
Program overhead	\$ 3,400.00	Rent, utilities, insurance, and facility operations
Staffing	\$ 6,750.00	250 staff hours at average \$27/ hour
A. Total Project or Program Expenses	\$ 15,716.00	
Administration		
Administrative staff	\$ 1,500.00	50 staff hours at average \$30/hour
B. Total Administrative Expenses	\$ 1,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 17,216.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	8.71%	



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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	\$ 10,000.00	Pending		
A. Total Government Funding	\$ 10,000.00			
Corporate Sponsorships				
Varies confirmed Corporate Funders	\$ 7,216.00	Confirmed		
B. Total Corporate Sponsorships	\$ 7,216.00			
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)	\$ 17,216.00	Should equal Total Program Expenditures on page 5		

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 2021 and we may need to redirect funds pull from our general revenue stream (including unrestricted donations from foundations, corporations, individuals, and fundraising) to offer these important programs.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

We have are working on securing the funding for the whole cost of this program. We have already secured the minimum level.

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 2021 To: December 2021

Project or program location: Prospect Lake, Saanich

Project or program timeline and major milestones.

Date	Milestone
July 2021	Run 10 household programs
August 2021	Run 10 household programs
September 2021	Run 10 household programs
October 2021	Run 8 household programs
November 2021	Run 6 household programs
December 2021	Run 6 household programs

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 85 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

Tim Cormode

Name

CEO

Position

January 29/21

Date



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

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Power To Be Adventure Therapy Society

Mailing Address: 4633 Prospect Lake Rd, Victoria BC, V9E 1J5

Contact Person: Liz Brown Email: lbrown@powertobe.ca

Telephone: 250-385-2363 Website: powertobe.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Have a Go (HAG) Days/ Family Response Programming

Is the project or program completed?

☒ Yes If yes, what is the completion date? December 31, 2020

☐ 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. Our programs align with the City of Victoria objective: Health, Well-being, and Welcoming City. Our family response programming provides a safe space for families to explore nature together, supported by experienced staff. Health and well-being of families who faces barriers was critically vulnerable during the height of the pandemic. We provided an opportunity for families to not only safely explore nature, but also a chance to learn the skills required at access recreation on their own.

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
Offer multiple opportunities for families	Weekly programs attended by families	Yes
Increase opportunities for families to access outdoor recreation together.	Number of families participate in activities together; feedback from survey.	Yes
Provide an opportunity for individuals on our waitlist to access programs.	Number of waitlist individuals who attend HAG days regularly before joining the program.	Yes
Increase number of people with free access to recreation.	Number of attendees; responses to feedback survey.	Yes
Increase participants knowledge of regional indigenous history.	Through stories shared and/or inclusion of indigenous communities during programs.	Yes
Increase participants knowledge of environmental stewardship.	Through environmental education during program and/or inclusion of local environmental organizations	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Families and individuals that have barriers to nature-based experiences

What positive impacts were felt by your target audience? Increased access to nature; healing time spent outside; learned outdoor skills.

How many have benefitted from the project or program? 216

What percentage of Greater Victoria Residents benefitted from this project or program? 15.00%

How many volunteers have worked on this project or program? 50.00 What total hours did they work? 75.00



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		
Staff Overhead	428	Training and professional development
Program Evaluation and Planning	1800	67 staff hours at average \$27/hour
Program Supplies	2607	Food, equipment and gear repairs, first aid supplies, portion of adaptive equipment used, rentals
Program Overhead	3000	% of Rent, utilities, insurance, and facility operations
Internal Staffing	5832	216 staff hours at average \$27/ hour
A. Total Project or Program Expenses	\$ 13,667.00	
Administration		
Administrative Staff	1080	36 staff hours at average \$30/hour
B. Total Administrative Expenses	\$ 1,080.00	
Total Expenses (A+B)	\$ 14,747.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	3535	Confirmed		
A. Total Government Funding	\$ 3,535.00			
Corporate Sponsorships				
Various corporate funders	11212	Confirmed		
B. Total Corporate Sponsorships	\$ 11,212.00			



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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)	\$ 14,747.00			

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 Quarterly Impact Report

☐ 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

CEO

Position

Tim Cormode

Name

January 29/21

Date



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1 Centennial Square
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E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Refugee Sponsorship Program of the Anglican Diocese of BC (Anglican Synod of the 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**)

Our mission is to support, train, and equip local residents in welcoming refugees displaced by famine, war, torture, political violence and inhumane treatment. We aim to provide an inclusive, open-hearted and welcoming city that Victoria is by accepting all refugees and creating a safe, respectful and dignifying community for them. Refugees make our City of Victoria a better city for Canada - a city reflecting a global courage, strength, diversity and resilience.

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

We have sponsored over 800 refugees from around the world over the past 30 years. Of those, over 350 have made Greater Victoria their home. Once strangers to one another, our community of over 1000+ volunteer sponsors now call refugees 'family'. Former refugees have started businesses, served the elderly communities, enriched our schools and made us simply better Victorians. The pandemic has slowed the pace of new families arriving but has not slowed our care and support for families.

How many paid staff at organization? Full Time: _____ Part Time: 3.00

How many volunteer staff at organization? 2.00 Total volunteer hours: 150.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

We created ways to incorporate a former in-person service program to benefit the health, well being and current Provincial orders. Our program has and will continue to:

- * disregard plans for any in-person or community-based gatherings;
- * create remote opportunities to meet with volunteers, staff and community partners through online platforms such as Zoom, Skype, Microsoft Teams, etc.;
- * require all staff and outside visitors to wear masks at all times while indoors;
- * conduct contact tracing for all outside visitors;
- * place hand-sanitizing stations around the offices and conference rooms;
- * require all outside visitors to make appointments before coming to the office to see staff;
- * and monitor the daily Provincial Health Officer briefs.

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.



Strategic Plan Grant Application Form

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	\$ 50,000.00	Human resources, wage costs, increase digital resources, refugee committee formation and event planning.
Anglican Diocese of BC	\$ 68,180.00	Administrative costs, human resources, forming documents and implementing program procedures.
Victoria Foundation	\$ 35,000.00	Human resources for program coordinators, training, office supplies and social media.
Organization's Annual Budget	\$ 153,180.00	

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 create a refugee committee for equity in representation concerning refugee adaptation	Host and create a team of former refugees and ethnic community members to inform and influence and structure our program.
To complete over 50 applications and begin over 80 more.	Those in process will arrive in Victoria and those beginning will secure an allocated space with IRCC.
To raise the awareness of the contribution of refugees in our community.	Project participants and the community express better understanding of the contribution of refugees and how to partner with the
To increase community partnership with local settlement services.	Sponsors know how to access settlement support services due to the active engagement from community partners.
To increase the number of new volunteers who have not worked with the program.	More than 25% of applications processed are from new volunteers.
To improve the capacity and functionality of sponsoring groups.	Feedback from volunteers: 75% report improved support which enables their capacity and over 50% will sponsor again.
To provide four training sessions to educate against racism, for inclusion and respectful.	Volunteers demonstrate an understanding of racism and move from sympathy to respect, dignity and autonomy.

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: The City of Victoria - An intersection of Global Citizens

Who is your target audience? Local residents, private citizens, ethnic communities and newcomer refugees.

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

According to the UNHCR, there are currently over 26 million refugees worldwide. Canada is currently the number one resettlement country in all the world. Our program experienced an overwhelming response with the 2015 Syrian refugee crisis, where over 100 sponsorship groups were created. Since 2015, however, interest among local residents declined while the interest of former refugees and community groups increased. In 2019 and 2020, we submitted over 100 applications, where 90% were for family reunification. Local residents are no longer sponsoring strangers, but are now partnering with family members to reunify their relatives who are experiencing devastating circumstances. This evolution of volunteer engagement prompted our desire to renew and reevaluate our program. This grant will help us elevate equity within the function and effort of the program. Using community development tools, we will share values from collaboration, inclusive decision-making, considerate planning and evaluation, to create a program that is increasingly diverse, inclusive, just and respectful. Victoria needs more global voices in order to sustain her future, her economy and even her identity as an inter-sectional space of global citizens.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 factors of an inclusive and welcoming city. Newcomer families thrive when their loved ones are with them, safe and close. Most former refugees suffer from survivor's guilt and often endure isolation, depression and loneliness. When families are together, communities are stronger and cities find economic stability. By offering a program that elevates former refugees, the power dynamics will be equalized and the minority will be as influential as the majority. Our program will be promoting values of equal representation, equal influence and equal decision-making in order to make Victoria an even better welcoming city. In addition, partnership and alliances with service providers and health care organizations such as VICCIRS, VCST, VIRCS, ICA and others will be our focus. These partnerships will increase access to health and other services that support the wellbeing of newcomers and ultimately the global representatives here in Victoria.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

In the past, local residents and citizens fueled our program through their participation. As our program grew and the interest changed, we realized that there was no representation by means of leadership and influence of the under-served communities. If we truly say that we care for those vulnerable among us, why are we not providing a space for their voice, their influence or their contributions? And so we must. By forming a refugee committee and increasing our engagement with the large variety of Ethnic groups in our city, we aim to enable under-served communities to be equally supported, empowered and elevated.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

We are advancing the Council's stated values on equity by:
Removing systemic barriers - A refugee's identity is often categorized into a narrow understanding, where they are known for their trauma and limited English language but not their memories, their lived experiences, the holidays they celebrated or the jokes they love to tell. By elevating their voice, we remove the assumptions and biases that our society brands them with. Every person deserves the dignity and respect, regardless of what they have experienced or what they lack.
Intersectionality - Many refugees come to Victoria with rarely a person that can relate to their experiences. By increasing representation, newcomer refugees are able to be understood and can be provided resources that they want. Creating space for all people is truly a reflection on the Council's values on equity.
Quality of Life & Inclusion - In a colonized city, it is very important that our program empowers refugee communities so they are not pushed out, disregarded or ignored. By providing an equal space, they are able to express both the positive and negative inasmuch as to create program that not only welcomes refugees but represents them, and represents them authentically.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

We are advancing the Council's stated values on equity by:
Removing systemic barriers - A refugee's identity is often categorized into a narrow understanding, where they are known for their trauma and limited English language but not their memories, their lived experiences, the holidays they celebrated or the jokes they love to tell. By elevating their voice, we remove the assumptions and biases that our society brands them with. Every person deserves the dignity and respect, regardless of what they have experienced or what they lack.
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Quality of Life & Inclusion - In a colonized city, it is very important that our program empowers refugee communities so they are not pushed out, disregarded or ignored. By providing an equal space, they are able to express both the positive and negative inasmuch as to create program that not only welcomes refugees but represents them, and represents them authentically.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 300.00

How many of those people live within the boundaries of the City of Victoria? 225.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 75.00

How many will benefit from the project or program? 500.00 Please explain below.

(1250 characters max – do not add extra pages)

Most of our volunteers reside in the Greater Victoria area and within the CRD areas. The 300 have all committed to following through on the settlement and support for refugee families for two to three years. Their fundraising, their training, and their hard work to bring the families here will finally have their long awaited hope fulfilled when the family arrives. In addition, 200 will arrive in Victoria and be provided a space to rest, to be safe and to find a welcoming community. Ultimately, their peace and freedom is the benefit of this program.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 50,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Human Resources	\$ 98,000.00	Current funding for three, part-time staff, wage costs and benefits.
Human Resources	\$ 37,275.00	Increase of allocated hours for program staff to carry forward program objective.
Meetings	\$ 100.00	Virtual Meetings, both community and government.
Supplies, Materials for Training, Print/Photocopying	\$ 1,000.00	Stationary, office equipment supplies, refreshments, projector, volunteer training books sponsorship handbook.
Conference Fees & Travel	\$ 1,000.00	Annual Conferences (allowing for safe travel and pending Provincial Health guidelines)
Memberships	\$ 350.00	Canadian Council for Refugees
Website and Social Media	\$ 1,000.00	Information dissemination, marketing, event planning, toolkit creation
Database Maintenance	\$ 500.00	Back up of digital sources, monitoring and maintenance of pre-existing database.
Phone	\$ 1,830.00	
A. Total Project or Program Expenses	\$ 141,055.00	
Administration		
Insurance, office expenses, landline phones, electricity	\$ 12,125.00	
B. Total Administrative Expenses	\$ 12,125.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 153,180.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	7.92%	



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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	\$ 50,000.00	Pending		
A. Total Government Funding	\$ 50,000.00			
Corporate Sponsorships				
Victoria Foundation	\$ 35,000.00	Confirmed	Gail Gauthier	250-386-7791. ext 245
B. Total Corporate Sponsorships	\$ 35,000.00			
Matching Funds				
Anglican Diocese Synod Contribution	\$ 68,180.00	Confirmed	Gail Gauthier	250-386-7791
C. Total Matching Funds	\$ 68,180.00			
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)	\$ 153,180.00	Should equal Total Program Expenditures on page 5		

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 Covid has greatly impacted the ability for our matching funds, given from the Anglican Diocese, to be sustained beyond 2021. We would be able to perform program needs, but we would be limited. Our capacity to respond to the local demand for resettling refugees would be negatively affected. Local citizens, residents and family members would be devastated at our inability to assist refugees globally. Our community needs our work to succeed.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

Every application we submit, requires at least three to five years of commitment. If we could succeed in obtaining at least 50% of what we ask for, then we would be able to extend our other funds beyond to complete the work required.

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, 2021 To: June 30, 2022

Project or program location: Victoria, BC (CRD Region and Surrounding Neighbourhoods)

Project or program timeline and major milestones.

Date	Milestone
07-01-2021 to 09-01-2021	Invite and coordinate initial meeting for refugee community for representation and greater cultural influence.
07-01-2021 to 06-30-2022	Conduct eight training sessions: financial and fundamental program (four times) + cultural respect and restoring racial equity (four times)
07-01-2021 to 06-30-2022	Gather reporting from volunteers, ensuring access to settlement resources.
07-01-2021 to 06-30-2022	Regularly meet newcomer refugees to obtain their perspective of settlement and how our program can improve their welcome and support.
07-01-2021 to 06-30-2022	Recruit new volunteers for refugee sponsorship.
07-01-2021 to 06-30-2022	Increase online presence through improved marketing, advertising, social media and web development.
09-01-2021 to 12-01-2021	Collaborate and create firm members of the Refugee Committee, develop terms of agreement and establish development.
12-01-2021 to 06-30-2022	Host two meetings with Refugee Committee.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 200 Total volunteer hours required: 400

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

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

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

Signature

Andrea McCoy

Name

Community Engagement Coordinator

Position

January 29, 2021

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

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Refugee Sponsorship Program of the Anglican Diocese of BC (Anglican Synod of the 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. PROJECT OR PROGRAM INFORMATION

Project or program title: My Welcoming City Includes Refugees

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 and our commitment to families both here in Victoria and to those who are waiting to arrive extends to the next four to five years. The impact of COVID has slowed our efforts but we are still determined to complete all commitments outlined in our proposal. In addition, the funding cycle remains to June 2021, so we are still endeavoring to complete the following milestones before June 1, 2021:

- * Conduct four training sessions for volunteer education of program and cultural respect to restore dignity
- * Host two more events with faith groups, settlement agencies, and local residents for program development
- * Gather additional reporting from volunteers
- * Recruit new volunteers, both for sponsorship and staff support
- * Meet newcomer refugees to gain their perspective of settlement and support while living in Victoria
- * Monitor, survey and gain feedback from online forum and website development.

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

Absolutely. COVID required our program to revise our measurements of support, going to a virtual, socially-distanced support system. We increased our online presence and met often with families and volunteers to make sure they were equipped to navigate the neighbourhood resources (rec centres, libraries, etc.), settlement supports (ICA, VIRCS, VICCIR, etc.), and employment opportunities (75%+ still employed) safely and with compliance to health orders.

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 provide four training sessions to educate against racism, for inclusion	Volunteers demonstrate understanding of racism and move from empathy to respect, dignity, autonomy.	Yes
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	Yes
To raise awareness of the contribution of refugees in our community.	Project participants and the community express better understanding of the contribution of refugees.	Yes
To improve the capacity and functionality of sponsoring groups.	Feedback from volunteers; 75% report improvements in their capacity and over 50% will sponsor again.	Yes
To improve the experience of refugees sponsored privately.	Feedback from refugees; 90% report feeling accepted, respected, and autonomy restored.	Yes
To increase numbers of new volunteers who have not worked with program	More than 25% of applications processed are from new volunteers.	Yes
To increase resource sharing and networking among volunteers.	Feedback from volunteers: 90% report increased access to settlement resources.	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Local residents, private citizens and newcomer refugees.

What positive impacts were felt by your target audience? Belonging, sense of family and welcome, freedom to live without fear.

How many have benefitted from the project or program? 300

What percentage of Greater Victoria Residents benefitted from this project or program? 25.00%

How many volunteers have worked on this project or program? 2.00 What total hours did they work? 250.00



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		
Honorarium	2500.00	Database creation, maintenance and digital support.
Human Resources	48465.19	Funding for three, part-time staff, wage costs, benefits.
A. Total Project or Program Expenses	\$ 50,965.19	
Administration		
Insurance, office expenses, landline phones, electricity	958.62	
B. Total Administrative Expenses	\$ 958.62	
Total Expenses (A+B)	\$ 0.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	8400	Confirmed	Gail Gauthier	250-386-7791 ext 245
A. Total Government Funding	\$ 8,400.00			
Corporate Sponsorships				
The Jewish Foundation & Roman Catholic Diocese Grant	7500	Confirmed	Gail Gauthier	250-386-7791 ext 245
			Gail Gauthier	250-386-7791 ext 245
			Gail Gauthier	250-386-7791 ext 245
B. Total Corporate Sponsorships	\$ 7,500.00			



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Strategic Plan Grant Final Report

Matching Funds				
Anglican Diocese Synod Contribution	36023.81	Confirmed	Gail Gauthier	250-386-7791
C. Total Matching Funds	\$ 36,023.81			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 51,923.81			

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.

Andrea McCoy Digitally signed by Andrea McCoy
Date: 2021.01.28 16:43:31 -08'00'

Signature

Community Engagement Coordinator

Position

Andrea McCoy

Name

2021-01-28

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Silver Threads Service

Mailing Address: 1911 Quadra Street, Victoria, BC V8T 4C1

Contact Person: Tracy Ryan

Email: tracyryan@silverthreads.ca

Telephone: 250 388-4268

Website: www.silverthreads.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-5362

Are you a registered Charity?

☒ Yes ☐ No

Charity Registration Number: 107981037RRR0001

**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
Silver Threads Service is a charitable, not-for-profit society that enhances social connections and well-being for seniors. We do this by providing programs and services that are accessible to all.
Vision
Seniors in Greater Victoria are engaged and supported, enhancing their quality of life.
We provide recreation, physical and social programs. As well as social service support, health and information and referral. In the spring of 2020 we opened a new centre in North Park.

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

Silver Threads Service (STS) is a charitable organization that has been serving seniors since 1956 and has a long history with the City of Victoria that began in 1956 with STS operating a purpose built City owned 14,000 square foot seniors centre at Centennial Square. We are part of the decentralized Recreation Delivery model for the City of Victoria and the network of Community and Seniors Centres. Our organization also operates a centre in Saanich under a similar Municipal agreement.

How many paid staff at organization? Full Time: 3.00 Part Time: 2.00

How many volunteer staff at organization? 12.00 Total volunteer hours: 1.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

STS has a COVID safety plan in place and follows all Provincial protocols. This includes mask mandates, hand washing, health screening and tracking, physical distancing, and no social convening. In the future when COVID is under control we would look to add the social component but only when it is safe to do so.

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.



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Strategic Plan Grant Application Form

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		
City of Victoria Operating Lease funding	\$ 122,389.00	Facility Lease and Property Tax
City of Victoria Annual Operating Wage	\$ 75,000.00	Staff Wages
Island Health	\$ 23,173.00	Health Education Speaker Services, Saanich Food Service
Gaming	\$ 20,000.00	Information, Referral, Support
City of Victoria Outreach	\$ 30,000.00	Funding for position shared with James Bay Senior Centre
Organization's Annual Budget	\$ 270,562.00	

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 provide access to nutritious food for seniors	Soup, produce, staples available for pick up and delivery
To reduce isolation for seniors	Seniors will be connected to Food volunteers and staff. Eventually relationships will be formed with other seniors.
To connect seniors to support and information	Seniors take advantage of programs, and use resources available.
Increase feeling of safety in the North Park neighbourhood for seniors.	Seniors feel comfortable in their neighbourhood and feel supported.

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Soup for Seniors
Who is your target audience? Seniors 55 years and older living in North Park primarily and neighbouring areas in Victoria.

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

The new senior centre opened in the middle of the pandemic and we are trying to connect with seniors. We would offer a weekly lunch to go that would give seniors a chance to stop by, pick up soup and other food, connect safely with staff and volunteers, pick up information and eventually when COVID is over we would invite people to stay for lunch. During the pandemic there is increased homelessness in the North Park area, seniors in rental and subsidized housing feel unsafe going out, have concerns with COVID which only increases their isolation. We want to encourage people to move about their neighbourhood and understand that we can all co-exist.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 local Food Security: we have strong connections with the Food Share Network and are able to bring food to our clients in a positive and support way.
Establish a community centre for North Park: Silver Threads is a community centre for seniors and we are trying to get established in the neighbourhood. Our goal is to function as a "community living room for older adults."

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Through our Outreach work before COVID we connected with many seniors in North Park who were living in subsidized and rental housing which influence our decisions when looking for a new facility. We know that these seniors face many barriers that include finances, transportation, health and more that is further complicated with COVID. This segment of the population are invisible and underserved. Loneliness and isolation are significant.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Silver Threads is an inclusive service provider. We support seniors of all socio-economic backgrounds, culture, religion, sexual orientation and ability/disability.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Seniors in the North Park neighbourhood are underserved, having a place for them to call their own will build individual well-being that will expand into the community.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 1,010.00

How many of those people live within the boundaries of the City of Victoria? 950.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 60.00

How many will benefit from the project or program? 1,010.00 Please explain below.
(1250 characters max – do not add extra pages)

In the beginning of the program we will serve 10 people weekly and grow to 25 weekly once the COVID restrictions are eased.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$5,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Purchase of small freezer	\$ 700.00	
Flyers, newsletters, advertising	\$ 500.00	
Food Share Network membership and fees	\$ 200.00	
Volunteer support and training	\$ 500.00	
Mileage	\$ 500.00	
Purchased Food	\$ 3,000.00	
Coordinator	\$ 8,000.00	Recruiting, training volunteers, sourcing food, advertising, grocery pick up \$27/hour x 6 hrs X 52 weeks X 12% = 7862
A. Total Project or Program Expenses	\$ 13,400.00	
Administration		
Administration costs	\$ 2,300.00	Supervision, Bookkeeping, payroll, IT, Insurance
B. Total Administrative Expenses	\$ 2,300.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 15,700.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	14.65%	



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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	\$ 5,000.00	Pending <input type="checkbox"/>		
Island Health	\$ 5,000.00	Confirmed <input type="checkbox"/>	Tracy Ryan	250 388-4268
Gaming	\$ 5,000.00	Pending <input type="checkbox"/>	Tracy Ryan	250 388-4268
A. Total Government Funding	\$ 15,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
Donation Freezer	\$ 700.00			
C. Total Matching Funds	\$ 700.00			
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)	\$ 15,700.00	Should equal Total Program Expenditures on page 5		

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 try and have emergency food available on a limited bases. Groceries would be dry goods only, no produce or perishables. We would not advertise this so it would be limited to serving a few clients.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

\$2,000 might allow us to do a partial program.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1, 2021 To: June 30, 2021

Project or program location: Silver Threads Service Victoria Centre

Project or program timeline and major milestones.

Date	Milestone
July	Launch Program, reconnect with past Outreach clients, North Park neighbours, Rotary House.
July to Oct	Offer weekly drop in day for food pick up
Nov to June	Continue to offer weekly drop in, provide seated lunch, coffee service and time to socialize.
July 2022	Wrap City funding and complete final reports. Continue program with other funding sources.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2-3 Total volunteer hours required: Weekly 3 hours each

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

Tracy Ryan

Name

Position

Executive Director
January 28th, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Soap for Hope Canada

Mailing Address: 426B William Street, Victoria, BC V8Z 6P1

Contact Person: C. Anne McIntyre

Email: anne@soapforhopecanada.ca

Telephone: 250 590-1462

Website: www.soapforhopecanada.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: S0072001

Are you a registered Charity?

☒ Yes ☐ No

Charity Registration Number: 76991 2676 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 changing lives by providing hope and dignity through hygiene.

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 6 years to provide hygiene amenities & linens. We started with 6 local shelters and now supply 48 Community Facilities in Greater Victoria regularly (370 in total in BC & AB). Historically we work with hotels by taking their amenities, reprocessing and providing thousands of people regularly with essential products. By reprocessing products we save thousands of pounds from the landfill.

How many paid staff at organization? Full Time: 3.00 Part Time: 0.00

How many volunteer staff at organization? 15.00 Total volunteer hours: 1,500.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

We reduced the volunteers in our warehouse to 1 (or 2 if they are in the same bubble) at a time. Many of our regular volunteers take work home with them. Our shift was from repurposing products from the hotel to purchasing new products so we have not needed to have as many volunteers in the warehouse as before. We have PPE equipment, cleaning protocols and hand sanitizers/wipes at each station. When Community Facilities come to pick up their products, we have their orders at the front of the warehouse and can open up our big overhead doors for people to pick up (wearing masks of course).

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.



Strategic Plan Grant Application Form

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	Purchased Hygiene products and staffing
Peninsula Coop (Pending)	\$ 15,000.00	Purchased Hygiene Products and Overhead
The Annual Foundation (confirmed)	\$ 150,000.00	Warehouse and Staffing
United Way of Greater Victoria (pending)	\$ 30,000.00	Admin & hygiene products
Hotel Fee for Service Program	\$ 71,000.00	Our hotel Service (some hotels will cxd this year due to COVID)
Telus (pending) - Victoria & Vancouver	\$ 20,000.00	Hygiene products/packaging for our kids in schools
Donations (pending)	\$ 104,652.00	Annual Total
Fundraiser (pending)	\$ 20,000.00	not sure about this yet
Organization's Annual Budget	\$ 430,652.00	

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
Support the 48 Community Facilities in G	providing regular hygiene essentials
Providing purchased hygiene items	not having to decline our purchased hygiene items (e.g tampon)
Increasing low income schools by 5	having 5 new schools on our program
Increasing low income senior facilities by	having 2 new senior facilities on our program
establishing a product sponsor	getting a company to sponsor us by providing hygiene ameni
Hiring a full time staff person	Having more help as volunteers can not come into the wareh

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Essential hygiene amenities continue to be supplied during our pandemic

Project or program title:

Community Facilities serving vulnerable people

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 will continue to provide the 48 Community Facilities (including shelters, transitional homes, food banks, low income schools, senior facilities, refugee, coalitions and indigenous Communities with the essential hygiene amenities they need to keep themselves healthy. In 2020 we provided over \$215,000 worth of hygiene and linens to Greater Victoria. We also had to decline thousands of products (mainly deodorant, tampons, feminine products, dental products) due to lack of funding. Historically, we have a fee for service for the service we provide the hotel industry. In 2020 our revenue went to 0.00 as hotels reduced capacity or closed. We are not recovered in 2021 and anticipate at least 1/2 of our revenue from hotels non collectable. Since we can not rely on processing products (due to hotel reduction and a significant number of volunteers not being able to come into our warehouse), we must purchase product to keep up with our community demand. We are seeing more families affected by COVID and reaching out for help. This has a significant impact on Community Facilities we support as we see their orders getting bigger as this year has progressed. Our largest increase is with Indigenous Communities going into lock-down.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 2020 we grew from helping 173 Community Facilities to 370 Community Facilities and Indigenous Nations. This is largely due to everyone needing and knowing they need to frequently wash with soap to keep clean and reduce the spread of illness. Our orders skyrocketed as facilities and communities went into lock-down; at the same time families faced financial instability and began accessing services. Staying healthy includes having the access to a consistent supply of hygiene amenities. The well-being of our communities involves the members each taking care of themselves and others; especially during a pandemic. Our most vulnerable members need support more than ever and we worked closely with the Coalitions to ensure products for everyone. If the Quality of Life is a focus in our city's 2019-2022 Strategic Plan we sometimes need to start with the basics and ensure that every member of society has access to the same products. Soap saves lives! And during a pandemic it is more important than ever to be consistent. We believe no one should have to hope for soap.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Our program started with the under-served in our community. It didn't make sense how our vulnerable population did not have access to soap and basic hygiene amenities when we have a vibrant hotel sector that throws away this product. We act as a conduit between a sector that has incredible waste, repurpose that product and provide it to our under-served community. WE do not work with individual members but rather the Community Facilities that supports vulnerable people. Not only does this program act as a recycling program and reduces reusable products from entering our landfill, but it also facilitates people looking at their "garbage" and thinking if there is another use or someone else that can use a product no longer needed. We see this with mattresses and furniture from the hotel sector. Now they are contacting us to see if there is anyone in our network that might be able to use these products instead of them being garbage. (last year we redirected 100 mattresses to local Indigenous nations). We know how appreciative the recipients of our essential hygiene amenities are, we hear it all the time. For them, keeping them clean is often overlooked but it certainly adds to their well-being and sense of self when they are clean.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

One of the core values of our council is equity. Our program has the same process for accessing our services for each Community Facility. The Order Form is the same for everyone. We do not ask questions nor discriminate on any basis. The bottom line is if you are in need of essential hygiene amenities and linens, we provide them. It is important to us that each person at a Community Facility receive the same products; we do not like to do partial orders as it leaves people out. As needs in our community rise, it is important for our program to rise to the new levels of need so each person receives what they need.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

There are times in life when one needs a hand up. Starting with the basic, essential hygiene amenities, provides hope and dignity to our community members. When one feels good about themselves they can go out and be productive members of society. We have had many kids go on job interviews but are self-conscious of themselves due to lack of essential products at home, (thus we have hygiene cupboards at high schools). The expense of hygiene amenities and linens can be a significant part of one's budget. When this is removed and someone receives these products, they are able to use that money in more effective ways. We have seen many families this summer at the Living Edge collect both their food and hygiene items and freeing up their money for other life expenses. Not keeping clean also leads to a decrease in health. We especially see this when people do not have toothbrushes and toothpaste. Not only does it rot their teeth and decrease their overall wellness, it also increases the costs to fix the problem and get better. Maintaining health by having a consistent supply of hygiene amenities in the long run makes a healthier community.

Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 10,000.00
 How many of those people live within the boundaries of the City of Victoria? 7,000.00
 How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 3,000.00
 How many will benefit from the project or program? 10,000.00 Please explain below.
 (1250 characters max – do not add extra pages)

We currently provide hygiene kits and essential hygiene amenities to 48 Community Facilities in Greater Victoria. The number of people accessing services is growing as is the number of facilities reaching out. Working with the Coalitions this summer as more people were living in tent cities increased our numbers as well. We have an idea of how many people access services at each facility and know by the number of products we are delivering to estimate the number of people we are serving. Our program helps kids to seniors and everyone in between.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$20,000.00
 Must equal Total Funding Sources from City of Victoria on page 6

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		
2 Warehouses	\$ 126,720.00	Lease 1 for hygiene amenities and 2 for linen
Program Coordinator	\$ 46,000.00	
Support Staff	\$ 36,000.00	
Van Expenses	\$ 6,000.00	Pick up and Deliveries
Purchased Hygiene Amenities	\$ 123,000.00	we are purchasing all hygiene amenities during COVID
Packaging/Printing	\$ 2,432.00	Bags
Miscellaneous	\$ 10,000.00	office expenses, business cards, brochures, buckets, bins and stickers
		Office Expenses, (\$2,125)
		business cards (\$280)
		brochures (\$370)
		Buckets (\$500)
A. Total Project or Program Expenses	\$ 350,152.00	bins (\$5,300)
Administration		stickers (\$200)
Executive Director	\$ 72,000.00	Equipment (1,225)
Insurance	\$ 2,500.00	
Office Expenses	\$ 3,000.00	
Utilities	\$ 3,000.00	2 warehouses
B. Total Administrative Expenses	\$ 80,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 430,652.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	18.69%	



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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	\$ 20,000.00	pending <input type="checkbox"/>		
A. Total Government Funding	\$ 20,000.00			
Corporate Sponsorships				
Telus	\$ 20,000.00	Pending <input type="checkbox"/>	Kathy Baan	250-388-8150
The Annual Foundation	\$ 150,000.00	Confirmed <input type="checkbox"/>	Anonymous	
United Way	\$ 30,000.00	Pending <input type="checkbox"/>	Rachel	250-220-7363
Fee for Service	\$ 70,100.00	Pending <input type="checkbox"/>	multiple hotels	
B. Total Corporate Sponsorships	\$ 270,100.00			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Product Donations	\$ 22,552.00	pending	GlobalMedic	
Product Donation	\$ 30,000.00	pending	United Way - P	
Used Amenities - Hotels	\$ 30,000.00	pending	depends on hot	
The Tooth Fairly	\$ 7,000.00	confirmed	Confirmed	
D. Total In-Kind Contributions	\$ 89,552.00			
Waived Fees and Charges				
Diamond Delivery	\$ 50,000.00	confirmed		
GFL Environmental	\$ 1,000.00	confirmed		
E. Total Waived Fees and Charges	\$ 51,000.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 430,652.00	Should equal Total Program Expenditures on page 5		

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 main impact will be on the people we serve and the amount of purchased hygiene products we are able to pass on to each Community Facility. For example, feminine products are always a product we can never stock enough of. The highest concentration we have for Community Facilities is in Victoria so we would hope to have support here, as we are here, to support our local community as best we can. Our purchasing decisions are directly impacted by the funding we receive.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

\$10,000 would allow us to purchase approximately 5000 hygiene amenities. In 2020 we delivered over \$215,000 to the Greater Victoria community; this was an increase in need due to the pandemic.

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, 2021 To: June 30, 2022

Project or program location: Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
July 2021	Establish secure Supplier Relationships to encourage product donations
July - June	Foster relationships with established Community Facilities to encourage consistent Orders
July - June	Search for new Facilities / Indigenous Communities that may need help
present - future	look for new ways to support people affected by COVID & pandemic affects
July-June	Stay connected with hotels to see if they are recovering from low occupancy
May-Oct	have volunteer opportunities outside given current guidelines for the Pandemic

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 20 Total volunteer hours required: 2000

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

- ☒ Website
☐ Newspaper Advertisement
☒ Social Media
☐ Newsletter

- ☐ Sponsor Plaque
☒ Annual Report
☐ Other: _____

SECTION 11. DECLARATION

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

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

C. Anne McIntyre
Signature

C. Anne McIntyre
Name

Executive Director
Position

Jan 21/21
Date

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca
2. Assemble **Assessment Documentation**:
☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Disaster Aid Canada (Soap for Hope WAS a program of DAC when this was filled in)
Mailing Address: 426 William Street
Contact Person: C. Anne McIntyre Email: anne@soapforhopecanada.ca
Telephone: 250-590-1462 Website: www.soapforhopecanada.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Soap for Hope - providing Hygiene Products during a crisis and beyond

Is the project or program completed?

☒ Yes If yes, what is the completion date? Dec 31, 2020

☐ 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 objective was Health, Well-Being, and a Welcoming City. During the last 6 months we have had an increase in the number of Community Facilities reach out for help. Many people have become financially insecure and are reaching out for assistance during these uncertain times. Hygiene plays an important role as it is the first line of defence against illness and disease. We shifted from repurposing product to purchasing new items as a result of hotel closures.

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
Establish Supplier Relationships	Have a number of local suppliers we are able to purchase from	Yes <input type="checkbox"/>
Hire 2 New Staff	We had 2 students for 4 months.	Yes <input type="checkbox"/>
Systems for Steady Supply to the Coalitions	We worked closely to provide the products they needed	Yes <input type="checkbox"/>
Work with facilities supporting isolated people	We increased the number of Community Facilities we work with	Yes <input type="checkbox"/>
Contact Hotels - N/C for 6 months but continue Service	We did not charge for our service in 2020 but continued the service	Yes <input type="checkbox"/>
Set up monthly delivery of family sized products	We mostly switched to Family Sized product - more efficient	
Focus on Indigenous Communities	We have 80 Nations on our program and contacted local nations	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Community Facilities, Coalitions, and Indigenous Communities

What positive impacts were felt by your target audience? a steady supply of essential hygiene amenities and linens

How many have benefitted from the project or program? 48 Community Facilities in Greater Victoria (about 15,000 people)

What percentage of Greater Victoria Residents benefitted from this project or program? 10.00%

How many volunteers have worked on this project or program? 15.00 What total hours did they work? 1,500.00

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		
2 Warehouses	100800.00	Donations and Grants
Staffing	57120.00	Donations and Grants
Purchased Hygiene Products	135281.00	Donations and Grants
Packaging and Bins	14000.00	General Funding
Delivery Van Expenses	5300.00	General Funding
Marketing Materials	1000.00	General Funding
Hygiene Amenities - repurposed	20000.00	Hotel program
Freight - Diamond Delivery / ACE Couriers	100000.00	Value of Freight donated in 2020
Toothbrushes	7000.00	Value donated in 2020
A. Total Project or Program Expenses	\$ 440,501.00	
Administration		
Utilities	3600.00	Internet / Gas / Hydro / Garbage - for 2 warehouses
Insurance	2500.00	for 2 warehouses
Executive Director	72000.00	
Office Supplies & Misc Exp	7000.00	replaced a computer this year
B. Total Administrative Expenses	\$ 85,100.00	
Total Expenses (A+B)	\$ 525,601.00	(SHOULD BE \$525,601)

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	8351.00		Jennifer Lockhart	250-361-0396
Emergency Community Support Fund	57500.00			
A. Total Government Funding	\$ 65,851.00			
Corporate Sponsorships				
Telus	10000		Kathy Baan	250-388-8151
The Annual Foundation	225000		Anonymous	
Victoria Foundation (Rapid Relief + Community Foundation)	40000		Rudy	250-381-5532
B. Total Corporate Sponsorships	\$ 275,000.00			



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Strategic Plan Grant Final Report

Matching Funds				
Gore Foundation through Canada Helps	1000			
C. Total Matching Funds	\$ 1,000.00			
In-Kind Contributions				
P&G products through Global Medics	20000			
Tooth Fairy Foundation	7000			
Hygiene Drive (Keep it Clean Campaign)	56000			
D. Total In-Kind Contributions	\$ 83,000.00			
Waived Fees and Charges				
Diamond Delivery / Ace Couriers	100000.00			
GFL Environmental	750.00			
E. Total Waived Fees and Charges	\$ 100,750.00			
Total Funding Sources (A+B+C+D+E)	\$ 525,601.00			

SECTION 6. PUBLIC ACKNOWLEDGEMENT

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

☐ Yes – What method was used?

- ☐ Website
☐ Newspaper Advertisement
☐ Social Media
☐ Newsletter

- ☐ Sponsor Plaque
☐ Annual Report
☐ Other _____

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

Date: March 31, 2021

- ☒ 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.

A. Anne McIntyre

Signature

Executive Director

Position

C. Anne McIntyre

Name

Apr 21/21

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: tenniskids9@gmail.com
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 14,284 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? 36 Total volunteer hours: 364

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Class size is restricted to 4 kids per court.
Screening for potential Covid exposure.
Temperature checks.
Equipment and hands sanitized regularly.

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.



Strategic Plan Grant Application Form

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	Pending
Can Tire Jumpstart	5,000.00	Received
Can Tire Jumpstart	10,000.00	Pending
CFAX Santas Anonymous	5,000.00	Received
Viasport	3,000.00	Pending
Victoria Foundation	15,000.00	Pending
KATS	\$ 29,606.00	
Organization's Annual Budget	\$ 77,606.00	

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
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	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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Free Tennis Lessons for Underserved 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.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input checked="" type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

As mentioned in the in the Program Description above, tennis classes provide structured exercise that benefits kids not only physically but emotionally as well. The growing incidence of childhood obesity and type 2 diabetes are directly related to the reduction in physical activity and its replacement with "screen time".

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). In addition, 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.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The main focus of our programs is directed at the underserved communities mentioned above.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

By providing a service that would ordinarily be beyond the means of families who struggle with financial burdens and those created by having children with special needs.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

By improving the physical, social and emotional health of these children we believe the families and therefore the community is benefitted.



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How many people participate in or take advantage of the program for which you are seeking funding? 1,000-2,000 depending on Covid
How many of those people live within the boundaries of the City of Victoria? 75.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 25.00
How many will benefit from the project or program? 1,000 - 5,000 Please explain below.
(1250 characters max – do not add extra pages)

The lower number reflects only the kids participating. If you consider the benefits to the whole family of children who are healthier physically and emotionally, the latter number is a guess.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Instruction and Program (Instructor Fees, Court Rentals, Volunteer Training)	62,500.00	
Tennis Equipment (Racquets, Balls, Nets, Teaching Aids)	5,800.00	
Insurance	2,156.00	
Professional Fees	2,058.00	
Dues & Membership Fees	850.00	
A. Total Project or Program Expenses	73,364.00	
Administration		
Office Supplies	1,462.00	
Telephone	1,643.00	
Promotion	750.00	
Bank Charges	313.00	
Amortization	74.00	
B. Total Administrative Expenses	4,242.00	
TOTAL PROGRAM EXPENDITURES (A+B)	77,606.00	Should equal Total Program Funding Sources on page 6
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
Government Funding - include pending requests				
City of Victoria	10,000.00	Pending	Pending	
, Viasport	3,000.00	Pending	confirmed	
A. Total Government Funding	13,000.00			
Corporate Sponsorships				
CFOX Santos Anon	5,000.00		confirmed	
Can Tire Jumpstart	5,000.00		confirmed	
Can Tire Jumpstart	10,000.00		pending	
Victoria Foundation	15,000.00	Pending	pending	
B. Total Corporate Sponsorships	35,000.00			
Matching Funds				
Residual in KATS account	29,606.00	Confirmed		
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)	77,606.00	Should equal Total Program Expenditures on page 5		

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 are actively pursuing additional funding.
Founder of Society for Kids at Tennis, Dr. Sy Silverberg M.D. is committed to funding budget shortfalls so that the program can proceed as planned.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

As above.

Please note that anticipated funding of \$48,000.00 is \$29,606.00 less than anticipated expenses. However, due to cancellation of classes for 4 months in 2020 due to Covid, we were left with an excess of revenue over expenditures and ended the year with \$31,775.00 in the bank. Therefore, that leaves us with an excess of revenue of \$2,169. (If all funding requests are received at 100% of ask).

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 5, 2021 To: June 30, 2022

Project or program location: Various indoor and outdoor tennis courts

Project or program timeline and major milestones.

Date	Milestone
January to March	Winter Classes (Indoor at Quadra Village Community Centre and Esquimalt Rec 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? 56 Total volunteer hours required: 364

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

Sy Silverberg M.D.

Name

President

Position

Jan 14 2021

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

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Society for Kids at Tennis
Mailing Address: 1642 Chandler Ave.,
Contact Person: Sy Silverberg Email: tenniskids9@gmail.com
Telephone: 250-412-1406 Website: www.KidsAtTennis.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Free Tennis Lessons for Disadvantaged Kids

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)

Classes started July 15, 2020 after a break forced by Covid and will continue to June 30, 2021
Currently running class for Esquimalt Rec Centre and will resume community centre and social agency classes in the spring once outdoor courts are useable.

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

Yes. Facilitate Social Inclusion and Community Wellness.
We conducted classes for Aboriginal, Newcomer, Girls groups and kids with disabilities.
We provide many weeks of physical activity in place of "cyber-play".
We provided an opportunity for social interaction with peers and mentoring adults.

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
Enhanced Physical Literacy	Survey feedback from parents, coaches, volunteers and agency staff.	
Improved Health	Survey feedback from parents, coaches, volunteers and agency staff.	
Reduced "screen" time	Survey feedback from parents, coaches, volunteers and agency staff.	
Interest in sports and exercise increased	Survey feedback from parents, coaches, volunteers and agency staff.	
Improved social interaction with peers and adults	Survey feedback from parents, coaches, volunteers and agency staff.	
Enhanced confidence	Survey feedback from parents, coaches, volunteers and agency staff.	
Improved competence	Survey feedback from parents, coaches, volunteers and agency staff.	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Children challenged by low family income or by disability

What positive impacts were felt by your target audience? See "Objectives" above.

How many have benefitted from the project or program? 72

What percentage of Greater Victoria Residents benefitted from this project or program? 100.00%

How many volunteers have worked on this project or program? 12 What total hours did they work? 33



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		
Instruction and Program (Instructor Fees, Court Rentals, Volunteer Training)	37,009.00	
Tennis Equipment (Racquets, Balls, Nets, Teaching Aids)	2,068.00	
Insurance	2,156.00	
Dues & Membership Fees	774.00	
A. Total Project or Program Expenses	42,007.00	
Administration		
Office Supplies	1462.00	
Professional Fees	2058.00	
Promotion	494.00	
Telephone	1,643.00	
Transportation	1,527.00	
Bank Charges	313.00	
Amortization	74.00	
B. Total Administrative Expenses	7,571.00	
Total Expenses (A+B)	49,578.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	3000.00	Confirmed		
BC Gaming	10,000.00	Confirmed		
A. Total Government Funding	13,000.00			
Corporate Sponsorships				
Victoria Foundaton	16,500.00	Confirmed		
Jumpstart	16,630.00	Confirmed		
, CFAF, GVSCU, PECSF,CKNW, TLC	35,223.00	Confirmed		
B. Total Corporate Sponsorships	81,353.00			



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Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
D. Total In-Kind Contributions	0			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	81,353.00			

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

Sy Silverberg M.D.

Name

January 19, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: South Island Centre for Counselling and Training (SICCT)

Mailing Address: 2821A Cedar Hill Cross Road; Victoria BC V8P 2M6

Contact Person: Stacey Cronin, Director of Administration Email: stacey@southislandcentre.ca

Telephone: 250-472-2851 x 101 Website: www.southislandcentre.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-11650

Are you a registered Charity?

☒ Yes ☐ No

Charity Registration Number: 887246999RR0001

**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: A healthy, vibrant and inclusive society.

Mission: Strengthening mental and emotional health in our community through professional, affordable counselling and training since 1975.

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

Since 1975, more than 15,000 people in the Capital Region District of Victoria have received mental health counselling at the SICCT. Our commitment to providing counselling to every person – regardless of their ability to pay – is a lifeline to many low-income clients who cannot afford help. Our professionally trained counsellors address a wide range of issues: depression, family conflict, anxiety, marital conflict, abuse, grief & loss, parent-child problems, and relationship issues.

How many paid staff at organization? Full Time: 2.00 Part Time: 8.00

How many volunteer staff at organization? 15.00 Total volunteer hours: 1,500.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Since the start of COVID-19, SICCT has gone to great lengths to adapt, pivot and expand how it meets the diverse needs of its clients by introducing virtual counselling in addition to in-person sessions - all of which continue to meet current public health orders.

The SICCT's COVID-19 Protocol ensures safe and much needed in-person sessions are delivered to clients through the implementation of:

- regular disinfecting of counselling rooms and waiting areas
- hand sanitizer availability
- payment by credit/debit card or e-transfer - no cash/cheques permitted
- glass barriers added to common areas
- removal of reading materials and toys
- limited capacity
- mandatory face coverings in the building
- health checks

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.



Strategic Plan Grant Application Form

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	The program in this application
Counselling, course & membership fees	\$ 197,693.00	Counselling services
Grants	\$ 142,000.00	Counselling services
Donations	\$ 49,801.00	Counselling services
Interest Income	\$ 35.00	Counselling services
Organization's Annual Budget	\$ 409,529.00	

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 decrease levels of stress and anxiety	Clients will experience an 80% decrease in stress/anxiety symptoms
To provide tools clients can use to manage symptoms	At least 80% of clients will report they gained tools needed to manage symptoms
To provide various accessible services to mental health counselling	All clients will be able to access services either virtually or in-person

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Bridging the Gap to Affordable Mental Health Care

Who is your target audience? Individuals from the Greater Victoria area over the age of 18 from low-income households.

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

In the Greater Victoria area, COVID-19 has taken a tremendous toll on mental health. The demand for our services continues to rise with over 40 people on a waitlist that will take at least 8 weeks to resolve. While at the same time, we will continue receiving service request as community members, of all ages, struggle with high levels of anxiety, stress and depression due to isolation and loneliness, financial pressures and fear of themselves or loved ones contracting COVID-19.

To address this unprecedented level of need, the SICCT will deliver the Bridging the Gap to Affordable Mental Health Care Program for low income and marginalized clients who otherwise would be unable to access support. High quality counselling will be provided ranging from \$5 per one hour session up to \$35 depending upon a client's unique financial circumstances. Clients will be provided with a simple form they will complete to provide the information SICCT needs to make an informed determination of the subsidized amount a client will be offered. This unique hourly fee will be applicable to that particular client for the duration of sessions over the course of a 12-month period. At that point, a new form will be completed to reassess circumstances.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

Aligning with the Health, Well-Being and a Welcoming City strategic objective outlined in the City of Victoria's 2019-2022 Strategic Plan, the Bridging the Gap to Affordable Mental Health Care program will provide affordable and high quality mental health counselling to at least 200 Victoria area citizens.

The SICCT's anticipated outcome of clients experiencing at least an 80% decrease in symptoms related to a variety of mental health challenges, directly supports the City's outcome of "clear improvement on mental health and addiction".

This program could not be more necessary as COVID-19 rages on and mental health experts predict a mental health crisis following the pandemic. This on top of an already rising mental health crisis throughout BC as stated in the March 2019 report released by BC's health officer, Dr. Bonnie Henry. In the report she states mental health problems were shown to be rising in our province with residents reporting some of the lowest levels of mental wellbeing in Canada.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

This program directly targets low-income and marginalized populations and has been created to address their unique financial situations. As well, by offering both in-person and virtual options, clients will be able to decide which environment they feel most comfortable in.

How does the program advance Council's state values on equity?
(1250 characters max – **do not add extra pages**)

Just as the City of Victoria works to welcome diversity and foster a spirit of inclusion and equity in all it does, the SICCT continues to strive towards its vision of a healthy, vibrant and inclusive society.

To do this, the SICCT welcomes all regardless of heritage, education, beliefs, ethnicity, religion, gender, age, sexual orientation, gender identity, physical or mental health, physical or cognitive capabilities, or socio-economic status.

How does this program building community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Socio-economic status directly impacts the ability to access quality mental health support. This program bridges this gap by knocking down the financial barriers that leave people in a state hopelessness. Of the 600 clients the SICCT serves each year, 65% are female who are, on average, 39 years of age. The majority of them are low-income and/or marginalized and in need of subsidized services. Through this program clients will be empowered to manage their mental health in an environment that works best for them - virtual or in-person.

Access to financial support will be initiated through the completion of a simple form that will provide the SICCT with information needed to determine what amount a client will be charged for services. Regardless of whether the amount is \$5 or \$35, clients can take pride and ownership in their results.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 200.00

How many of those people live within the boundaries of the City of Victoria? 100.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 100.00

How many will benefit from the project or program? 600.00 Please explain below.

(1250 characters max – do not add extra pages)

To determine the number of people who will benefit (600), the SICCT included the 200 participants, one family member for every participant and one additional person per participant (this may be a co-worker, instructor, care provider, etc). We know there will be more than this as the ripple effect of improved mental health will reach the broader community.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Contract counsellors	\$ 70,588.00	
Subsidized counselling fees	\$ 48,345.00	
Rent	\$ 5,148.00	
Utilities	\$ 2,221.00	
Advertising & promotions	\$ 500.00	
Insurance	\$ 1,850.00	
Supplies	\$ 1,792.00	
A. Total Project or Program Expenses	\$ 130,444.00	
Administration		
Wages & benefits - administration	\$ 18,200.00	
Contract office services	\$ 5,300.00	
Professional fees	\$ 1,350.00	
B. Total Administrative Expenses	\$ 24,850.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 155,294.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	16.00%	



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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	\$ 20,000.00	Pending		
BC Gaming	\$ 77,000.00	Confirmed		
		Confirmed <input type="checkbox"/>		
		Confirmed <input type="checkbox"/>		
A. Total Government Funding	\$ 97,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
Counselling fees (earned revenues)	\$ 29,672.00	Confirmed		
Donations	\$ 10,000.00	Confirmed		
Foundations (Various)	\$ 8,000.00	Confirmed <input type="checkbox"/>		
C. Total Matching Funds	\$ 47,672.00			
In-Kind Contributions				
Counselling-Volunteer Labour	\$ 10,622.00	Confirmed		
D. Total In-Kind Contributions	\$ 10,622.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 155,294.00	Should equal Total Program Expenditures on page 5		

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 will result in a decrease in the number of clients served and/or in the number of sessions available to each client.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

\$12,500 will help to ensure 200 clients can be served with a reduced number of sessions or a reduced number of minutes per session.

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, 2021 To: June 30, 2022

Project or program location: Virtually or in-person at the SICCT office located at 2821A Cedar Hill Cross Road

Project or program timeline and major milestones.

Date	Milestone
July 1 to Aug 1	Promotional materials will be developed and shared via social media; counselling staff will be trained and equipped for virtual delivery; registrations will be taken and processed
Aug 1 to March 30	Registrations will be ongoing throughout this time frame
Aug 1 to June 15	Counselling will be delivered ongoing; client evaluations will be ongoing
June 16 to June 30	Client evaluations will be assessed and recorded for reporting; program modifications will be documented

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

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

Stacey Cronin

Name

Director of Administration

Position

January 22, 2021

Date



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1 Centennial Square
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E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Stigma-Free Society

Mailing Address: 185-911 Yates Street, Suite 534 Victoria, BC V8V 4Y9

Contact Person: Andrea Paquette Email: andrea.paquette@stigmafreesociety.com

Telephone: 1-778-678-2223 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. Our Charity helps people achieve personal empowerment by providing peer support and raising awareness through education in schools and the community.

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

Since 2010, the Stigma-Free Society's mental health programs have benefitted over 15,000 children and youth in Greater Victoria, and 6,000+ others through our community activities. Through its Women's Peer Support Group, we have assisted over 286 women living with any mental illness or experiencing any mental health issue since 2012, including 32 women in 2019-2020. The City of Victoria has been the main financial supporter of the program, with the majority of its participants from Victoria.

How many paid staff at organization? Full Time: 3.00 Part Time: 4.00

How many volunteer staff at organization? 14.00 Total volunteer hours: 780.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

The Women's Peer Support Group is now hosting online sessions only (via Zoom) until it is safe to gather in person again. This transition has removed barriers to access, as participants are now able to join regardless of their location or any physical limitations. We are also observing increased participation with the move to virtual meetings.

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.



Strategic Plan Grant Application Form

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
BC Gaming Grant	\$ 40,000.00	Mental Health School & Community Programming (includes Women's Peer Support Group)
Fees for Service	\$ 15,000.00	Mental Health School & Community Programming (includes Women's Peer Support Group)
Donations (Individual, Corporate, Online)	\$ 86,000.00	Mental Health School & Community Programming (includes Women's Peer Support Group)
Donations (Foundations)	\$ 236,670.00	Mental Health School & Community Programming (includes Women's Peer Support Group)
Donations (Service Clubs & Credit Unions)	\$ 40,000.00	Mental Health School & Community Programming (includes Women's Peer Support Group)
Other Municipal Grants	\$ 36,000.00	Mental Health School & Community Programming (includes Women's Peer Support Group)
Interest Revenue	\$ 30.00	
Organization's Annual Budget	\$ 462,700.00	

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
Develop mental health skills & knowledge	80% report increased skills and knowledge of mental health
Change in attitude	80% report increased confidence, decreased shame
Participants seek help	80% seek additional mental health support outside of Group
Establish new friendships	80% establish a new friendship because of the Group

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Women's Peer Support Group

Project or program title:

Women in the Greater Victoria community, 18 years and older and dealing with any mental health concern or

Who is your target audience? diagnoses 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 ideally designed for 10-12 participants at a time struggling with any mental health condition, such as bipolar disorder, schizophrenia, borderline personality disorder, anxiety and/or depression. Participants do not have to have a diagnosed mental illness, but can be dealing with any mental health concern. Participants meet once a week to share personal experiences of how to manage their mental health issues. Discussion topics include mental wellness, career building, self-care and coping strategies. The Support Group provides a supportive place of healing, where participants can build friendships and work towards acceptance of their mental health condition in a safe environment. The group empowers its participants to set personal and professional goals. Weekly 90-minute online group sessions will run from July 1, 2021 through June 30, 2022. The Society anticipates working with 25-45 individuals during that time period as members are free to rotate in and out of the group. There is a projected increase in group participants from previous years due to the success of the new Zoom online platform. There is no cost for participation in this group, which operates at maximum capacity every year.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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, Well-being and a welcoming city. Within this objective, the measurable outcome it contributes to is "improvement on mental health and addictions". The program is key in directly offering support and tools to individuals facing mental health challenges and/or experiencing societal and self-stigma. Facilitators and peer group discussions provide participants with a valuable peer support group system. The support group not only contributes to the improvement of individual lives, but adds to the overall well-being of the Victoria community as its members re-integrate with family, the workplace/school and other networks of community life. Participants gain new knowledge and skills in the following areas: community and clinical mental health services; coping strategies for challenges such as mental illnesses and/or experiencing stigma; problem-solving skills; and communication skills.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The Support Group was developed for those who are generally underserved, as mental illness, challenging in of itself, often intersects with other conditions that result in discrimination or stigmas (poverty, developmental conditions, racism, etc.) It is important for all communities to deliver a program that is accessible and inclusive, providing help to those who are in need. In an effort to create safe spaces for individuals who are vulnerable, participation is promoted for those who identify as female, or non-binary. There is no cost to participate. Each session begins with a land acknowledgement and meaningful reflection of the Support Group's ability and privilege in convening on colonized land. With the Support Group running virtually throughout the pandemic, some barriers have eased, and participation has increased. The online format is more accessible for many such as caregivers who may be constrained by a lack of child/eldercare and for those who are also facing physical challenges. The two co-facilitators for the Support Group engender trust and create a safe, inclusive environment through their skills in peer-support and personal lived experiences around mental illness and stigma; both are long-time participants.

How does the program advance Council's state values on equity?
(1250 characters max – **do not add extra pages**)

The Women's Peer Support Group prioritizes and advances equity by: Hiring co-facilitators who have lived experiences with mental illness and other stigmas, and who use their past challenges to better empathize with the unique situations of the Group's participants; reducing or removing barriers to accessing the benefits and outcomes of participation; promoting the Group specifically within under-served communities through the Society's partnerships with community service organizations such as City of Victoria's Youth Council, Victoria Immigrant and Refugee Centre Society (VIRCS) and AVI that embraces a mission to promote health, dignity, and well-being for all people affected by HIV, HCV, and substance use and committing to the Society's own Stigma Free Pledge which, in part, states that we will "make a strong public commitment to live the values of respect and inclusion for all people with differences such as mental illness, physical and developmental disabilities, race, sexual orientation, gender identity/expression, religion, etc." The Society expands its programming and messaging via its thriving and meaningful partnerships with Victoria-based organizations such as the Umbrella Society and Mental Health Recovery Partners.

How does this program building community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The Womens Peer Support Group offers low-barrier access to mental health support and resources that is especially valuable for individuals who have limited means to pay for mental health support. The program provides an accessible option for people seeking help, as many counselling services, and other mental health specialists/programs in B.C. have long wait lists and are not covered by the province's basic health care plan. The virtual drop-in format of the group allows for significant flexibility for participants, who are unable to attend every session; they are able to rotate in and out without the risk of losing their "spot", or feel judgement due to circumstances that are out of their control. The Stigma-Free Society is committed to maintaining a group that represents the diversity of women in Victoria. We strongly encourage women of colour, women with disabilities, young mothers, First Nations women, women who identify within the LGBTQ2+ community, and participants from all socio-economic and ethnic backgrounds to attend.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 45.00

How many of those people live within the boundaries of the City of Victoria? 27.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 6.00

How many will benefit from the project or program? 135.00 Please explain below.

(1250 characters max – do not add extra pages)

Improved mental health for the individual has a significant ripple effect on their families, friends and wider community. As an individual gains a greater capacity for general participation in life such as employment, and caregiving activities, the quality of life for those around them will also improve. In the above number, we make a conservative assumption that 2 additional people will experience a "significant" social benefit from a participant's involvement through outcomes such as increased number of paid work hours, caregiving hours and an overall improvement in quality of life that are the intended outcomes from the activities of the Women's Support Group.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 9,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Salaries & Benefits	\$ 8,000.00	
Contractors - Group Facilitators	\$ 4,800.00	
Facilitator Peer Support Training	\$ 1,400.00	
Materials	\$ 300.00	
Equipment	\$ 250.00	
Program Evaluation	\$ 500.00	
Marketing	\$ 400.00	
A. Total Project or Program Expenses	\$ 15,650.00	
Administration		
Program Insurance	\$500	
B. Total Administrative Expenses	\$ 500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 16,150.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	0.03%	



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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	\$ 9,000.00	Pending <input checked="" type="checkbox"/>		
BC Gaming Grant	\$ 6,500.00	Confirmed <input checked="" type="checkbox"/>		
District of North Saanich	\$ 650.00	Pending <input checked="" type="checkbox"/>		
A. Total Government Funding	\$ 16,150.00			
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)	\$16,150.00	Should equal Total Program Expenditures on page 5		

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 2021-22 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.



Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

The minimum amount of funding required from the City of Victoria is \$5,000. This amount covers a portion of program development and management costs as well as a portion of IT costs related to virtual delivery.

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, 2021 To: June 30, 2022

Project or program location: Virtual (Zoom)

Project or program timeline and major milestones.

Date	Milestone
Ongoing	Preparation of content for sessions by President, Community Development Manager & Lead Facilitator
July 6, 2021	Commencement of Peer Support sessions on Tuesdays 7-8:30 pm
Ongoing	Follow-up with all participants of the Group outside of weekly sessions as required
June 2022	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? 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: Annual General Meeting Donor acknowledgement

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

Signature

Andrea Paquette

Name

President

Position

January 28, 2021

Date



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1 Centennial Square
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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: Stigma-Free Society
Mailing Address: 185-911 Yates Street, Suite 534 Victoria, BC V8V 4Y9
Contact Person: Andrea Paquette Email: andrea.paquette@stigmafreesociety.com
Telephone: 1-778-678-2223 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 with the funding period for the 2020 grant scheduled to be complete at the end of June 2021. The Peer Group continues to meet weekly online with up to 12 participants each session. To accommodate public health and safety gathering restrictions, we have successfully migrated program delivery from in-person to Zoom, and have experienced an increased level of participation as a result. Participant surveys will be completed in June.

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

This program aligns with the Strategic Plan Objective to facilitate Health, Well-being and a welcoming city. Through the Peer Group, participants develop knowledge around mental health, change their attitudes toward mental illness and the surrounding stigmas, are empowered to seek additional mental health support for their own well-being and establish new friendships.

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 mental health skills & knowledge	We are looking forward to sharing the results of our participant surveys in July 2021.	
Participants experience a change in attitude around mental illness		
Participants seek additional help outside of the Support Group		
Participants establish new friendships and develop their peer network		

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? 40 - to be updated/confirmed in July

What percentage of Greater Victoria Residents benefitted from this project or program? 0.00%

How many volunteers have worked on this project or program? 2.00 What total hours did they work? 30.00



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		
Program Delivery - Personnel	4800	
Program Development, preparation & Management	8000	
Facilitators development & training	500	
Educational materials for participants	300	
Room rental/Zoom Subscription	1200	Note this will be adjusted with final report to reflect online delivery
Refreshments & activity fund for participants	600	
Program promotion	400	
A. Total Project or Program Expenses	\$ 15,800.00	
Administration		
Program insurance & evaluation	450	
Office Supplies, copy & telephone	400	
B. Total Administrative Expenses	\$ 850.00	
Total Expenses (A+B)	\$ 16,650.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	1410	Confirmed		
BC Gaming Grant	5150	Confirmed		
A. Total Government Funding	\$ 6,560.00			
Corporate Sponsorships				
Otsuka Canada Pharmaceutical Inc.	2500	Confirmed		
B. Total Corporate Sponsorships	\$ 2,500.00			



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Strategic Plan Grant Final Report

Matching Funds				
Richardson Family Fund	5000	Confirmed		
Online gifts (individual donors)	2590	Confirmed		
C. Total Matching Funds	\$ 7,590.00			
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)	\$ 16,650.00			

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.

Andrea Paquette Digitally signed by Andrea Paquette
Date: 2021.02.01 17:40:03 -08'00'

Signature

President

Position

Andrea Paquette

Name

February 1, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Story Studio Writing Society (Story Studio)

Mailing Address: 2001A Douglas Street

Contact Person: Sean Rodman

Email: sean.rodman@storystudio.ca

Telephone: 250 884 4522

Website: www.storystudio.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act?

☒ Yes ☐ No

Society Registration Number: 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 an award-winning 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.

n

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

Over the past decade, 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: _____ Part Time: 2

How many volunteer staff at organization? 20 Total volunteer hours: 500

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

The program is based on online participation only, and the creation of products that can be safely distributed following COVID protocols.

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.



Strategic Plan Grant Application Form

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	2800	Guild of Writers
Foundation and Government Grants	20000	Core programming; School Visits; confirmed
Donations	30000	Core programming; School visits; partially confirmed
Fee based programming (camps, etc.)	25000	Special partner programs; partially confirmed
Organization's Annual Budget	\$77800.00	

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
Empower and Celebrate Young Writers	Number of participants in online workshops, anthologies
Share literary creations of Youth	Number of digital and physical anthologies created, distributed

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Guild of Young Writers: Supporting Anthologies of Local Teen Writing

Who is your target audience? Youth (ages 12-17)

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

The Guild of Young Writers is a unique online community that we™ve created designed to support and encourage young writers (ages 12-17.) Started in the summer of 2020, the ongoing program has now grown to include over 30 teens. Participants sign up for free, and join in a range of online activities: Writers™ Cafe drop-in sessions for peer support with their writing; guest presentations from authors, illustrators, and other professionals; writing challenges and contests and more. Each quarter, we create a digital anthology of their writing, to celebrate and share their accomplishments. We are seeking funding to support the Guild, and particularly the publication of physical copies of their writing.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

1. Increase sense of belonging and participation in civic life among all demographic groups: Low-income families youth can face barriers to participation in the public sphere, often stemming from a lack of confidence in their communication skills. This free, online program empowers all 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: The Guild program encourage empathy and understanding among teen participants, through the sharing of stories. We also increase shared understanding of youth issues 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. This is even more of an issue during the pandemic. Our free, online program allows youth to participate from anywhere, anytime.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

For a decade, Story Studio has worked with community partners to serve the needs of marginalized youth in Victoria. Through our partnerships with the Greater Victoria School District 61, the Greater Victoria Public Library, the Victoria Literacy Connection and Decoda Literacy, we determined that there was a need during the pandemic to support teens with a free program that provides support and mentorship around writing. The Guild was created specifically to provide a free, accessible resource for teens from any community.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The Guild supports the stated values of:
Social Justice: As a free, online program it helps to remove systemic barriers around participation in artistic and literacy programs, caused by physical access and financial costs
Intersectionality: The Guild is based around, telling your story™, allowing youth from all walks of life to reflect multiple lived experiences and share them with the broader community
Quality of Life: Our program build confidence in youth, by giving them the skills and opportunities to tell their own story. In doing so, we build their resilience, improve their mental health and help them connect with communities near and far. This, in turn, increases their own health, happiness and overall satisfaction.
Resilience and Prosperous Community: Our free, online program promotes inclusion and access from anyone who is interested in participating. We actively communicate with other partners to promote the program to vulnerable and marginalized youth and families who will benefit from participation.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The Guild is designed to build community capacity by inspiring, empowering and educating teen youth by creating a positive community of peers and mentors. We target vulnerable and marginalized youth and families, providing free resources and support.

Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 50-75

How many of those people live within the boundaries of the City of Victoria? 50-60

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 10

How many will benefit from the project or program? 200-300 Please explain below.

(1250 characters max – do not add extra pages)

Each youth that participates positively impacts their family and close community. The „knock-on™ effects of the program can be seen in positive attitudes towards literacy, positive mental wellness, increased access to services for families because of improved confidence in communication skills, and improved long-term impacts on income for both participants and their families because of improved confidence and communication skills.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 2800
Must equal Total Funding Sources from City of Victoria on page 6

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		
Anthology Creation	2250	Editing, coordination (\$30 hr @ 75)
Illustrations/Graphic Design	500	Payment for illustrator/designer
Anthology Print Publication	1800	Printing costs for hard copies (\$12 copy, 150 copies)
A. Total Project or Program Expenses	4550	
Administration		
Admin (HR, office costs, etc.)	680	
B. Total Administrative Expenses	680	
TOTAL PROGRAM EXPENDITURES (A+B)	5230	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	13%	
Total percentage of administrative costs		



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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	2800	Pending		
A. Total Government Funding	2800			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
Story Studio (Donations)	2430	Confirmed		
C. Total Matching Funds	2430			
In-Kind Contributions				
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)	5230	Should equal Total Program Expenditures on page 5		

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 number of participants / anthologies produced.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The program requires approximately \$2000 to proceed, of which we have secured the majority of funds. Funding from the City of Victoria will allow us to reach more youth, and produce more anthologies.

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, 2021 To: June 1, 2022

Project or program location: Online

Project or program timeline and major milestones.

Date	Milestone
July 1, 2021	Promote and Recruit youth for Guild writing project; increase from 30 to 75
July - October, 2021	Support youth during their writing
October 31, 2021	Deadline for submissions
November - January, 2022	Review and edit submission
November - January, 2022	Layout and production
February/March, 2022	Share publications through partners, to public

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 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: _____

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

Sean Rodman

Name

Executive Director

Position

January 30, 2021

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
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 Street, Victoria, BC

Contact Person: Sean Rodman

Email: sean.rodman@storystudio.ca

Telephone: 250 884 4522

Website: www.storystudio.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: RisingWriters:Storytelling Workshops for Vulnerable Youth in Victoria (INTERIM REPORT)

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 end date is June, 2021. To date, City of Victoria funds have enabled us to partner with Artemis Place, a non-profit that provides holistic social and emotional support and high school education to young women and trans-youth in a nurturing community. We led workshops over 10 weeks and provided guest speakers to 15 participants. Through this process, the participants created finished written pieces which we developed into an anthology. In the spring, we are working with the Vancouver Island Refugee and Immigrant Society (VIRCS), delivering 4 workshops to their afterschool club (ages 6-11.)

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

Yes:
1. Increase sense of belonging and participation in civic life among all demographic groups: We empowered 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: We encouraged empathy and understanding among participants
3. Increase in availability of free recreation options: We made workshops free to participants.

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 free storytelling workshops to vulnerable youth	Number of free workshops provided (10); Number of youth participating in workshops (15)	Yes
Empower and celebrate the achievements of vulnerable youth	Number of youth-authored publications create: 1 anthology	Yes
Increase confidence, communication skills in participants	Positive responses on feedback forms / surveys	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Youth (8 -15 years old) within the City of Victoria

What positive impacts were felt by your target audience? Empowered through creating their own published works; inspired by mentors; educated with improved communication skills

How many have benefitted from the project or program? 15 vulnerable youth (to date); 30 caregivers; 2 educators

What percentage of Greater Victoria Residents benefitted from this project or program? 25

How many volunteers have worked on this project or program? 6 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)
Project or Program Costs		
Project Ongoing		Project will be complete by June, 2021
A. Total Project or Program Expenses	0	
Administration		
B. Total Administrative Expenses	0	
Total Expenses (A+B)	0	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
A. Total Government Funding	0			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			



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Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
D. Total In-Kind Contributions	0			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
Total Funding Sources (A+B+C+D+E)	0			

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 Anthology

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

Date: _____

☐ Website

☐ Newspaper Advertisement

☐ Social Media

☐ Newsletter

☐ Sponsor Plaque

☐ Annual Report

☐ Other _____

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

SECTION 7. DECLARATION

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

Executive Director

Signature

Position

Sean Rodman

January 28, 2021

Name

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: SUPPLY Victoria

Mailing Address: 1280 Balmoral Rd, Unit 1

Contact Person: Ashley Howe

Email: ashley@supplyvictoria.ca

Telephone: 778-700-7233

Website: _____

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: S0070248

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**)

SUPPLY Victoria's mission is to create a more sustainable, creative, and inclusive Victoria by diverting materials from the landfill and putting them into the hands of artists, students and teachers. SUPPLY redistributes used art supplies and offers creative reuse education to youth and adults.

SUPPLY's waste diversion programming not only reduces greenhouse gas emission caused by landfills but also eliminates the energy, waste, and materials needed to create new things.

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

Since 2018, SUPPLY has diverted over 2,000 pounds of materials from the landfill for community (re)use and provided zero waste education to hundreds of students through affordable crafting workshops. Artists, teachers, and nonprofit groups working on community-building art projects can access free material resources through their website. Past recipients include Indigenous Youth for Wet'suwet'en, The Mandala Project, and Cool Aid Society.

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

How many volunteer staff at organization? 4 Total volunteer hours: 1300

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

Since COVID-19 hit, SUPPLY has built resilience into their operations and pivoted to offer online and physically-distanced workshops with community partners like the City of Victoria, North Park Neighborhood Association, Pandora Arts Collective, Art Gallery of Greater Victoria, Club KWENCH, Oaklands Community Centre, Vancouver Island School of Art, and the Victoria Arts Council. SUPPLY's COVID-19 Safety Plan includes running workshops that don't require shared materials, sanitizing supplies before sending them out, and offering virtual support through Zoom. The program offers educational videos that can be played in the classroom or shared on screen during distanced learning. SUPPLY participated in two of Scale Collaborative's Survive & Thrive sessions focused on COVID-19 recovery for social purpose driven organizations and completed scenario thinking exercises, networked with other like-minded nonprofit leaders, and developed a strong response plan.

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.



Strategic Plan Grant Application Form

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	28163	Creative Reuse In The Classroom Program
Workshop revenue	3000	Operating costs
Used.ca media sponsorship	8850	Marketing
Google Ad Grant for Nonprofits	120000	Marketing
In-kind time	39000	Administration & instruction (1,300 hrs @\$30/hr)
TheDock bursary	3240	Office space
Organization's Annual Budget	202253	

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 cost of art-based activities in schools	Save teachers and schools \$1,500+ in material costs and project fees
Divert materials from the landfill for community reuse	Divert 500+ pounds
Extend the City's Zero Waste Strategy through outreach	Provide education to 210+ K-12 students
Increase accessibility and prevalence of creative reuse in schools	Teachers report improved confidence using salvaged materials in their classrooms
Increase STEAM-based and art education	Teachers report adopting more hands-on activities in their classrooms
Increase awareness around climate education and waste reduction	80%+ of students report an increased awareness of the value of reducing waste

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Creative Reuse in the Classroom (CRC)

Who is your target audience? K-12 educators and their students

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

Victorians throw away over 120 tonnes of materials every day — a large portion of these materials could be diverted for reuse. The CRC program salvages these materials, makes them available for teachers, and inspires creativity and sustainability in their students and their families. SUPPLY requires funding to provide our teachers with free creative reuse education kits and workshops that spread awareness about Victoria's Zero Waste Strategy with fun, colourful and hands-on activities. The Creative Reuse in the Classroom program offers:

- Kits: comprised of 100% repurposed materials that support STEAM education
- Workshops: customized cross-curricular lessons that meet multiple learning objectives through artmaking
- Classroom supplies: free access to SUPPLY's inventory of used art, office, and school supplies by appointment (\$80+ worth of materials per classroom per year)
- Professional development workshops: to help teachers connect and share information across schools and subject areas about integrating creative reuse and climate education into the classroom
- Increased capacity & confidence to run creative activities: by providing ideas, tools, resources, and free materials



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input checked="" type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

SUPPLY supports the actions and outcomes of the City's "Climate Leadership and Environmental Stewardship" objective by:

- Providing education and outreach programming that builds understanding of Zero Waste Victoria with a focus on waste avoidance, reduction, and reuse
- Speeds the adoption of the City's Climate Leadership Plan by diverting materials from the waste stream, making them available to our community, and teaching how to integrate sustainable thinking into the creative process in fun and meaningful ways
- Extends SUPPLY's creative reuse teaching model to educators and provides kits and activities that help students become more enthusiastic about learning
- Kits and workshops that encourage more sustainable behaviour and highlight local services and resources that support the waste reduction hierarchy (reduce, reuse, repair, repurpose, recycle, dispose)

SUPPLY recently produced a video for the Art Gallery of Greater Victoria's Family Sundays series using information from the November 2020 Zero Waste Report: <https://www.supplyvictoria.ca/diy/cardboard-loom-weaving>

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

This program addresses a few crucial problems Victorians face: Public school funding does not cover the total cost of school supplies that students need, leaving many teachers to pay hundreds of dollars out of their own pockets; Students and their families struggle to afford art and school supplies; Businesses need a way to put their cast-off materials to good (re)use. SUPPLY leverages one problem to solve the other by diverting materials from the landfill and putting them into the hands of the community.

SUPPLY's executive director, Ashley Howe, has a history of utilizing salvaged materials to uplift marginalized communities. She moved to Victoria from Portland, Oregon where she worked for the flagship store for the largest network of creative reuse centres in the world, SCRAP PDX, and was part of the executive team that pushed forward the first deconstruction ordinance of its kind with the ReBuilding Center, the region's largest salvaged building material nonprofit and storefront. Ashley has experienced firsthand how creative reuse empowers and fosters a more inclusive community. She builds off this experience to construct a timely and impactful program to support our communities educators.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

SUPPLY's mission is to create a more sustainable, creative, and inclusive Victoria. The Creative Reuse in the Classroom program helps advance the Council's values on equity by removing barriers to material access for teachers and students, strengthening art education, and promoting waste reduction behaviours which all contribute to a higher quality of life. This new program builds capacity for Victoria's educators and empowers Victoria's youth to become more engaged in climate issues and adopt more sustainable principles and methods.

In Canada and around the world, climate change disproportionately affects marginalized communities. A UN Report cites, "People who are socially, economically, culturally, politically, institutionally, or otherwise marginalized are especially vulnerable to climate change and also to some adaptation and mitigation responses." The plea for climate justice deals with ensuring basic human rights. Through hands-on creative reuse education, SUPPLY teaches about environmental justice, the intersection of social and climate justice. By promoting reuse, this program speeds the adoption of sustainable materials and principles which help fight climate change and protect vulnerable communities.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

SUPPLY's Creative Reuse in the Classroom program builds capacity and empowers those impacted by inequities by:

- Ensuring fairness in the democratization of materials for all teachers, students, and schools regardless of income
- Providing low- to no-budget projects that can be used across multiple subject areas, learning styles, and ability levels
- Inspiring creativity and awakening imaginations using non-traditional materials that are more readily available
- Improving learners' academic, social-emotional well-being and physical and mental health through art therapy (source: Investigating Causal Effects of Arts Education Experiences: Experimental Evidence from Houston's Arts Access Initiative)
- Tackling fatigue for both students and teachers through creative activities and materials

After being invited to contribute as a "Creative Spotlight" artist on the City's Instagram, Ashley used the platform to highlight local BIPOC makers. Ashley was invited to strategize how to activate 1,000 people with mayor Lisa Helps and the City's Climate Leadership Champions. Although it was cancelled, SUPPLY was accepted to facilitate a series of creative reuse workshops at Gathering Our Voices, an indigenous youth conference in Kamloops.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 220+

How many of those people live within the boundaries of the City of Victoria? 100%

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 0%

How many will benefit from the project or program? 220 Please explain below.

(1250 characters max – do not add extra pages)

In the pilot year, Creative Reuse In The Classroom will build the capacity of nine K-12 educators by saving them time, money, and energy. Kits and workshops will serve over two-hundred youth which can be done in-person or remotely. The program will offer dozens of businesses a way to offset carbon emissions and reduce waste by donating their cast-off items to schools in need. Teachers will have free access to a large inventory of salvaged supplies that will inspire more creative reuse projects that foster creativity and sustainability regardless of teachers and student's families income. Partnerships with youth organizations that have connections with schools will help multiply impact (such as Space Blanket Society, ArtsReach, VIRCS, Sognhees Nation, and YES). After this pilot year, SUPPLY aims to expand the program with input received from teachers and students to work together towards a culture where all waste materials can be recognized for their educational and creative value. SUPPLY will use information gathered from K-12 schools they work with in Saanich, as a One Planet Saanich stakeholder, to inform the development of this CRC program.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 28163
Must equal Total Funding Sources from City of Victoria on page 6

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		
Materials and curriculum design	3600	40 hrs per lesson plan x 3 plans = 120 hours x \$30/hr
Supplies	1755	\$5/per kit x 9 classes (207 students) + \$80 donations/per class
Material donation promotion/advertising	32212.5	25% use of \$120K Google Ads and \$8,850 Used.ca media sponsorship
Office space	810	25% use of office space
Classroom inventory space rental	6000	Upgrade from \$100/mo to \$600/mo
Equipment	2450	Safety supplies, backdrops, shelving, and containers
Instruction & kit assembly	4860	2 hr instruction + 16 hrs assembly per class @\$30/hr
Logistics & volunteer recruitment	6240	Coordinate w/ teachers & volunteers 4hrs/wk x \$30/hr
Donations outreach	150	25% of \$600 Instagram and Facebook ads budget
Website	188	25% of \$752/yr
A. Total Project or Program Expenses	58265.5	
Administration		
Zoom	240	\$20/mo
Volunteers	195	1/2 of VV membership + appreciation
Travel	650	Modo car share (4 trips/mo @ 2 hrs per trip)
Accounting/bookkeeping	400	1 hr every 3 months @ \$100/hr
Graphic design	1000	How-to guides & brochures
Licenses/fees	35	Grant application fee
Phone & internet	116	10% of total internet & phone expenses
Printing & copying	400	How-to guides & brochures
B. Total Administrative Expenses	3036	
TOTAL PROGRAM EXPENDITURES (A+B)	61301.5	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	0.0495257049	
Total percentage of administrative costs		



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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	28163	Pending	Jennifer Lockhart	250-361-0396
A. Total Government Funding	28163			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
TheDock	810	Confirmed	Colin Richards	250-590-5179
Used.ca	2212.5	Confirmed	Carly Russell-H	250-858-5205
Google Ad Grant	30000	Confirmed	Google For Nor	1-866-246-644
Phone/internet	116	Confirmed	Ashley Howe	778-700-7233
D. Total In-Kind Contributions	33138.5			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	61301.5	Should equal Total Program Expenditures on page 5		

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 full grant funding from the City of Victoria is not awarded, SUPPLY will scale the program down and apply for the Vancity EnviroFund grant (for up to \$10K) to cover a storage upgrade (to increase access to materials) and costs associated with the design, instruction, and assembly of kits for three classrooms (instead of nine). Full funding will allow SUPPLY to provide low-barrier educational resources and salvaged materials, thereby empowering individuals to climate action and stewardship.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

SUPPLY's Creative Reuse In The Classroom can be scaled down to a third it's size with a focus on one lesson plan and activity with three classrooms within the same grade. With \$14,984, SUPPLY can effectively provide kits and workshops to 72 students and lay the groundwork for a successful and self-sufficient program. Designed and printed how-to guides will be replaced with bulleted emailed instructions.

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, 2021 To: June 15, 2022

Project or program location: Within the classrooms of the Greater Victoria School District No. 61

Project or program timeline and major milestones.

Date	Milestone
March 1, 2021	Outreach to schools
July 1, 2021	Determine/confirm pilot classrooms
September 15 - November 1, 2021	Develop workshops and kits
November 2021 - May 2022	Run programs dependent on teacher's calendar & collect data from students
May 21, 2022	Host knowledge sharing meeting with all teachers (Pro-D day)
June 1	Last day to collect feedback from teachers
June 15	Complete Strategic Plan Grant report

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 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: Creative Reuse in the Classroom brochures

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

Ashley Howe

Name

Executive Director

Position

January 28, 2021

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Synergy Sustainability Foundation

Mailing Address: 300-569 Johnson St

Contact Person: Jill Doucette

Email: jill@synergyenterprises.ca

Telephone: 250 589 2599

Website: www.synergyfoundation.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: S0060893

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)

At Synergy Foundation, our mission is to share ideas, spark innovation and activate change to steer our economy and communities towards a more regenerative future. Through our programs and annual events we connect with businesses, educational institutions, policymakers and youth based on the West Coast.

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

Based in Victoria, the Synergy Foundation has focused on innovative projects and programs that have pushed the envelope, supported hundreds of businesses, and turned great ideas into action. Our three focus areas are green business, food security, and circular economy. This is represented in our core projects, the Vancouver Island Green Business Collective, the Food Eco District, and Project Zero and our two annual events, the Ecostar Awards and Earth Day Power Hour.

How many paid staff at organization? Full Time: 4.00 Part Time: 2.00

How many volunteer staff at organization? 20.00 Total volunteer hours: 280.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

The Project Zero Incubator Program has shifted to virtual delivery for the 2021 year. All sessions will be hosted on zoom, and communications through Slack. With these systems in place, our program will be able to run without any physical gathering.

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.



Strategic Plan Grant Application Form

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	Project Zero Incubator Program - Virtual Delivery
Vancity Credit Union	\$ 70,000.00	Programs (Project Zero & VIGBC)
Canada Climate Action Fund	\$ 153,000.00	Youth education in circular economy and First Nations recycling initiative
Green Business Collective (member fees)	\$ 15,000.00	VIGBC Program delivery (salaries and program related hard costs)
EcoCanada	\$ 10,000.00	Internship wage subsidy support
Provincial Government (fund management services)	\$ 120,000.00	Administration of Recycled Plastic Manufacturing fund
General Donations (1% for the planet)	\$ 5,000.00	Educational events
Organization's Annual Budget	\$ 382,500.00	

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
Support 15-20 new start ups in the circular economy	# social ventures launching successfully after program completion
Support Women in the Circular Economy	% of women participating in the program (goal 50% or higher)
Support Newcomers to Canada in the Circular Economy	% of newcomers in the program (goal: 10%)
Create new job opportunities in the circular economy	# of jobs through new ventures launched (goal: 35 +)
Support Youth in the circular economy	% of participants under 35 in the program (goal 50% or higher)
Increase financial literacy	# hours pro bono accountant and legal coaching for ventures

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Project Zero Incubator Program - Virtual 2021

Who is your target audience? New entrepreneurs in the circular economy

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

The Project Zero Incubator Program will support new entrepreneurs to launch new social ventures in the circular economy. Ventures must either eliminate waste sources, convert waste to reduce or offer a product or service that results in significant emission reductions. Our 9 month program will be comprised of 11 sessions offering acumen in circular economy, business planning, financial literacy and operating a social enterprise. Most of our participants will come from the Victoria region. The grant is needed to operate the program, with additional expenses for virtual hosting, and additional staff time to expand the number of new ventures we can support.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 circular economy offers tremendous opportunity to enhance economic inclusion while reaching towards our regional climate and waste reduction goals. Our program most directly related to prosperity and economic inclusion by creating a unique program that offers skills in financial literacy and social enterprises, ultimately leading to new jobs, new businesses occupying retail spaces and businesses actively working to reduce GHG emissions.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

One of our key objectives under Project Zero is "Economic Equality". Within our incubator program, we ensure that women, youth, First Nations and newcomers are made aware of our program through our network with community associations. Using our Our JEDI (justice, equity, diversity and inclusion) lens, we aim to have >50% women, >50% youth and at least 10% newcomers within the program. We do not have a set goal for First Nations participation yet as we are still speaking with the communities to understand how we can best work together, however, ensure all First Nations communities within our region have access to our application process and ask that they share it with their youth and aspiring entrepreneurs.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Social enterprises that convert waste to a resource offer low barrier to entry opportunities. We believe this can contribute to social justice, by removing barriers to participate in the green economy, which has traditionally focused on "clean tech". While clean technologies are important part of reducing GHG emissions, they often require founders to have backgrounds in business or engineering and require high volumes of capital. We also believe that economic independence can enhance quality of life, the feeling of security, and create prosperous and inclusive communities. We value diversity of lived experiences and backgrounds in our selection process, as they offer unique perspectives and innovative approaches to building a circular economy in Victoria and beyond.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

We know that the global pandemic has disproportionately impacted women, youth and First Nations, all having higher than average unemployment rates. Our program aims to empower these individuals with new economic opportunities in their communities. In addition, our partnership with community microlending offers microloans to graduating social entrepreneurs who would otherwise have no or very limited access to capital.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 25.00

How many of those people live within the boundaries of the City of Victoria? 12.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 2.00

How many will benefit from the project or program? 25.00 Please explain below.

(1250 characters max – do not add extra pages)

The program will have up to 25 participants each looking to start a new social enterprise venture in the green economy space. Additional people who may benefit from the program indirectly include the employees of the new ventures (estimated 60 people).

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 9,500.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Program Director - Jen Fraser	\$ 15,500.00	520 hours @ 27.00/hr plus taxes and benefits
Program Operations Coordinator - Georgia Lavender	\$ 15,000.00	500 hours @ 27/hr plus taxes and benefits
Program Communication - Ellie Gilchrist	\$ 6,000.00	250 hours @ \$22 per hour plus taxes and benefits
IT & Digital Comms Platforms (slack, zoom, etc)	\$ 1,800.00	\$200/month x 9 months
Honoraria- business coaches and mentors	\$ 1,500.00	\$500 ea x 5 coaches
Accountant and legal coaching for ventures	\$ 15,000.00	4 hours per individual @ \$150/hr x 25 individuals
A. Total Project or Program Expenses	\$ 54,800.00	
Administration		
Administration General	\$ 5,970.00	bookkeeping, office space, internet etc.
B. Total Administrative Expenses	\$ 5,970.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 60,770.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	9.82%	



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

Strategic Plan Grant Application Form

BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	\$ 9,500.00	Pending		
A. Total Government Funding	\$ 9,500.00			
Corporate Sponsorships				
Vancity Credit Union	\$ 30,000.00	Pending	Michelle Bonner	7786284792
B. Total Corporate Sponsorships	\$ 30,000.00			
Matching Funds				
Synergy Foundation (residual income from services in 2020 FY)	\$ 6,270.00	Confirmed	Jill Doucette	2505892599
C. Total Matching Funds	\$ 6,270.00			
In-Kind Contributions				
Sitka Law Group	\$ 7,500.00	Confirmed		
Grant Thornton CPA	\$ 7,500.00	Confirmed		
D. Total In-Kind Contributions	\$ 15,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 60,770.00	Should equal Total Program Expenditures on page 5		

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 reduce the total number of ventures in the program



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

With at least \$7,500 from the City of Victoria we could run the program at full capacity. We may need to reduce the number of sessions within the program from 11 to 10 with this amount, but we can adjust as needed to ensure the program runs.

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 2021 To: Dec 31, 2021

Project or program location: Victoria

Project or program timeline and major milestones.

Date	Milestone
Spring 2021	Venture Applications reviewed and cohort of ventures selected
July 2021	Press release announcing venture participants and their social enterprise concepts
July 1 2021	Sessions conducted with ventures (11 sessions running until Nov 2021)
July - Nov	One on One coaching sessions begin and are conducted between each group session
Nov 2021	Final business plans submitted for review
Nov/Dec 2021	Final Pitch and wrap up event
Dec 2021	Public release of new ventures, Ventures Lunch!
Dec 2021	Prepare final report for funders and supporters

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 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: within incubator sessions and press releases

SECTION 11. DECLARATION

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

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

Jill Doucette
Signature

Jill Doucette
Name

Executive Director
Position

Position

Jan 31, 2021
Date

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: 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. 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 29 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 and local seeds. Our demonstration site is open to the public to observe composting, food growing and conservation in practice. We host 2 large plant sales and run the Healing City Soils program, which educates residents on heavy metal contaminant best practices and low-tech soil remediation options.

How many paid staff at organization? Full Time: 4.00 Part Time: 1.00

How many volunteer staff at organization? 10.00 Total volunteer hours: 600.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

The Neighbourhood Composting Program (NCP) and Adult Education Program (AEP) can run under current Public Health Orders (PHO). The NCP can happen with minimal contact; fully outdoors with no touch points, while maximizing the opportunity for engagement and community building. It is accompanied by online education. The (AEP) quickly shifted in 2020 to adapt so that programs were able to continue safely. With some tech upgrades, including WIFI extensions and new electronic devices, workshops shifted online and our free resources continue to be accessible online. We were able to safely welcome AEP participants back on site in the fall with rigorous COVID safety protocols. As PHO's shifted, currently the AEP is all online.

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.



Strategic Plan Grant Application Form

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	\$ 8,800.00	Adult Education Program
Capital Regional District	\$ 90,000.00	Operational Funding
Community Gaming Grant	\$ 25,000.00	Program Staff Wages
Misc. Funders and Donations	\$ 44,175.00	Healing City Soils Program, Adult, Child and Youth Programs, Capital Upgrades
Telus	\$ 14,850.00	Schools Program
TD Friend of the Environment	\$ 6,800.00	Schools Program
CEC Programming and Retail Revenue	\$ 62,283.00	Healing City Soils, Staff Wages, Educational Programs, Advertising, Outreach, Administrative Expense
Organization's Annual Budget	\$ 251,908.00	

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
Expand the NCP pilot to be a regular program of the CEC and serve 40 households through the program	At least 40 households regularly bringing their food scraps to the CEC demonstration gardens
Decrease methane production at landfill	Divert at least 1500lb of food scraps through the NCP
Make a nutrient rich, alive soil amendment: compost	Distribute at least 500lb of compost through the NCP for use in home gardens
Develop a NCP protocol that other groups can use	1 guide ready to be distributed
Train others in NCP program management	1 online training for neighbourhood champion
Educate City of Victoria residents on local composting & gardening options	At least 14 free composting workshops & many accessible gardening workshops taught with positive feedback; shared expertise via hotline services
Generate more social media engagement with educational resources	Web and social media analytics demonstrate increase from previous year
Develop & offer 1 new CEC taught adult workshop	Feedback from participants: 85% report it is informative, clear and engaging. Workshop is full.

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Neighbourhood Composting Program And Adult Education Program

Who is your target audience? All residents of the City of Victoria, especially those that live within close proximity to the CEC site in Fernwood/North Park in multi-residential units that aren't otherwise served with food waste diversion green bins.

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

The CEC will expand the NCP Pilot to include 40 households participating. Participants collect their food scraps in buckets provided by the CEC, and drop them off at the CEC demonstration gardens, where staff make nutrient-rich, living compost, that participants can later take home for their gardens. The NCP will be supported by the AEP which features accessible workshops and plentiful resources to residents of Victoria. In 2020, catalyzed by the pandemic, the AEP was overwhelmed with a surge of interest from City residents in the CEC's gardening and composting expertise. Staff rose to the challenge of managing unanticipated gardening and composting interest without additional funding support. Funding from the City will support the expansion of the NCP and ensure quality of program delivery; distribution of at least 50 buckets of finished compost to nourish soil; and divert 1500lb of food waste from the landfill. Funding will also support the AEP to teach more local food security workshops, ensuring that the CEC is able to continue meeting local demand for free and financially accessible workshops that teach resiliency skills. The funding also supports hotline services: 1-on-1 gardening, composting and conservation expertise.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 NCP will increase create climate wise options for residents by locally processing food scraps into nutrient rich compost. It will keep food scraps out of the landfill (where they produce greenhouse gases); reduce strain on the resource intensive curbside collection program; and allow renters without a food scrap diversion bin to have access to a local composting option. The NCP is in line with the City's "Zero Waste Victoria" strategy: it creates closed loop cycles, turning waste into a garden amendment crucial for growing nutritious food, contributing to local food security and thus resilient neighbourhoods. Residents are empowered with skills to process their own waste into something extremely beneficial to the stewardship of the environment. The NCP is complimented by the AEP, which empowers residents of Victoria to live a more sustainable climate-wise lifestyle. With programs like Grow Your Own Food, Soil Health, food skills and native plant programs, the CEC increases the number of Victoria residents who have climate resiliency skills and knowledge. These skill sets are essential for times of climate chaos and during a global pandemic, which has the potential to interrupt food and supply chains.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The NCP targets those that live in multi-residential dwellings in Fernwood and North Park Neighbourhoods. These residents often are not provided with a green bin for food waste by their building managers and so are forced to put their food scraps in the garbage. Due to the nature of the housing market in Victoria and the high cost of living, many residents are renters and allocate a large portion of their income to housing. Renters, especially those that are low income, may not have access to adequate food waste diversion. Making services like food waste diversion easy, local and accessible for low income multi-residential dwellers is important. A program like the NCP would also offer opportunity for community connection and accessible education on composting, gardening, and climate change resiliency. The CEC's AEP has always had a goal of being accessible to any and all residents of the City of Victoria. This means being mindful of financial accessibility, cultural accessibility, physical accessibility and creating mindful, safer spaces for learning. Currently our workshops have a pay-what-you-can sliding scale for self-identified BIPOC community members.

How does the program advance Council's state values on equity?
(1250 characters max – **do not add extra pages**)

The NCP advances Council's stated values on equity by being a low-barrier, free program, inclusive of education and volunteering opportunities. Physical accessibility accommodations will be provided where necessary. The AEP is reduced barrier education: with many cost options for workshops and participation occurring both on-site (when PHO's allow) and online. All of our 20+ factsheets and digital resources are free on our website, and our telephone/email hotline is always available for people to seek guidance for free from CEC experts. At the CEC we seek to respect, honour and grow our understanding of Indigenous rights and history, and to fulfill our responsibility as settlers, who live and work directly with the land and its complex, vital ecologies. Relationship building with members of host nations manifests as:

- Prioritizing hiring Indigenous contractors for specialized work and teaching AEP workshops
- Direct outreach to folks we have relationships with who are members of racialized communities to inform of job and program opportunities at the CEC
- Partnership development with members of local nations and Indigenous led organizations for specific programs

How does this program building community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The NCP creates a closed loop food waste processing option and empowers community members to engage in local ecological stewardship and food growth with a biologically active, locally produced soil amendment. By providing a free place for participant's food scraps to be processed into useful compost, education opportunities to learn how this process works, and a supply of finished compost for participants for use in their gardens, plant pots or indoor plants, this program increases the climate resilience of communities (healthy soil means more carbon sequestration, more ability to grow food, healthier soil ecosystem etc.) The combination of accessible soil amendments and education with target participants being low-income renters works to directly resource and empower communities impacted by inequities. Our AEP including factsheets, hotline, and garden demonstration site is all available and accessible for free, can easily be translated by staff using Google Translate, and are available in both hard copy and electronic files.



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How many people participate in or take advantage of the program for which you are seeking funding? 35,000.00
How many of those people live within the boundaries of the City of Victoria? 20,000.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 15,000.00
How many will benefit from the project or program? 100,000.00 Please explain below.
(1250 characters max – do not add extra pages)

For the NCP, 40 households, or approximately 90 residents in the City of Victoria will benefit from this program. Residents will receive free education and thus the facilitation of their empowerment while learning the carbon-sequestration and climate resiliency techniques of turning food waste into compost. Furthermore participants will receive finished compost to use in their food and container gardens. The wider city will benefit in the future as we create a replicable NCP that can be implemented by other community groups in different neighbourhoods. The city's programs will also benefit; the NCP directly supports the efforts that the Zero Waste Strategy puts forth i.e. including food waste diversion options for those that live in multi-residential units who don't otherwise have access to a green bin.
Funds from this grant will support the CEC in coming closer to meeting the demand of the Victoria community seeking climate change and environmental stewardship skills through the AEP. Because of the useful information and education provided by the CEC through the AEP, all residents of Victoria will benefit as some residents reduce their carbon footprint.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 11,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Promotion and advertising for NCP & AEP	\$ 1,500.00	Networking with neighbours and neighbourhood groups; connecting with property managers; paid promotions, social media promotion etc.
NCP Program Management & necessary materials	\$ 7,030.00	Free composting seminars for all participants; receiving food scraps and processing them into compost; ongoing communication with participants; buckets for food scraps; composting accessories
AEP Delivery: Coordination, Registration	\$ 8,820.00	7hrs/wk, 42 weeks in program @ \$30/hr
AEP Delivery: fees for workshop teachers	\$ 2,600.00	26 workshops (2hrs each) @ \$50/hr
Production of NCP Program guide to share with other neighbourhoods	\$ 1,500.00	Gather data, create easy to follow protocol, write report
AEP Responding to Hotline, Emails, walk in queries re: composting/conservation/gardening	\$ 3,500.00	140hrs/year @ \$25/hr
A. Total Project or Program Expenses	\$ 24,950.00	
Administration		
NCP tracking, evaluation, administration	\$ 1,000.00	
AEP tracking, evaluation	\$ 1,700.00	
Production of Unaudited Financial report by accountant	\$ 1,500.00	
B. Total Administrative Expenses	\$ 4,200.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 29,150.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	14.41%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - include pending requests				
City of Victoria	\$ 11,000.00	Pending	grants@victoria.ca	
Capital Regional District	\$ 7,500.00	Confirmed	Avril Gilmour-Ford	250-360-3132
Investment Readiness Program	\$ 1,000.00	Confirmed	Jessica Bell	250-381-5532
A. Total Government Funding	\$ 19,500.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
The Compost Education Centre	\$ 4,250.00	Confirmed	info@compost	250-386-9676
The Urban Food Table	\$ 4,000.00	Pending	bclark@delphi	250.884.3133
C. Total Matching Funds	\$ 8,250.00			
In-Kind Contributions				
Donation of 35 buckets for NCP	\$ 1,400.00	Confirmed	Leanne Gallag	250-385-6826
D. Total In-Kind Contributions	\$ 1,400.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 29,150.00	Should equal Total Program Expenditures on page 5		

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, the CEC will seek project funding from other miscellaneous funders, like the Victoria Foundation, to ensure that the program can happen in its entirety. If alternative funds are not successfully obtained we will reduce the number of households that we expand the program to, from 40 households to a number representative of the amount of funding we receive.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

In order to expand the NCP and operate the AEP, the minimum amount of funding required is \$27,150. Because of the skilled labour required to promote, monitor, manage and evaluate the NCP and AEP programs, combined with specialized costs like workshop honorarium for AEP program, this level of funding is required to offer these programs to the quality necessary to match CEC's caliber of past 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 2021 To: June 30 2022

Project or program location: The Compost Education Centre, 1216 North Park St. Victoria, BC

Project or program timeline and major milestones.

Date	Milestone
July-August 2021	Completion of the yearlong NCP Pilot. Start of Year 2 of the NCP. Recruit and hold educational seminars for all 40+ participating households.
July 2021-June 2022	Duration of the NCP Year 2
December 2021	Mid way evaluation survey for participants, make adjustments as necessary for smooth function of NCP
March-May 2022	Develop an NCP guide for other community groups to use to implement their own NCP, host at least one training session for interested neighbourhood
July 2021-June 2022	Offer 65 workshops through the AEP online or in person
July 1 2021- June 2022	Research, develop and teach one new workshop through the AEP
Ongoing	NCP & AEP coordination, expert hotline services

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 90 Total volunteer hours required: 180

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

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

Alexis Hogan

Name

Acting Executive Director

Position

January 29 2021

Date



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

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: The 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. PROJECT OR PROGRAM INFORMATION

Project or program title: Expansion of the Adult Education Program (AEP)

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 date of June 30th, 2021, 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 Expansion of the Adult Education Program (AEP) has achieved many goals aligned with objective: "Climate Leadership and Environmental Stewardship. A new fact-sheet, "Making Sub-Irrigated Planters" was published with "Zero Waste Living" to follow suit by March of 2021. We've hosted 30 (80% sold out) workshops since July 2020 and increased attendance for these workshops through our online offerings. In 2021 we are poised to offer 50+ workshops with capacity for increased attendance.

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
Offer more adult workshops on Saturdays to Victoria Residents	Teach 10 more adult workshops on site, with majority of participants reporting positive feedback	Yes
Teach more workshops to Victoria based adult community groups	Teach 5 more adult workshops to in Victoria community group spaces, with majority positive feedback	No
Develop and offer 1 new CEC taught adult workshop	Feedback from participants: 85% report it is informative, clear and engaging. Workshop is full.	Yes
Develop new factsheets to add to our free series	2 new factsheets developed and made public, one of these will be titled "Zero Waste Living"	Yes
Generate more social media engagement with educational resources	Web and social media analytics demonstrate increase from previous year	Yes
Offer two free workshops on soil contaminants remediation best practices	Feedback from participants: 85% report it is informative, clear, engaging. Workshops are full.	No
Educate City of Victoria residents on local composting options	At least 13 free composting workshops offered and well attended, with majority positive feedback	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Adults of all ages, abilities, backgrounds and experience levels throughout Victoria

What positive impacts were felt by your target audience? Increased food security literacy, reduced waste, tangible actions to support local food production.

How many have benefitted from the project or program? TBD

What percentage of Greater Victoria Residents benefitted from this project or program? 3,500.00%

How many volunteers have worked on this project or program? 10.00 What total hours did they work? 50.00



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		
Curriculum development of new workshop	3000	Creation of a new adult workshop in the core curricula of the CEC
Promotional Materials and Advertising	1500	Web and Print Advertising
Factsheet Development and publishing	3500	Research, write, make public 2 new factsheets
AEP delivery: coordination and registration	7350	7hrs/wk, 42 weeks in program @ \$25/hr
AEP delivery: fees for workshop teachers	2600	26 workshops (2hrs each) @ \$50/hr
AEP delivery: workshops taught by CEC staff at demonstration site	900	24 workshops (2hrs each) + 12 prep hours @ \$25/hr
AEP delivery: workshops taught by CEC staff in community	2850	47 workshops (2hrs each) + 20 prep hours @ \$25/hr
A. Total Project or Program Expenses	\$ 21,700.00	
Administration		
Program Tracking and Reporting	1500	
Production of Unaudited Financial reports by accountant	1500	
B. Total Administrative Expenses	\$ 3,000.00	
Total Expenses (A+B)	\$ 0.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	8800	Confirmed	grants@victoria.ca	
Capital Regional District	7000	Confirmed	Avril Gilmour Ford	250-360-3133
A. Total Government Funding	\$ 15,800.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Strategic Plan Grant Final Report

Matching Funds				
The Compost Education Centre	2700	Confirmed	info@compost.ca	250-386-9676
Hummingbird Foundation	4000	Confirmed	Scott Poole & Co.	1800-510 West
C. Total Matching Funds	\$ 6,700.00			
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)	\$ 22,500.00			

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 Power Point Presentations

☐ 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

Alexis Hogan

Name

Acting Executive Director

Position

January 31, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: The Diverters Foundation

Mailing Address: 1531 Pear Street Saanich BC V8P 2A2

Contact Person: Alyssa Savage

Email: savage.alyssa@gmail.com

Telephone: (250) 886-7074

Website: thediverters.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: S0073532

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 Diverters Foundation is dedicated to creating economic opportunities, de-stigmatizing diverting*, diverting waste into recycling, and promoting social cohesion among members of the diverter community. The organization's goals are to deliver community programs to help provide skills and economic opportunities for marginalized people in Victoria.

*Diverting involves bottle collection, waste picking, or binning to earn income and divert waste into recycling instead of the landfill.

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

The Diverters Foundation was an Our Place Society and Vancouver Binners Project supported group founded in 2018, officially becoming a registered not-for-profit society in August 2020. Over the past two years, members of the Diverters Foundation have provided contracted waste sorting at a number of events in the City of Victoria (Car Free Day); built relationships with various community stakeholders (The Bottle Depot, community organizations); and piloted a commercial waste diversion program.

How many paid staff at organization? Full Time: 0.00 Part Time: 1.00

How many volunteer staff at organization? 9.00 Total volunteer hours: 600.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Given the current status of the COVID-19 pandemic, some work carries inherent risks. However, the service provided by the Diverters is essential. When individuals join the Diverters membership, training is provided in decreasing risks by preparing areas of work, hygiene and personal practices, education about the virus, and community pick-up guides (e.g., curbside pick-up only). Information materials and basic PPE (masks, gloves, and hand sanitizer) will be provided to the Diverters membership. Diverters' membership will perform curbside pick-ups and socially distanced interactions with the public and coordinator. All current public health orders will be followed.

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.



Strategic Plan Grant Application Form

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	\$ 3,350.00	Pending. 2021 Diverter Community Pick-Ups and Membership Building Program
Vancity Credit Union		Pending. Conversations with VanCity around sponsorship and/or grant funding. No specific ask has been set.
Private sponsorships		Pending. Sponsorships currently being sought with community partners and private company sponsors.
Victoria Foundation (outstanding balance from 2019 grant)	\$ 1,468.00	Completed Needs Assessment, Current Diverter Coordinator Program. See attached Q4 2020 Financial Statement.
Organization's Annual Budget	\$ 4,818.00	

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
Environmental: Increase volume of returnables successfully returned by Diverters to bottle depots in neighbourhoods bordering downtown Victoria.	Metric: Volume of returnables collected by Diverters. Goal: Without a current baseline, any positive volume during program duration. This will become the baseline moving forward.
Social: Increase public engagement with Diverters membership to build awareness and reduce stigma around the community.	Metric: Number of community pick-ups and number of partnerships established. Goal: Initiate 100 community pick-ups during program duration.
Economic: Increase engagement with potential new Diverters membership to benefit from deposits from returnables.	Metric 1: Number of Diverter members. Goal 1: Recruit 10 new Diverters members.
Economic: Increase engagement with potential new Diverters membership to benefit from deposits from returnables.	Metric 2: Returnable refunds acquired through the program. Goal 2: This will differ by Diverter. Without a current baseline, any positive monetary amount during program duration. This will become the baseline moving forward.

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Diverter Community Pick-Ups and Membership Building

Who is your target audience? Diverter community, Neighbourhoods (Fernwood, Fairfield, James Bay), Community stakeholders

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

The Diverter Community Pick-Ups and Membership Building Program coordinates with residents of Fernwood, Fairfield, and James Bay to arrange for a Diverter (individuals who divert waste, otherwise known as binnars and waste pickers) to retrieve their returnables. Community pick-ups allow Diverters to gain income from refunds, reduce the stigma associated with diverting, and to build community relationships. The driving force to achieve this is the Diverter Coordinator (an active Diverter) who will 1) provide training and coordinate Diverters, 2) provide PPE, 3) liaise with stakeholders and the public with support from the Board regarding future opportunities, and 4) recruit and build the Diverters membership. This low-cost and scalable program is a continuation and augmentation of the foundation's ongoing Diverters Coordinator program ending on May 15, 2021.

This grant is needed to: 1) provide bi-weekly stipends for the on-the-ground Diverters Coordinator, 2) supply PPE for the Diverter membership, and 3) produce informational, safety, and promotional materials for distribution within the membership and the greater community. The Diverters Foundation is seeking funding sources to continue and grow our existing coordinator program.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 addition to cultivating environmental stewards who divert waste, breaking down public stigma around waste picking, and providing non transactional services to neighbourhoods, the program strongly aligns with the strategic objective Health, Well-Being and a Welcoming City.

Diverter, especially in North America, are a highly excluded and stigmatized demographic. Through this program, Diverter will gain an increased sense of social inclusion and belonging through their engagement with Victoria neighbourhoods and within an official membership.

This program works to improve various social determinants of health and well-being for the Diverter population such as community-building and increased income. Empowerment for Diverter and acceptance of their role in the communities will lead to an increased sense of safety for the members and the general public. Refunds from returnables often act as the primary income for Diverter. Thus, this program will continue to help to support these marginalized populations of Victoria.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

With the support of the Board, the Diverter Community Pick-Ups and Membership Building Program is a completely Diverter-designed and Diverter-run program. The program was developed by the current Diverter Coordinator, an active diverter, with consultation from the diverting and binning community of Victoria.

Members of the Diverter population hold identities at the intersection of multiple underserved communities. This program is accessible to anyone wanting to divert and become a positive part of their community.

The foundation supports Diverter as valued members of the community by valuing their knowledge about diverting, providing accountability, and building social networks; thereby laying the groundwork for them to improve their quality of life and to build more sustainable communities. This program is nested within the ultimate vision for the foundation to one day be completely Diverter-operated and self-determined.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The Diverter Community Pick-Ups and Membership Building Program seeks to move the needle with respect to social justice by providing economic and social opportunities for those who have often faced systemic barriers in life. These socio-economic opportunities lead to an improved quality of life for the entire Diverter membership, including increased income and empowerment and satisfaction of work.

A stigma exists around informal recyclers in metropolitan areas. Some face barriers from seeking traditional employment and are often not recognized for their role in resource recovery. Diverter engaging with community members, to provide community pick-ups and to educate on informal recycling, will lead to more inclusive, resilient, and prosperous communities. Diverter improve waste diversion and increase community environmental resilience. This program is accessible to all informal recyclers, of all abilities, race, gender, and identities. Regarding intersectionality, the lives of the Diverter membership reflect many different lived experiences. Bringing to light this diversity and wealth of popular knowledge through a formal program will undoubtedly be beneficial for the diversers, the local community, and the City of Victoria.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The Diverter Community Pick-Ups and Membership Building program builds community capacity via establishing a formal network of Diverter within the City of Victoria. The program also initiates and strengthens relationships between the general public and the Diverter network. We have also heard again and again from our membership, from binners and waste pickers in other jurisdictions and other parts of the world that diverting is empowering for this community and we increasingly see the recognition of Diverter and waste pickers as environmental stewards helping improve the urban environment and building more sustainable communities.

While no two Diverter are the same, many of these individuals face similarly poor living conditions and health disparities highlighting urban inequality. This program empowers the Diverter community, who often face health and economic challenges, and offers them coordination, de-stigmatization, and economic opportunities that were not previously accessible.

The impact and benefit of organized diverting organizations have been illustrated throughout many other jurisdictions, such as Vancouver, where the coordinated efforts of diversers have provided a symbiotic relationship with the city.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 118.00
How many of those people live within the boundaries of the City of Victoria? 118.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 0.00
How many will benefit from the project or program? 118.00 Please explain below.
(1250 characters max – do not add extra pages)

Program beneficiaries are broken down into three benefit streams, as described below. Lower bound estimates are provided where appropriate.

- Stream 1: Direct Benefits
- Diverter Coordinator (1)
- Diverter team leads (2)
- Local Diverters (>15)
Stream 2: Indirect Benefits
- Community members in the form of households and businesses engaging in community pick-ups (>100)
Stream 3: Induced Benefits:
- New reach to many potential new businesses and community partners (estimate of individuals uncertain)

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$3,350.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Diverter Coordinator and team lead honorariums	\$ 2,400.00	\$400.00 per month for a total of 6 months (July 1, 2021 to December 31, 2021). See list of Coordinator (and team lead) responsibilities in program descriptions (Section 6).
Personal Protective Equipment	\$ 400.00	Cost for disposable masks, protective gloves, and hand sanitizer.
Diverters members wear/uniforms	\$ 400.00	Custom hats, T-shirts, reusable face masks.
Printing costs	\$ 150.00	Informational and promotional print collateral.
A. Total Project or Program Expenses	\$ 3,350.00	
Administration		
B. Total Administrative Expenses	\$ 0.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 3,350.00	Should equal Total Program Funding Sources on page 6
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
Government Funding - include pending requests				
City of Victoria	\$ 3,350.00	Pending	Jennifer Lockhart, Finance Department	250.361.0396
A. Total Government Funding	\$ 3,350.00			
Corporate Sponsorships				
Vancity Credit Union (see Section 4)		Pending	Elyse Kuwert, Associate, Community Investme	250.995.7647
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Private sponsorships (see Section 4)		Pending	See Section 4	See Section 4
Time and expertise of members of Diversers Foundation Board and Membership		Confirmed	N/A	N/A
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)	\$ 3,350.00	Should equal Total Program Expenditures on page 5		

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)

Currently the program is 100% volunteer-based, except for the partial remuneration of the Diverter Coordinator, which draws from an initial 2019 Victoria Foundation grant. With very limited resources and relying on a volunteer labour base, funding is needed to continue and finance this vital position. Given that the Board has significant expertise, if unsuccessful with this grant, we will continue to seek alternate funding sources through existing networks and strong, established connections.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

The most crucial expense we seek funding for is the regular wage payment for the Diverter Coordinator and the team lead honorariums as well as the acquisition of PPE (minimum ask of \$2,800). While additional resources for the membership would be ideal, we see the community liaison and membership building role of the coordinator as at the heart of this program. We may be able to source uniforms and print collateral through private sponsorship.

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, 2021 To: December 31, 2021

Project or program location: City of Victoria (Fernwood, James Bay, Fairfield)

Project or program timeline and major milestones.

Date	Milestone
July 1, 2021	Contract confirmation and role initiation with Diverter Coordinator. Team leads selected.
July 15, 2021	Initial community pick-up promotional push (liaising with community stakeholders and existing contacts).
July 1–October 1, 2021	Phase 1 membership recruitment and community pick-ups.
October 1, 2021	Program mid-term evaluation and adaptations as required.
October 1–December 31, 2021	Phase 2 membership recruitment and community pick-ups.
December 5, 2021	Implement community-pick up promotion for holiday season.
December 31, 2021	Program end and final internal evaluation.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 Total volunteer hours required: 120

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

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

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

Signature

Alyssa Savage

Name

Board Secretary, The Diversers Foundation

Position

2021/01/31

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: Duncan Chalmers Email: communityengagement@mustardseed.ca

Telephone: 250-953-1580 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: S0015717

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 mission 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 6000 people a month; The Family Centre, which supports and empowers families; The Hope Farm Healing Centre, an addictions recovery program in Duncan; and the Food Rescue Project, which provides rescued food to over 45,000 individuals per month.

How many paid staff at organization? Full Time: 23.00 Part Time: 10.00

How many volunteer staff at organization? 375.00 Total volunteer hours: 40,000.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

Current COVID-19 adjustments to our Hospitality Programming include: A mask mandate; Only staff and volunteers permitted inside the building (reduced to limited numbers); Coffee/meal service provided through our doors to community members outside - this includes daily lunch as well as Friday and Saturday dinners (plexi-glass barriers have been put up to ensure safety); Lines for coffee and meal service are marked with tape to visually regulate physical distancing protocols among our community members; Our clothing boutique and Community Care Centre (which provides haircuts, footcare, etc) are currently operating in a reduced/altered format; Our "Beyond The Streets" program is currently on hold, but will resume when it is safe to do so.

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.



Strategic Plan Grant Application Form

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	Hospitality Centre and Daily Meal Programs
Other Grant Funds	\$ 866,512.00	Area of greatest need
Donations	\$ 2,113,488.00	Area of greatest need
Hope Farm	\$ 99,000.00	Area of greatest need
CRD Waste Diversion	\$ 26,000.00	Dumping/Diversion Fees
Organization's Annual Budget	\$ 3,125,000.00	

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
- Enhance Hospitality Centre experience	- Through qualitative feedback from community members
- Provide 10 'Beyond The Streets' field trips (COVID-19 Depending)	- Identify individual qualitative impacts from relationships built and self-empowerment activities
- Provide ongoing hospitality lunch and dinner programs throughout the year	- Tracking monthly progress of capacity to provide nutritious meals. Tracking number of meals served per day.

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Hospitality Centre - Street Outreach Program

Who is your target audience? The unhoused 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, including low income families, the homeless, those who cope with disabilities/substance abuse, and those struggling 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 valued.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 towards breaking 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 through the provision of 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 did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Since the beginnings of the Mustard Seed in 1976, our goal has long been to advocate for members of the Victoria community that have fallen through the cracks; individuals who too often, for a plethora of reasons (eg. addiction, family struggles, financial crisis, etc), find themselves excluded from the relative stability and comfort of society. Our Hospitality Program, which works directly alongside under-served demographics - including the unhoused, the working poor, those who struggle with addiction, and those who struggle with mental health issues - strives to support the overall mission of the Mustard Seed: "To build and foster community-centred relationships by providing essential and transformative services to those in need".

As the cost of living in the Greater Victoria Region has continued to increase, the opioid crisis has intensified, and the impacts of COVID-19 have placed additional strain on people from all walks of life, the need for programs such as that of our outreach centre has risen significantly. Such programs not only provide essentials such as food to vulnerable individuals, but also offer a place of belonging and fellowship for those who may not have such a space.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

In addition to the provision of meals to under-served demographics, our Hospitality Program also offers an array of community wellness services to individuals in need. Within these services, to foster an atmosphere grounded in equity and inclusion, we recognize that each individual's needs are unique, and thus strive to offer tailored, individualized care. This is done to provide a platform where community members feel comfortable, safe, and that they are receiving the support they need to move in the right direction. Services are available to all, with no exclusions made on the basis of gender, race, religion, sexual-orientation, age, income level, disability, etc.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The empowerment of under-served communities and the building of community capacity stand as primary objectives of our Hospitality Centre. Located on the fringes of downtown, right outside the neighbourhood of Rock Bay, the Mustard Seed works directly with some of Victoria's most vulnerable and at-risk demographics on a daily basis; individuals who are disproportionately affected by inequities. At a base level, we believe that food is a powerful thing, and that providing hungry individuals with a hot meal represents an incredibly empowering act. It helps folks to release the stress that accompanies not knowing where your next meal will come from and allows them to redirect their energy elsewhere. We often hear direct feedback from community members about just how much they appreciate knowing that a meal is available to them. Moreover, the community wellness services we provide work to empower clients and help them break free from entrenched cycles of poverty. This more long-term focused vision is facilitated through case management, spiritual guidance, mentorship, financial assistance/advice, community building activities (eg. Beyond the Streets field trips), and referrals to other service agencies within the city.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 1,500.00

How many of those people live within the boundaries of the City of Victoria? 1,200.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 300.00

How many will benefit from the project or program? 1,500.00 Please explain below.

(1250 characters max – do not add extra pages)

This program positively impacts approximately 1,500 individuals per month through the provision of ~100 hot lunches per day (Monday through Friday), ~100 dinners each Friday and Saturday, and ~9,000 cups of coffee per month. Additionally, dozens of individuals - be they unhoused, working poor, etc. - benefit from our community care programming each month in the form of hair cuts, nurse visits, case management, counseling, and referrals to other services within the city.

Although a large number of people we serve through the Hospitality Program access the services on a regular basis, due to the largely transient nature of some of our community, we also witness a large amount of new individuals cycle through, perhaps only utilizing the program a number of times. This accounts for the program benefiting over 1500 in a year.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Program Costs	\$ 43,000.00	Daily coffee, disposable dinner plates & cutlery, emergency clothing, tarps, sleeping bags, COVID-19 PPE, music/sound equipment, batteries, replacement cords, repairs to bathroom plumbing or fixtures and kitchen equipment repairs and hood fan inspections.
Personnel	\$ 222,116.00	Staff trained in leadership, crises intervention, drug & alcohol, suicide intervention, naloxone, mental health, First Aid, prisoner interaction and assisting the Parole Board of Canada
A. Total Project or Program Expenses	\$ 265,116.00	
Administration		
Personnel	\$ 28,159.00	
Office	\$ 4,860.00	
B. Total Administrative Expenses	\$ 33,019.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 298,135.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	11.08%	



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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	\$ 20,000.00	Pending		
BC Community Gaming Grant 2021	\$ 25,000.00	Pending		
Canada Summer Jobs Program 2021	\$ 15,000.00	Pending		
A. Total Government Funding	\$ 60,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Mustard Seed general revenues	\$ 238,135.00	Confirmed		
D. Total In-Kind Contributions	\$ 238,135.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 298,135.00	Should equal Total Program Expenditures on page 5		

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 funding is not received, the quality and efficacy of our programming, particularly that of our meal service provision, will take a significant hit. For example, as COVID-19 has shifted all our meal service to a take-out format, additional costs have been incurred with regards to the increased purchase of disposable plates, cutlery, cups, and PPE. Without funding from the City of Victoria, money will have to be taken from elsewhere to meet these elevated purchase needs.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

To maintain our current project standards, and to keep pace with the increased strains of COVID-19, the minimum level of funding required from the Strategic Plan Grant 2021 is \$8,500. This amount of funding, equivalent to just under 20% of the 'program costs' (see budget above), would help us to purchase the minimum amount of supplies and equipment needed to operate the program. This being said, the program will run if funding is not received, although in a reduced capacity with reduced quality.

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 2021 To: June 30th 2022

Project or program location: The Mustard Seed, 625 Queens Ave, Victoria, V8T 1L9

Project or program timeline and major milestones.

Date	Milestone
July 2021 - June 2022	Provide nutritious meals and coffee each weekday for the hospitality lunch program, Friday dinners, Saturday dinners, and monthly Sunday family dinners (done via a take out format until the risk of COVID -19 has been mitigated)
September - June 2022	Provide monthly Beyond the Streets fieldtrip excursions - COVID-19 depending
July 2021 - June 2022	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 (w/ COVID protocols lifted) Total volunteer hours required: 14375

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

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

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

Signature

Janiene Boice

Name

Senior Director

Position

January 27th 2021

Date



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

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: The Mustard Seed Street Church

Mailing Address: 625 Queens Ave. Victoria BC. V8T 1L9

Contact Person: Duncan Chalmers Email: communityengagement@mustardseed.ca

Telephone: 250-953-1580 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)

The reasoning for a lack of completion date is that our hospitality programming runs on a continuous basis (ie. no delineated end/completion date). The funding received through the 2020 Strategic Plan Grant is being used to support the operations of the program until June 30th 2021. Thus, this report serves as an interim report and a final project report will be submitted upon completion of the current funding cycle.

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

Yes, our hospitality program aligns directly with the Strategic Plan Objective 4.50: Health, Well-being, and a Welcoming City. It aligns with these objectives in that it aims to help break the cycle of poverty for the unhoused and working poor by providing transformative care and essential services that enhance their quality of life. These include: coffee, lunch programs, free haircuts and clothing, case management, foot care, hearing checks, and referrals to other social agencies.

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
1. Enhance the Hospitality Centre Experience	Through qualitative feedback from community members	Yes
2. Provide 12 Beyond the Streets excursions per year	Identify individual qualitative impacts from relationships built and self-empowerment activities. Not reached due to COVID-19.	No
3. Provide ongoing hospitality lunch programs through year	Tracking monthly progress of capacity to provide nutritious meals	Yes
4. 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. Success and development of the Community Care Centre is still in progress, due both to the impacts of COVID-19 and the incompleteness of the current funding cycle	No
	Impact of the Community Care Centre will be felt more strongly once COVID limitations have receded.	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? The unhoused and the working poor

What positive impacts were felt by your target audience? Increased sense of community and wellbeing, increased health and wellness

How many have benefitted from the project or program? ~1400

What percentage of Greater Victoria Residents benefitted from this project or program? 0.40%

How many volunteers have worked on this project or program? 100.00 What total hours did they work? 6,000.00



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		
Program Costs	20008	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, COVID-19 PPE and safety equipment/infrastructure
Personnel	117856	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	8750	Nursing center, counseling support, advocacy and 'Next Steps' programs for finding jobs, housing or obtaining other resources
A. Total Project or Program Expenses	\$ 146,614.00	
Administration		
Personnel	17412	Examples of this allocation of time are scheduling staff and volunteers, organizing the meal schedule, programming for the entertainment during the mealtimes, etc
Office	805	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'
		AS OUR PROGRAM IS ONGOING UNTIL THE COMPLETION OF THE FUNDING CYCLE, THESE FINANCIAL FIGURES ARE YEAR TO DATE ESTIMATES REPRESENTING COSTS FROM JULY 1ST 2020 TO JANUARY 31ST 2021
B. Total Administrative Expenses	\$ 18,217.00	
Total Expenses (A+B)	\$ 164,831.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Plan Grant	20800	Confirmed		
BC Gaming Grant	25000	Confirmed		
A. Total Government Funding	\$ 45,800.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Strategic Plan Grant Final Report

Matching Funds				
Mustard Seed General Revenues	119031			
C. Total Matching Funds	\$ 119,031.00			
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)	\$ 164,831.00			

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

Senior Director

Position

Janiene Boice

Name

February 2nd 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: THE NATURE OF US PROJECT

Mailing Address: 306 - 350 BELMONT ROAD

Contact Person: WINNIE WESTON

Email: INFO@THENATUREOFUSPROJECT.ORG

Telephone: 250-886-0624

Website: THENATUREOFUSPROJECT.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: 1265645-1

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 Nature of Us is a lived-experience story telling project highlighting and showcasing stories of triumph, adversity, bravery, strength, and diversity. We aim to bring the stories of our unique perspectives together to give everyone a voice.

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

Since 2019, we have shared the stories of folks living in Victoria, BC addressing subjects such as residential schools, racism, mental health, LGBTQ2+, indigenous history, and much more. Our stories have over 800,000 reads and nearly 50,000 comments and shares.

How many paid staff at organization? Full Time: _____ Part Time: 1.00

How many volunteer staff at organization? 3.00 Total volunteer hours: 576.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

All participants will be required to wear a mask and stay a minimum of 6 feet apart. All equipment will be sanitized prior and post-use. The nature of our program and organization easily allows us to maintain and follow provincial health orders.

Our staff work from home and all of our organization meetings are held via Zoom.

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.



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Strategic Plan Grant Application Form

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	\$ 21,381.00	HALF OF FULL YEAR BUDGET - MARKETING, HONOURARIA, WEBSITE COSTS, STAFFING, TRAVEL EXPENSES, VIDEO PRODUCTION
DISTRICT OF SAANICH - PENDING	\$ 14,658.00	HALF OF FULL YEAR BUDGET - MARKETING, HONOURARIA, WEBSITE COSTS, STAFFING, TRAVEL EXPENSES
Organization's Annual Budget	\$ 36,039.00	

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
SHOWCASE AND SHARE A MINIMUM OF 39 STORIES THROUGHOUT 2021/22 YEAR	FINAL NUMBER OF STORIES SHARED BY 12/31/21
SHOWCASE AND AMPLIFY VOICES THAT AREN'T REPRESENTED IN MEDIA/SOCIETY + CREATE A SAFE AND ACCESSIBLE PLATFORM FOR FOLKS TO SHARE THEIR STORY	90% OF FINAL NUMBER OF STORIES ARE FROM MARGINALIZED AND/OR AT RISK FOLKS
CREATE AWARENESS AROUND AND FURTHER THE EFFORT TO REMOVE NEGATIVE STEREOTYPES SURROUNDING STIGMATIZED SUBJECTS	# OF STORIES ON STIGMATIZED SUBJECTS + GATHER AND REVIEW FEEDBACK FROM STORY VIEWERS AND REVIEWS.

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: THE NATURE OF US

Who is your target audience? WE WORK WITH FOLKS IN MARGINALIZED, AT-RISK, AND UNDER-SERVED COMMUNITIES

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

The Nature of Us is a lived-experience storytelling organization that highlights and showcases stories of triumph, adversity, bravery, and strength. We believe that when we share our stories, our experiences, we have the opportunity to create impact and inspire change. We aim to bring the stories of our unique perspectives together to give everyone a voice.

This year we are expanding our organization and we are anticipating that we will showcase a minimum of 38 stories total throughout the 2021/22 calendar year. Due to this, we will require funding to pay for staffing (director and marketing consultant), cover participant fees (honouraria, etc.), pay for domain/website costs, travel, and costs associated with producing two video story docu-shorts (youth refugee story and residential school story).



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 organization shares stories on racism, mental health, Indigenous history, youth mental health, LGBTQ2+ stories, residential schools, youth activism, etc. and has specific themed months such as women's history month, black history month, indigenous history month where we highlight stories from folks who identify within those communities.

The thing that makes The Nature of Us so unique is that we don't limit ourselves to what stories we share. We don't showcase one 'type' of voice

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

We have consulted with a Diversity, Equity, and Inclusion Educator to ensure all of our policies, procedures, and engagement platforms are accessible and inclusive for all folks - especially people who are in under-served communities. We work with folks who are in under-served and/or marginalized communities on a daily basis. We have, and we will continue, to ensure our practices and content stay accountable and reflect the experiences of folks in under-served and marginalized communities.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

We advance Council's stated values on equity because we provide an accessible platform for folks to share their story - something that people in marginalized and/or under-served communities don't have access to. There is a plethora of people with stories in these communities, but there isn't a platform they can share them on. They're not accessible or there's a large waitlist of other folks who also want to share their story. We offer a local, easily accessible, and diverse platform for people to share their story.

On the other side, our platform is also easily accessible for folks who want to read the stories. All of our content is for free. No subscription, no monthly costs. Folks are able to use our platform to educate themselves, the people around them, and their community

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

We believe that when we share our stories, our experiences, we have the opportunity to create impact and inspire change. When people read these stories they see themselves or a reflection of themselves. These stories show people that they're not alone - that there's someone out there going through the same thing. Or that there's someone out there who is just like them. The Nature of Us builds community capacity and empowers communities by representing them. By giving these communities a voice - communities that may not have representation in everyday media or communities who are often under-represented in society. We provide a platform for all voices to share their story.

One of our organization's goals is to create impact and motivate change by sharing our stories. Now, we probably won't ever know our ripple effect, but I can tell you that just by existing and sharing stories, change happens. Empowerment happens.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 45.00

How many of those people live within the boundaries of the City of Victoria? 30.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 15.00

How many will benefit from the project or program? 0.00 Please explain below.

(1250 characters max – do not add extra pages)

We are unable to give an exact number on the amount of people reached, but we are able to estimate that our stories will reach a minimum of over 900,000 people this 2021/2022 calendar year.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$21,381.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
PARTICIPANT FEES	\$ 1,140.00	
MARKETING - General	\$ 3,600.00	
TRAVEL	\$ 2,000.00	
WAGES	\$ 19,200.00	DIRECTOR/COORDINATOR, MARKETING CONSULTANT
VIDEO PRODUCTION/FILMING	\$ 6,050.00	PARTICIPANT HONOURARIA, STAFFING, MARKETING, MATERIALS, SPACE RENTAL
MARKETING - STORIES	\$ 3,800.00	
A. Total Project or Program Expenses	\$ 35,790.00	
Administration		
WEBSITE/DOMAIN	\$ 275.00	
B. Total Administrative Expenses	\$ 275.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 36,065.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	0.76%	



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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	\$ 21,381.00	Pending	GRANTS@VICTORIA.CA	
DISTRICT OF SAANICH	\$ 14,684.00	Pending	GRANTS@SAANICH.CA	
A. Total Government Funding	\$ 36,065.00			
Corporate Sponsorships				
			INFO@FRIENDLYFUTURE.COM	
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)	\$ 36,065.00	Should equal Total Program Expenditures on page 5		

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 have to cut back on all of our organization's goals and objectives, minimizing the amount of stories we share and reducing the proven positive impact our organization and stories have on the citizens of Victoria and surrounding communities.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

Minimum would be in the ballpark of \$14,684. We could possibly seek funding for our docu-series through other filmmaking-specific grants which would delay production and we may not be able to film and release the videos this year, but we cannot pursue and achieve our goals by cutting back on our already small 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: 01/20/21 To: 12/31/21

Project or program location: Victoria + CRD, Facebook, Instagram, Youtube, Website

Project or program timeline and major milestones.

Date	Milestone
01/20/21	Release first story of 2021
01/20/21 - 12/31/21	Release a minimum of 38 stories throughout the year
01/16/21	Confirm themed months (Black History Month, Women's History Month, Youth Mental Health Month, Indigenous History Month, Immigrant/Refugee Month, etc.)
07/05 - 07/08/21	Film Youth Refugee Story
08/01/21 - 08/05/21	Film Indigenous Story
08/18/21	Release Youth Refugee Story
10/12/21	Release Indigenous Story for Indigenous Peoples Day

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 41 Total volunteer hours required: 652

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☒ Sponsor Plaque
- ☒ Annual Report
- ☒ Other: Public Acknowledgements

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

Winnie Weston

Name

Director, Content Creator

Position

01/31/21

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: The Proulx Global Education and Community Foundation dba CiiAT - The Canadian International Institute of Art Therapy
Mailing Address: 143 Joseph Street, Victoria, BC, V8S 3H6
Contact Person: Michelle Winkel Email: michelle@ciiat.org
Telephone: 250-419-7614 Website: www.ciiat.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.
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 2016. Through VIHA, we provide art as therapy services in Victoria to adults and children. The Art Wellness Studios & Clinic Program at RJH has provided services to individuals dually diagnosed with mental health and substance use issues for over 20 years. We adopted this program in 2016. Our Virtual Art Therapy Clinic provides low-fee art therapy to persons across the Greater Victoria region and beyond in 8 languages.

How many paid staff at organization? Full Time: 4 Part Time: 25

How many volunteer staff at organization? 0 Total volunteer hours: 0

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

We were able to successfully adapt our programming for the issued PHO. The Art Hive became both virtual and physically distanced. It is offered outdoors at VNFC when weather permits. All staff and participants wear masks during each art hive session, and they take care to remain at a distance of at least 2 metres apart. Art supplies used during each session are either disposable or easily disinfected with on-site disinfectant wipes. For participants who are not able to come in person, we livestream the sessions so that they may participate in a safe space. The other significant program offering, individual and dyadic family art therapy sessions, was transferred to a secure, PIPEDA-compliant videoconferencing platform.

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.



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Strategic Plan Grant Application Form

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	18410	Art Hive at the Victoria Native Friendship Centre
Vancouver Island Health Authority	35000	Art Wellness Studios and Clinic
CiiAT/Proulx Foundation Annual Budget	234890	Operations and management of educational programs/Proulx Foundation support
Organization's Annual Budget	288300	

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 focussed primarily on gaps in Indigenous services, transference of knowledge from Indigenous elders to children and community, and by teaching Indigenous language.	Participant evaluation for all objective areas, completion of documentary film
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.	Participant evaluation for all objective areas, completion of documentary film
Promote economic inclusion by providing a free program and art supplies.	Participant evaluation for all objective areas, completion of documentary film
	Participant evaluation for all objective areas; viewership on livestreams
	Participant evaluation for all objective areas; viewership on livestreams
	Participant evaluation for all objective areas; viewership on livestreams
	Participant evaluation for all objective areas; viewership on livestreams

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. Project Builds Community Resilience (30%)
 - d. 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**)

The Art Hive program partnered between Proulx Foundation and VNFC will provide much needed mental health services and Indigenous language learning and reconciliation in the following three-pronged approach:
1. 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 in which Indigenous and non-Indigenous participants of all ages drop in and create art for free with provided art materials and an art therapist on-site to provide support to the participants. During COVID, both services are also offered effectively via video conferencing as well. We would like to renew current funding through donations and grants in order to support the program.
2. We have also been offering individual and dyad art therapy virtually since April 2020, with 114 sessions provided to children and families referred by the VNFC. We've received remarkable feedback and wish to continue this service, but need the funding to do so.
3. We propose to produce a film in collaboration with VNFC focusing on Indigenous languages still spoken by specific Elders who identify themselves as artists. Please see below for more details regarding the film.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 trifold project directly meets and supports the reconciliation and Indigenous relations; health, well-being and a welcoming city; and prosperity and economic inclusion strategic objectives. The film will involve VNFC and Proulx Foundation art therapists and an a VNFC ECE manager interviewing a few (already identified and selected) Elder carvers about their commitment to their craft and art-making process as a tool to health and wellness. The film will explore how their craft builds their own sense of resilience and confidence to participate in the community. The film will be in both English and the Elder's first language, thereby providing viewers with language lessons, cultural reconciliation, community-building and increased understanding and commitment to arts and crafts true to the First Nations featured in the film. Beadwork and carving have been suggested by VNFC staff as possible foci. To increase community involvement, we also propose continuing to provide in-kind training in trauma-informed therapeutic arts techniques to VNFC staff and Elders 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.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Despite increasing evidence of mental health status inequities affecting Indigenous populations, our community often does not properly address social inequities as routine aspects of mental wellness and recovery. Our multipronged proposal offers free-of-charge art therapy services to community at the VNFC through the Art Hive, free-of-charge individual and family art therapy through the Virtual Art Therapy Clinic via referral from the VNFC, and thirdly, plans to produce a film focusing on the indigenous language and non-verbal language of art of the Elders in the Greater Victoria area (specific Elders have already been identified by Rebecca Mabee and Shona Collison at VNFC, and a filmmaker has already enthusiastically agreed to produce the film).

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Structural racism shapes the health of Indigenous peoples both at a local and global level, and is deeply embedded in history, individual and institutional racism, and inequitable social policies and practices. The impact of colonialism continues to have profound mental health effects for Indigenous peoples, to which the Proulx Foundation, with the support of the City, want to offer evidence-based art therapy wellness programming via the Art Hives, a community group activity, and individual and family art therapy, which addresses more specific mental health goals including trauma and vulnerabilities.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The Art Hive and art therapy programming offers community-based, facilitated art-making experiences that build resilience, enjoyment, and communication between participants. Because these groups and sessions are open to non-Indigenous clients as well, it is an opportunity for building bridges across communities to increase understanding, witnessing and friendship. These personal experiences empower communities. The film we plan to produce with Elders making art in their first Indigenous language will be a significant contribution to the libraries at VNFC and we would like to offer it to the GVPL upon completion to increase viewership, thereby increasing community understanding of the cultural richness of the Elders featured in the film.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 85

How many of those people live within the boundaries of the City of Victoria? 80

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 5

How many will benefit from the project or program? 255 Please explain below.

(1250 characters max – do not add extra pages)

Although our program is limited in the amount of people it can directly serve due to space and personnel availability, the tools that Art Hive participants gain can be used in other facets of their lives and brought back to their own families, friends, and communities. The Indigenous community, in particular, has shown us that the therapeutic arts skills that they learn are often quickly applied to existing cultural relationships and activities. While we can never be exactly sure of the number of people who indirectly benefit from the Art Hive program, we do know that strengthening mental health in one individual has a long-reaching effect across communities.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$26740
Must equal Total Funding Sources from City of Victoria on page 6

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		
Therapeutic Arts Facilitator wage	6240	\$30/hour at 4 hours/week for 52 weeks
Therapeutic Arts Practitioner training for VNFC staff	2780	In-kind training donation from the Proulx Foundation for 4-month long professional training program
Individual/dyadic art therapy sessions	10000	\$40/1-hour session for 250 sessions
Program Coordinator wage	10400	\$50/hour at 4 hours/week for 52 weeks (in-kind)
Victoria Native Friendship Centre venue	10400	\$200/week for 52 weeks (in-kind)
Aboriginal Early Education & Nutritional Program Manager wage	8320	\$40/hour at 4 hours/week for 52 weeks (in-kind)
Proulx Foundation Supervisor wage	10400	\$50/hour at 4 hours/week for 52 weeks (in-kind)
Videographer wages	3000	\$20/hour for 150 hours
Elder interviewees honorarium + translator wages	1500	\$50/hour for 30 hours
Art materials	1500	
A. Total Project or Program Expenses	64540	
Administration		
General administrative costs	3000	Administrative coordination
Media & Marketing	500	Posters, social media announcements
Evaluation	1000	Evaluation and program management
B. Total Administrative Expenses	4500	
TOTAL PROGRAM EXPENDITURES (A+B)	69040	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	0.06517960602549247	
Total percentage of administrative costs		



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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	26740	Pending		
A. Total Government Funding	26740			
Corporate Sponsorships				
B. Total Corporate Sponsorships	0			
Matching Funds				
C. Total Matching Funds	0			
In-Kind Contributions				
Victoria Native Friendship Centre	39520	Confirmed	Rebecca Mabee	250-384-3211
Proulx Foundation	13180	Confirmed	Michelle Winkel	250-419-7614
D. Total In-Kind Contributions	52700			
Waived Fees and Charges				
E. Total Waived Fees and Charges	0			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	79440	Should equal Total Program Expenditures on page 5		

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**)

Although the program is able to run on partial funding, lack of funds will prevent the program from running as often as scheduled, thereby delivering less benefit to the Victoria and Indigenous communities. We would also be unable to hire a Therapeutic Arts Facilitator which would affect the quality of assistance and guidance in our sessions. Furthermore, the documentary that we are in the process of creating will have to be put on hold, thus delaying valuable culture connections.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The minimum level of funding required in order to run the project is \$46,256.80. This number was calculated to be 2/3 of the overall program expenditures. Because the majority of our program expenses are employee wages, we would be unable to run any sessions without the appropriate personnel.

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, 2021 To: June 30, 2022

Project or program location: Victoria Native Friendship Centre, 231 Regina Avenue, Victoria, BC, V8Z 1J6

Project or program timeline and major milestones.

Date	Milestone
July 1, 2021	Art Hive sessions begin
July 1, 2021	Virtual art therapy sessions available to all referrals
August 1, 2021	Film script created and Elders engaged in preparing for interviews
September 1, 2021	Film interviews with Elders begin
November 1, 2021	All filming and editing completed
June 1, 2022	Film released for National Indigenous Month (June)
June 30, 2022	All Art Hive and virtual art therapy sessions completed

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 3 Total volunteer hours required: 90

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: Documentary film on Indigenous languages and cultural skills

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

e-signature added Feb 4th 2021 4:20pm

Michelle Winkel

Name

Clinical and Academic Director

Position

January 29, 2021

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: The Proulx Global Education and Community Foundation dba CiiAT

Mailing Address: 143 Joseph St., Victoria

Contact Person: Michelle Winkel

Email: Michelle@ciiat.org

Telephone: 250-419-7614

Website: www.ciiat.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 at the interim point because the Art Hive and one-on-one art therapy sessions continue to run until June 30, 2021. We wish to continue programming from July 1, 2021- June 30, 2022 provided we are funded again by the City of Victoria. Our remaining milestones are to finish producing the language learning sessions and Elder projects in a documentary style video. We have been very successful providing both in-person Art Hives with a social media livestream to increase accessibility for participants isolated at home, as well as virtual art therapy sessions through our Virtual Art Therapy Clinic (arttherapy.network).

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

Yes, the program aligned. As described by clients to their art therapists, and as conveyed in the Participant Evaluations attached, the participants of the Art Hive stated that they flourished through engagement in community arts, gained social inclusion in community, felt acknowledged as members of an under-served population, 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 due to impact of COVID	
Teaching Indigenous language	Participant evaluation- Outcome TBD due to impact of COVID	

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 Participation Evaluation Document attached.

How many have benefitted from the project or program? 85 people served directly (& many others who accessed through social media)

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? 5 What total hours did they work? 30



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		
Therapeutic Arts Facilitator wage	500.00	
Therapeutic Arts Practitioner Training	2,780.00	Training for Cheryl Henhawke, an Indigenous artist-in-training
One-on-one art therapy sessions	4,560.00	114 sessions at \$40/hour
Program Coordinator wage	585.00	1 hour/week at \$22.50/hour for 26 weeks
Victoria Native Friendship Centre space	375.00	
Indigenous ECE Support Worker wage	120.00	
Proulx Foundation Supervisor wage	1,300.00	1 hour/week at \$50.00/hour for 26 weeks
Donated Art Materials	100.00	Donated from one of our other in-town programs with VIHA
A. Total Project or Program Expenses	\$ 10,320.00	interim expenses through January 31, 2021
Administration		
General Administrative costs	500.00	Administrative coordination and liaising with partners
Media & Marketing	100.00	Posters, social media
Evaluation	50.00	Evaluation and program management
B. Total Administrative Expenses	\$ 650.00	
Total Expenses (A+B)	\$ 10,970.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria Strategic Plan Grant	18,410.00	Confirmed	Tami Reynolds	250-361-0272
A. Total Government Funding	\$ 18,410.00			
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				
Victoria Native Friendship Centre space (200.00/week)	1,000.00	Confirmed	Rebecca Mabee	250-384-3211
Indigenous ECE support worker's wage (107.30/week)	321.90	Confirmed	Rebecca Mabee	250-384-3211
D. Total In-Kind Contributions	\$ 1,321.90			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 19,731.90			

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 Posters

☐ 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.

Michelle Winkel

Clinical and Academic Director

Signature

Position

Michelle Winkel

January 28, 2021

Name

Date



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Victoria, BC V8W 1P6
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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: The Victoria Youth Empowerment Society

Mailing Address: 533 Yates st, Victoria, BC, V8T 4A8

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 multiple barrier youth through accessible, innovative and proactive programs.

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

Since 1992, YES has supported 1000's of youth and families to transition to healthier life situations. YES offers: a safe space 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 including but not limited to addiction, mental health, housing and education. In 2019-2020, YES assisted over 1800 individual youth and families.

How many paid staff at organization? Full Time: 27.00 Part Time: 38.00

How many volunteer staff at organization? 20.00 Total volunteer hours: 1,000.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Since the start of the pandemic, The Alliance Club has continued to operate in a modified fashion. The Club is open Mon-Thursday 10:00am-6:00pm and Fri 10:00am-2:00pm. A COVID-19 Health and Safety Manual was developed for the program, and the following precautions have been taken: limit of 9 youth at one time in the program space, masks must be worn at all times by youth and staff. High touch areas (such as laundry, bathrooms etc.) are sanitized after every use, food is now served in to-go containers, all space areas such as computers have been physically distanced from one another. The kitchen area has been gated off so that only staff can enter the space, signage has been put up that references BC CDC protocols. A visitation log is kept.

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.



Strategic Plan Grant Application Form

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	\$ 13,000.00	Alliance Club (Pending)
Ministry of Children and Families	\$ 1,360,500.00	KEYS, Outreach, Life Skills, SIL, Alliance Club, YFSS
Island Health	\$ 752,802.00	Specialized Youth Detox
Donations/Membership/Fundraising etc	\$ 63,000.00	Program and General Expenses
Rental Income	\$ 70,000.00	Program and General Expenses
Other grants	\$ 56,000.00	Summer Opportunities, various programs
Organization's Annual Budget	\$ 2,315,302.00	

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
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
Provide opportunities to access rec/social/community programs	# of youth participating in social activities, # of youth connected to city community reincreased employment readiness and essential skill development
Increased employment readiness and essential skill development	# of youth helped with job readiness, resumes, clothing, # of employment program referrals
Increased sense of belonging	# of youth who access the 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. Project Builds Community Resilience (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 2019-2020 fiscal year, 947 ind. youth accessed the Club for a total of 6469 visits and 4307 meals were served.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input checked="" type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 #8 by providing services to youth so that they have all the supports they require, not just housing. This is done by providing youth a safe space where they can access services that support their mental health, addiction needs, and primary health concerns (among others). To ensure that youth have access to the necessary social determinants of health within their neighborhood, the Club is vigilant in integrating the program with other community service providers and act as a linking mechanism to services such as mental health, addiction, school, employment, recreation, life skills, family etc. The Club provides linkage to such services as Boys and Girls Club, The Foundry, Threshold Society (among others). The Club made 1973 referrals the previous year to support youth connecting to services. Outcomes from the previous year include 123 youth being supported to meet their educational/employment goals/ 947 youth having their primary health needs addressed/ 265 youth experiencing safer drug use/alcohol use and improved mental health. The Club also facilitates free pro-social, community driven recreation and outdoor activities to ensure the socio-emotional health and well being of youth.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

For almost 30 years, YES has been offering services to under-served populations by creating programs that meet the needs of vulnerable youth. The Alliance Club is our most low barrier program which has been designed to create a safe space for marginalized youth who may otherwise not have access to the services they need. The Club serves youth who are homeless, who are experiencing mental health and addiction issues, who are LGBTQ+, and who are Indigenous (among other identifiable characteristics). Examples of supporting these under-served youth include offerings lunches and dinners, access to laundry and showers, creating support groups such as SHIFT (which is a group for LGBTQS+ youth), and supporting youth with connections to other programs when they have additional needs. Currently, the Alliance Club is seeing between an average of 25-30 youth a night, even with modifications to the program due to COVID. This is evidence that those under-represented groups of youth need a space like the Alliance Club where they feel safe and supported to access services.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The Agency has developed policies which reflect values of equity, both at a staff level as well as in regards to services offered. The Agency is an equal opportunity employer and complies with the BC Human Rights Code which precludes discrimination in hiring on the basis of race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, sexual orientation, age, and conviction of a criminal or summary conviction offence unrelated to employment. All clients in need of service face no barriers inhibiting their ability to meet with counsellors or access services within the Agency. When accessing services with YES, youth have the right to services regardless of ethnic background, race, gender, sexual orientation, or religion, age, disability, or limited financial resources.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

As stated above, the Alliance Club provided over 1900 referrals/connections to youth during the 2019-2020 fiscal year that helped build community capacity and empowered those vulnerable youth who are most impacted by inequities. In addition to the work that the Club undertakes, the Agency as a whole worked towards the following outcomes for vulnerable youth in 2019/20: Assisted over 260 youth to transition to live independently. Helped over 150 youth to secure or maintain their housing. Supported 200 youth to meet their employment/education goals. Mediated/reunited 120 youth back to the family home or foster placement. Connected over 300 youth to primary health care services. Connected over 350 youth to addictions and mental health services. Helped numerous youth obtain personal identification, including birth certificates, social insurance numbers, medical care cards, and B.C. ID cards etc. Supported over 250 youth both individually and in group settings with life skills acquisition in areas such as budgeting, healthy family connections, goal setting, time management, communication, nutrition, hygiene etc. Provided basic needs (food, clothing, laundry, showers, and shelter) for over 700 youth.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 947.00

How many of those people live within the boundaries of the City of Victoria? 569.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 378.00

How many will benefit from the project or program? 1,200.00 Please explain below.

(1250 characters max – do not add extra pages)

In 2019-2020, the Club supported 947 individual youth. These youth often have family members who also benefit from the support the Club provides.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 13,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Staff Wages/Benefits	\$ 118,000.00	
Repair and Maintenance	\$ 6,000.00	
Telephone/Cellular/Fax/Internet Expenses/Utilities	\$ 12,000.00	
Food Purchases	\$ 16,000.00	
Rent (includes kitchen, laundry, showers, storage etc)	\$ 25,000.00	
Office supplies, postage, service contract, lease expenses	\$ 2,000.00	
Program supplies	\$ 10,000.00	
Miscellaneous/staff training	\$ 4,000.00	
Parking/Mileage	\$ 3,000.00	
A. Total Project or Program Expenses	\$ 196,000.00	
Administration		
Administration	\$ 12,000.00	
Insurance Expense	\$ 3,000.00	
Professional Fees	\$ 1,800.00	
Membership/dues	\$ 500.00	
B. Total Administrative Expenses	\$ 17,300.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 213,300.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	8.11%	



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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 Families	\$ 124,000.00	Confirmed		
A. Total Government Funding	\$ 137,000.00			
Corporate Sponsorships				
Fundraising	\$ 76,300.00	Confirmed		
B. Total Corporate Sponsorships	\$ 76,300.00			
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)	\$ 213,300.00	Should equal Total Program Expenditures on page 5		

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 900 individual youth access the Alliance Club, located in the downtown core. If the 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 look consistent access to their basic needs being met as the Club is the only youth drop-in open five days a week.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

\$13,000 is the minimum level needed in order for the Club to not have to reduce its service delivery. The United Way has recently ended its three year granting program for nonprofits, which means that that money will no longer be available for the Club to access. This amounts to \$40,000.00 a year the Club will no longer be able to apply for. Additionally, with the ongoing pandemic, YES is anticipating a decrease in donations/fundraising dollars going forward.

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, 2021 To: June 30th, 2022

Project or program location: 533 Yates st, Victoria BC

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 service delivery
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 service delivery coordination with 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 recreation
Ongoing	Continue to offer services to youth through the pandemic

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10 Total volunteer hours required: 250

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

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

Pat Griffin

Name

Executive Director

Position

January 20th, 2021

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

2. Assemble **Assessment Documentation**:

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: The Victoria Youth Empowerment Society

Mailing Address: 533 Yates St, Victoria BC, V8W 1K7

Contact Person: Pat Griffin Email: pat.griffin@vyes.ca

Telephone: 250-383-3514 Website: www.vyes.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: The Alliance Club

Is the project or program completed?

☒ Yes If yes, what is the completion date? Program is ongoing

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

The Alliance Club is an ongoing drop-in center that provides a safe healthy alternative for youth who may be hanging out in the downtown core, as well as a connection point for vulnerable youth who may wish to explore a more positive lifestyle.

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

Yes, The Alliance Club (Club) provided services that allowed vulnerable youth to be safe and have a healthy sense of belonging within their community. The Alliance Club made 1973 referrals during the 2019-2020 fiscal year to support the health and well being of youth. Outcomes from the year include 254 youth experiencing safer drug and alcohol use, 947 youth experiencing improved mental health and 947 youth having their primary health needs addressed.

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 in access to primary health services	Over 900 youth had their primary health needs addressed	Yes
Improved ease of access to mental health and addiction services	Over 900 youth experienced an improvement in their mental health and 250 youth experienced safer drug use	Yes
Increased youth safety	Over 300 referrals/connections were made to housing, police and additional community supports	Yes
Helped with basic needs including food security	4307 meals were given to youth and youth accessed other basic need services over 700 times	Yes
Provided opportunities to access rec/social/community programs	Over 200 connections were made for youth to healthy rec/social/community programs	Yes
Increased employment readiness and essential skill development	126 youth were supported to meet their employment and educational goals	Yes
Increased sense of belonging	947 individual youth accessed the Club and 1973 referrals/connections were made to services on the youths' behalves.	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Vulnerable, homeless and marginalized youth

What positive impacts were felt by your target audience? Connections to community, education/employment, basic needs met, a safe place for youth to make positive life choices

How many have benefitted from the project or program? 947 youth

What percentage of Greater Victoria Residents benefitted from this project or program? 9,500.00%

How many volunteers have worked on this project or program? 10.00 What total hours did they work? 200.00



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		
Staff Wages/Benefits	116808.00	
Repair and Maintenance	5837.00	
Telephone/cellular/fax/internet expenses	1535.00	
Food Purchases	10366.00	
Rent (Includes kitchen, laundry, showers, storage etc)	25020.00	
Office Supplies, Postage, Service Contract, lease expenses	1913.00	
Parking/Mileage	2783.00	
Program Supplies	9988.00	
Staff training/advertising/equipment/misc	2293.00	
Utilities	9131.00	
A. Total Project or Program Expenses	\$ 185,674.00	
Administration		
Administration	12000.00	
Insurance Expense	2807.00	
Professional Fees Expenses	1616.00	
Accreditation Expense	53.00	
Membership/Dues	461.00	
B. Total Administrative Expenses	\$ 16,937.00	
Total Expenses (A+B)	\$ 202,611.00	202,611.00 Number will not add properly

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Ministry of Children and Families	121984.00	Confirmed		
City of Victoria	9100	Confirmed		
A. Total Government Funding	\$ 131,084.00			
Corporate Sponsorships				
United Way	40000.00	Confirmed		
Fundraising	31527.00	Confirmed		
B. Total Corporate Sponsorships	\$ 71,527.00			



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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)	\$ 202,611.00			

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

Pat Griffin

January 20th, 2021

Name

Date



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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: 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. PROJECT OR PROGRAM INFORMATION

Project or program title: Pop up Victoria Live Theatre Series

Is the project or program completed?

☒ Yes If yes, what is the completion date? August 2020

☐ 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)

The project will support strong, livable neighbourhoods: we host performances in neighborhoods and in the downtown business district.

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
secure funding to employ emerging artists	count number of employees	Yes
Create 6 new professional short works	count number of works artists were able to create	Yes
reach new audiences	Improve data tracking to measure new audience	Yes
Increase audience from prev years	Continue & Improve audience tracking methods	Yes
target new neighbourhood venues	count sites	Yes
increase students employed	count new hires	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Residents and visitors, notably families

What positive impacts were felt by your target audience? community, reconnection with their neighbours, art during a pandemic

How many have benefitted from the project or program? at least 1,700 audience members

What percentage of Greater Victoria Residents benefitted from this project or program? 0.01%

How many volunteers have worked on this project or program? 0.00 What total hours did they work? 0.00



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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		
Artist fees	24763	performers, director, writing fees
Rehearsal space rental	400	
Insurance for truck	2012	
Costumes	612	
Equipment rentals	96	portable keyboard
Sound Support	142	
Fuel for truck	242	
Marketing	663	
Set	1814	
other production expenses	146	
A. Total Project or Program Expenses	\$ 30,890.00	
Administration		
B. Total Administrative Expenses	\$ 0.00	
Total Expenses (A+B)	\$ 30,890.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
Canada Summer Jobs	18126	Confirmed Confirmed		
City of Victoria	4800			
A. Total Government Funding	\$ 22,926.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Strategic Plan Grant Final Report

Matching Funds				
Performance Sales	3319	Confirmed		
Donations	4845	Confirmed		
C. Total Matching Funds	\$ 7,964.00			
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)	\$ 30,890.00			

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 verbal at performances

☐ 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.

Anne Taylor

Digitally signed by Anne Taylor
Date: 2021.02.10 17:14:52 -08'00'

Signature

General Manager

Position

Anne Taylor

Name

Feb 10, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Theatre SKAM Association
Mailing Address: Box 8563, Main PO, Victoria, BC, V8W 3S2
Contact Person: Matthew Payne Email: matthew@skam.ca
Telephone: 250.386.7526 Website: www.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.

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

For 26 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 professional supports. We bring best practices to the performing arts in Victoria.
During the pandemic we safely ran a distanced version of our festival and began developing new ways to bring theatre and drama classes to a public much in need of social supports.

How many paid staff at organization? Full Time: 1.00 Part Time: 5.00

How many volunteer staff at organization? 1.00 Total volunteer hours: 40.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Our Pop-Up Home Delivery is contact-less and for one household at a time. We have COVID policies in place across all four of our programs: shows, school, festival, pop-up. We've chosen to suspend the Pop-Up operations for now, but envision a return with the support of public health and City of Victoria permitting, if needed.

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.



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Strategic Plan Grant Application Form

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	Project that meets the city's strategic plan objectives
City of Victoria Festival Investment	\$ 11,000.00	Annual festival, likely to run again in distanced format
Earned revenue	\$ 50,000.00	Down from projected \$97,000 (tickets, classes, merch, concessions)
Public Funding	\$ 346,000.00	Annual Festival, Venue costs, Projects, General operations
Private revenue (Foundations, donations)	\$ 79,000.00	Projects, Office rent, General operations
Organization's Annual Budget	\$ 510,000.00	

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
Increase opportunities for neighbours to engage with one another	Count number of patrons, record number of occurrences of neighbour meetups in show reports.
Make neighbourhoods thriving and appealing	Record comments from patrons in show reports.
Provide a new neighbourhood amenity	Note other pop-up events in the show reports
Increase access to social determinants of health	Ensure the project is by donation and that people can book for free, record number of bookings
Employ diverse talent, including Indigenous performers	As in 2020, seek to employ Indigenous performer(s) and Artists of colour (In 2020 2 out of 4)
Aim to increase number of people reached	Track data (# of shows, # of neighbourhoods, # attendees)
Boost economies of neighbourhood and village centres	Count increased connections on social networks with local businesses when we're performing nearby
Focus on Strategic Outcome #5 Health, Well-being, welcoming city	Ensure program is contributing to Actions in City Strat Plan pertaining to inclusion, mental health, welcoming and Strong, Liveable Neighbourhoods:

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Pop-Up Theatre: Home Delivery

Who is your target audience? City of Victoria residents

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

Theatre SKAM has converted our Pop Up Theatre venue on the back of a pickup truck into an open air stage. Audiences order a live theatre show to their home. There are four shows, each 15-minutes duration. The shows are by donation.

This project responds to the strategic plan, animating neighbourhoods, providing a resilient project, and offering a range of ten-minute performances for all-ages audiences by diverse artists.

This grant enables programming the shows, planning the logistics, rehearsing, coordinating bookings, safety protocols, improving scenic elements, and seeking community partners (the City, community, business associations) to support the work by promoting it on social media channels.

The project 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 those from local First Nations communities.

The project is based on an established format that piloted in 2020.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 program supports Actions in the Strategic Plan pertaining to inclusion, mental health and welcoming. Our focus is Objective 8 Strong, Liveable Neighbourhoods, and we match well with almost all measurable outcomes.

- Increase opportunities for engagement with neighbourhoods
- Makes a neighbourhood distinctive
- Increased access to social determinants of health in all neighbourhoods (mental health)
- People feel that their neighbourhood is safe and walkable
- Increase number of people walking
- All neighbourhoods are thriving, distinctive, appealing, viable and have amenities

The project meets actions by supporting the Fairfield community plan (p.99), creating placemaking activities and engaging neighbours. The project builds community in neighbourhoods where visioning plans are in progress: North Park, Fernwood and Quadra. It serves where no community centre exists: E.g. North Park.

Among the additional actions this project touches on or meets are: Objective 2, Action 17 (Indigenous performer). Objective 4, Actions 5,6,8,10 (Pop Up art event in multiple neighbourhoods). Objective 5, Actions 2,3,4,6,11b,d,e,f,g,14,23,27b (The project is inclusive and rebuilds the social fabric of Victoria).

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Many neighbourhoods were missing arts and culture activities even before the pandemic. Our original Pop-Up Theatre was conceived of to meet the previous version of the City Strat Plan. The idea for Home Delivery meets the goals of the current strategic plan while following public health orders. Large arts and culture events will not return for some time, and serving one household at a time is the best pivot we could make. Having the event by donation ensures access is very high. In 2020 several people booked it for free, and we sent it where we knew it was needed (Seniors' homes). A sense of generosity permeates the program with most people making an average suggested donation (\$60), and one or two paying it forward. The project also employs 5 artists who are also under-served.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Theatre SKAM shares the city's values on equity. The program personnel and performing art reflects this. We employ a diverse range of artists who permeate the performances with a sense of hope, writing short plays about resiliency, social justice and inclusion. The cast reflects multiple lived experiences and audiences can expect to see aspects of themselves onstage. All of the Equity Considerations are taken into account with our program: anyone may book a performance regardless of age, religion, race, gender, citizenship, ability or education. Even housing was not an issue in 2020. Those who could not book a show to their home for whatever reason could book to a nearby park. (Thanks to city staff for assisting with permitting for that.) The equity lens we apply to our projects is enhanced by our Artist and Community Liaison, who ensures all work is accessible and inviting.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The project is full of hope and resiliency. It aims to allow residents to include culture as part of their regular activities despite the pandemic and the closure of major arts venues. Theatre SKAM is able to further our mandate, and our vision statement, which encourages us to include community in all our projects. As well as the previously mentioned strategic priorities the city has identified, the project tackles many key issues of the 2020 Vital Signs report: Arts and Culture, Belonging and Engagement, Economy, Health and Wellness, Sport and Recreation, and Safety. As well as SKAM being able to maintain the core purpose of our mandate and mission, we intend for the project to assist the public in maintaining their sense of belonging and stable mental health. The project will also support local culture workers.



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How many people participate in or take advantage of the program for which you are seeking funding? 10,368.00
How many of those people live within the boundaries of the City of Victoria? 8,294.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 2,074.00
How many will benefit from the project or program? 10,500.00 Please explain below.
(1250 characters max – do not add extra pages)

The project begins performances July 13, running until September 27, for 12 weeks. There are 8 shows daily, six days weekly, with average attendance of 18. Last years stats indicate 20% of bookings are outside Victoria. The direct benefit extends to over ten thousand locals.
The indirect benefit may well exceed one million.
There has been tremendous interest in the project from afar. The project was featured on the final episode of CBC's Exhibitionists, garnering Victoria national positive attention. We were asked to speak about the Home Delivery program on multiple national and international programs this past year, the most recent being January 29, 2021 on a call with International delegates for a conference based in Chile. Guests from South America, Mexico and Europe were intrigued. As a result of this attention for the project, we see the benefit as very, very wide reaching and genuine. We believe it is stories like this that put Victoria on Canadian's minds in a positive light.
<https://gem.cbc.ca/media/cbc-arts-exhibitionists/season-6/episode-6/38e815a-01362bc8d4f>

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 24,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Director fee	\$ 9,600.00	also performs, 12 weeks x \$800
Four performers	\$ 31,200.00	12 weeks x 4 x 650
Technician	\$ 2,000.00	Assists in setting up venue, manages tech elements
Materials: Scenery, Costumes, Props	\$ 1,000.00	Paint, wardrobe, props, scenic elements, music instruments, cases,
Venue Costs	\$ 3,250.00	Safety check, maintenance, running costs, PPE, barriers in truck, cleaning products
Marketing	\$ 2,000.00	Advertising and promotions
A. Total Project or Program Expenses	\$ 49,050.00	
Administration		
Bookings Coordinator	\$ 4,224.00	12 hours weekly, 16 weeks, \$22/hr
Permit costs	\$ 400.00	Bookings where hosting at home is not possible
Office supplies	\$ 300.00	Photocopies, log books, pens, pencils
Program planning	\$ 2,640.00	Artistic Management
B. Total Administrative Expenses	\$ 7,564.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 56,614.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	13.36%	



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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		
Canada Summer Jobs	\$ 16,000.00	Pending		
BC Operating	\$ 1,500.00	Confirmed		
CRD Operating	\$ 1,300.00	Confirmed		
A. Total Government Funding	\$ 42,800.00			
Corporate Sponsorships				
Cafe Fantastico	\$ 500.00	Pending		
B. Total Corporate Sponsorships	\$ 500.00			
Matching Funds				
Individual donations	\$ 5,164.00	Confirmed		
Individual donations	\$ 5,000.00	Pending		
C. Total Matching Funds	\$ 10,164.00			
In-Kind Contributions				
Overnight parking	\$ 2,200.00	Confirmed		
Materials for stage	\$ 350.00	Confirmed		
D. Total In-Kind Contributions	\$ 2,550.00			
Waived Fees and Charges				
Construction of stage and scenic elements	\$ 600.00	Confirmed		
E. Total Waived Fees and Charges	\$ 600.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 56,614.00	Should equal Total Program Expenditures on page 5		

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 the program will not run as long as forecast.
Without full funding we may need to charge a fee for the shows (instead of by donation).
The Strategic Plan Grant program has been a main driver of this program annually, and \$4800 support in 2020 made it possible to continue the program an additional 3 weeks.
Support from the municipality is a key factor in leveraging fund from other government sources and lessens the demand on the general public for donations or fees.



Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

The costs to launch the program don't change much with a reduced duration.
17,200 enables the program to run for 10 weeks.
10,400 enables the program to run for 8 weeks.

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, 2021 To: September 30, 2021

Project or program location: Victoria neighbourhoods:

Project or program timeline and major milestones.

Date	Milestone
July 1, 2021	Finalize programming and casting
July 2, 2021	First rehearsals begin
July 13, 2021	First shows
September 27, 2021	Shows conclude
September 28, 29, 2021	Clean up

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 2 Total volunteer hours required: 12

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 spoken preshow announcement at every show

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

Matthew Payne

Signature

Matthew Payne

Name

Artistic and Managing Producer

Position

January 29, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Together Against Poverty Society

Mailing Address: 828 View Street, Victoria, BC, V8W 1K2

Contact Person: Douglas King Email: doug@tapsbc.ca

Telephone: 250-361-3521 Website: www.tapsbc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☒ Yes ☐ No Society Registration Number: S0025333

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 140709858RR0001

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

Organization mission/mandate (500 characters max – do not add extra pages)

Together Against Poverty Society (TAPS) is a non-profit society whose membership is open to individuals or groups concerned with the preservation of civil society, the social justice movement, and the eradication of poverty. Our mission is to better the lives of persons living in poverty through legal advocacy and public legal education.

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

TAPS is the largest organization in Victoria providing free legal advocacy services to people with income security, residential tenancy and employment standards issues. TAPS works to benefit the lives of people living in poverty in ways that honour and promote human rights, justice, and a healthy sustainable community. TAPS has been a recognized leader and resource for residents of Greater Victoria since 1989, providing services to over 7,000 people across the Capital Region annually.

How many paid staff at organization? Full Time: 8.00 Part Time: 4.00

How many volunteer staff at organization? 50.00 Total volunteer hours: 1,560.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

TAPS is committed to following the current Provincial Health Orders. Our office is open 5 days a week for walk-up service with COVID protections in place. We have plexiglass partitions between staff and clients, only allow one client in at a time and require all staff and clients to wear masks in shared spaces. We provide masks to anyone who needs one. TAPS has created a meeting space where clients can meet with advocates privately with physical distancing measures including masks and plexiglass barriers. The TAPS COVID Safety Plan exceeds the requirements of WorkSafe BC. Staff perform daily health checks before entering the work place, and there is ample signage posted so clients who approach our office know what is required of them.

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.



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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		
Law Foundation of British Columbia	\$ 392,000.00	
Province of BC (Gaming)	\$ 100,000.00	
Disability Alliance of BC	\$ 70,000.00	
United Way of Greater Victoria	\$ 55,000.00	
Victoria Foundation	\$ 35,000.00	
Donations and memberships	\$ 60,000.00	
Union Contributions	\$ 35,000.00	
Organization's Annual Budget	\$ 747,000.00	

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 summary advice and legal representation to tenants on Standards of Maintenance	Number of clients helped
Analyze the effectiveness of the Standards of Maintenance bylaw through RTB actions	Prepare Report for the Tenant Housing Ambassador

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Legal Advocacy on Standards of Maintenance

Who is your target audience? Low-income tenants in the Greater Victoria Area

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

With low vacancy rates and the cost of rent skyrocketing, there remains a significant power imbalance between landlords and tenants in Victoria. Many tenants feel unable to challenge their landlord, out of fear that they will be evicted, or do not have the needed support to navigate the Residential Tenancy Branch dispute process. While the new Standards of Maintenance bylaw will provide tenants with a tool to hold their landlord to account when maintenance is required, it will remain their responsibility to bring an action under the Standards of Maintenance bylaw with the Residential Tenancy Branch, and vulnerable tenants will need help with that process.

This project will assist people by providing tenants with summary advice and advocacy services relating to standards of maintenance, and assist with RTB actions to enforce the standards of maintenance bylaw. The project will then gather data on the effectiveness of the bylaw in the RTB process, and report back to the Tenant Housing Ambassador how it may be improved.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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)

Action item #9 in the Affordable Housing objective of the Strategic Plan called for the creation of the Tenant Housing Ambassador to make it easier for renters to navigate the Tenant Assistance Policy and Standards of Maintenance bylaw. The Standards of Maintenance bylaw is an important piece in maintaining low-income housing and rental stock, and to avoid the deterioration of existing rental housing.

While the Tenant Housing Ambassador will be well positioned to provide information on the new Standards of Maintenance bylaw, they will be limited in their ability to actually help tenants take action using that bylaw. TAPS will be there to receive referrals from the Ambassador, and to provide summary advice and advocacy in the enforcement of the bylaw. Since the City did not include their own enforcement provisions in the bylaw, and it will be the tenant's responsibility to take action, support through legal advocacy will be critical in reaching the stated goals of the bylaw, which is an important component of the Affordable Housing objective of the Strategic Plan.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

Low-income tenants in Victoria are an under-served community. This is particularly true for tenants who face barriers to advocating for themselves or navigating systems such as the Residential Tenancy Branch. These tenants often need direct support from someone they trust to be solely invested in their interests. Having skilled advocates who are able to interpret and apply legislation and policy to their circumstances not only has a tangible positive outcome on their legal welfare, it also has an inherent therapeutic benefit that is often equally valuable.

How does the program advance Council's stated values on equity?
(1250 characters max – do not add extra pages)

TAPS shares many of the Council's stated values on equity. We believe that the causes of poverty are in the social, economic and political institutions of our society. We understand the importance of listening to the voices and perspectives of people who live in poverty and using them to inform our work. We value the role of civil society and understand the importance of social justice for all. In the 30 years that TAPS has served Victoria's tenant community, we have become very familiar with the ways in which structural inequities impact tenants. The vast majority of our clients live with housing insecurity, poverty, disabilities and discrimination. We have been a strong voice for underhoused and homeless people in Victoria and engage regularly with other equity seeking groups on tenancy and poverty related issues. TAPS works on both an individual and community level to reduce the impact of systemic barriers for tenants by ensuring that the law is applied equally regardless of a person's ability, race, age, gender, income, or other protected aspect of identity.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

Legal advocacy and representation are powerful tools for empowering marginalized communities. Understanding your legal entitlements is particularly enabling for tenants due to the inherent power imbalance between landlords and tenants. These inequities are most prevalent for tenants living in poverty, with disabilities, and for tenants who are subject to other forms of discrimination. These are the tenants who make up the majority of TAPS' client base. By providing legal advocacy services, TAPS empowers tenants to exercise their rights within their tenancies which will inevitably increase the capacity of those individuals to advocate for themselves in the future. In addition to providing individualized services, our advocates offer public legal education opportunities for people living in poverty as well as the community groups and organizations that support them to enable them to advocate for themselves and for their members.



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How many people participate in or take advantage of the program for which you are seeking funding? 700.00

How many of those people live within the boundaries of the City of Victoria? 500.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 700.00

How many will benefit from the project or program? 700.00 Please explain below.

(1250 characters max – do not add extra pages)

Our tenancy project as a whole provides a wide range of services that include legal information and referral, summary legal advice, legal representation, mediation and negotiation, and legal education. The breadth of service means that we can offer assistance to tenants in a wide variety of circumstances.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 25,642.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Wages and MERCS	\$ 21,592.00	2-Day/wk wages for a legal advocate
Office Supplies	\$ 250.00	Office Supplies for Legal Work +
Postage	\$ 200.00	Registered mail for service of RTB documents +
Office Communications	\$ 600.00	Office 365, office phone, VOIP phone, Intranet +
A. Total Project or Program Expenses	\$ 22,642.00	
Administration		
Front Desk Support	\$ 2,000.00	Front Desk Staff and Volunteers
Reporting and Financial	\$ 1,000.00	Executive Director and Bookkeeping Admin
B. Total Administrative Expenses	\$ 3,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 25,642.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	11.70%	



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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	\$ 25,642.00	Pending		
A. Total Government Funding	\$ 25,642.00			
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)	\$ 25,642.00	Should equal Total Program Expenditures on page 5		

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 position would support our existing tenant legal advocate and give us the capacity to assist with repairs and maintenance cases. Typically we have to decline support on these cases so we can focus what resources we have on supporting people in eviction proceedings. Also without the full funding we would not be able to properly analyze the results and impacts of cases involving the Standards of Maintenance bylaw.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

I would estimate we need at least \$12,000 in order to dedicate staffing resources to support our tenant legal advocate in standards of maintenance matters. Any less would not be enough effective in accomplishing any of the stated goals.

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, 2021 To: April 1, 2022

Project or program location: TAPS Office - 828 View Street

Project or program timeline and major milestones.

Date	Milestone
April, 2021	Allocate existing staff resources or hire new staff to perform the objectives of the project
May, 2021	After training, introduce the staff member to the Tenant Housing Ambassador and create lines of referral
May, 2021 - April, 2022	Provide legal advocacy services to low-income clients on standards of maintenance issues

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 20/week

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

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

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

Signature

Douglas C. King

Name

Executive Director

Position

January 29, 2021

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. 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, particularly during the current pandemic, 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: 2.00 Part Time: 36.00

How many volunteer staff at organization? 22.00 Total volunteer hours: 3,866.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

When VICCIR closed its offices to the public in March 2020, the demand for mental health counselling did not go away, in fact after the initial lockdown period, it increased dramatically. So, within 48 hours of the our closure to the public, all counselling and other mental health support moved online. None of VICCIR's current clients was left without counselling and many more clients (both new and returning) have accessed our services as the pandemic has taken a disproportionate toll on this already vulnerable and under-served population.

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.



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Strategic Plan Grant Application Form

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	All funding sources that are not restricted to
Other funding (pending)	\$ 69,938.00	specific projects/expenditures cover the following:
Donations, client payments, memberships, honorariums, IFHP, fundraising	\$ 52,400.00	Rent, insurance, staff, marketing, contract services, client support
Community Gaming Grant (pending)	\$ 6,500.00	training costs, telephone and internet, office supplies.
Revenue from partnerships	\$ 5,000.00	
Community Counselling Grant	\$ 125,000.00	Restricted to compensating counsellors & supervisors
Balance of Rapid Relief Fund & Community Recovery Grant	\$ 49,593.00	Restricted to specific projects
In kind services	\$ 252,080.00	
Organization's Annual Budget	\$ 600,511.00	

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
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 and termination.
Client satisfaction	Attendance rates, feedback from clients, testimonials
Support for service providers - counsellors	Regular supervision and training, debrief sessions, team meetings
Overall excellent level of service to clients	Results of formal external evaluation by Dr Catherine Costigan
Greater understanding/orientation to mental health	Tracking the number of online training sessions, workshops
Collaboration with partners working in the field	Number of partnership agreements with like-minded 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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Mental Health Counselling 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**)

2020 was a particularly challenging year for VICCIR clients. Reports from Statistics Canada in 2020 showed that newcomers, especially from racialized populations, suffered disproportionately in the areas of mental and physical health, employment and discrimination. According to Victoria's Vital Signs, those most likely to lose jobs or hours in 2020 were lower paid, part time, temporary or precarious workers, with recent immigrants among the hardest hit. Recent immigrants experienced three times the job loss of more established immigrants and non-immigrants. In June 2020 21% visible minority respondents felt that harassment based on race, ethnicity, or skin colour occurred sometimes or often in their neighbourhood, and 18% felt an increase in the frequency of discriminatory incidents. The pandemic has highlighted the inequities that were present in our society and exacerbated the difficulties faced by refugees and immigrants. It is in this context that VICCIR works, making mental health accessible to all ages and genders, removing the barriers of cost, language, waiting time and immigration status. We offer low- and no-cost counselling as well as mental health training, consultation and orientation to the wider community.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

VICCIR has developed a unique client-centred approach to therapy. Decisions are made based on the needs of the client and other family members rather than what resources (counselling modalities, availability, time) are available at the time. Trained clinical interpreters are available to enable the client to use their mother tongue if preferred. Clients of all ages, genders and ethnicities are welcomed with no limitation placed upon them because of immigration status or length of time lived in Canada. Different therapeutic modalities are offered simultaneously to individuals, couples and families, according to their unique individual situations and needs. No limit is placed on the number of therapy sessions and clients are able to return or continue their therapy over an extended period of time. The VICCIR model embodies a multidisciplinary, culturally sensitive and linguistically appropriate approach, which is delivered by trained professionals.

Most importantly, this approach is informed by the lived experience of the many VICCIR staff, clinicians, board members and volunteers who themselves have been refugees and immigrants and have had their own experiences of mental health struggles.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

VICCIR removes the systemic barriers to accessing mental health counselling for immigrants and refugees of all ages and genders and thereby contributes to their overall health and happiness. Our approach program has been both practical and achievable and our organization has adapted to different circumstances and met the overwhelming need, even when resources were scarce. Our services are offered to all refugees and immigrants of all ages, genders, abilities, citizenship status, education and income levels, ethnicities and beliefs. We believe that easy access to mental health support will ensure that all current and future members of society can participate in society and prosper. Most importantly, we are sensitive to the stigma associated with mental health in all cultures, and offer both complete confidentiality and an approach that is both culturally humble and informed. Our clinical staff are qualified and experienced and also receive additional training in areas such as mental health disorders through a multicultural lens, family therapy, parenting, working effectively with an interpreter, working with members of the LGBTQIA+ community, anti-racism, advocating for clients in a legal context, working with addicted clients.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The program description on page 3 shows that the communities served by VICCIR are those most impacted by inequities, both before and especially during the pandemic. It is at times of crisis such as we are living through now that the gaps in society are revealed and our resilience is tested. One of the foundations of both individual and community resilience and well-being is mental health, and access to mental health support when it is most needed. We are in the midst of a mental health crisis for all. Victoria's Vital Signs reported that in June 2020 47% of respondents reported worsening mental health as a result of the pandemic, and 18% extreme stress. You can imagine the additional toll that this takes on individuals who have already suffered extreme trauma both in their own countries and on their journey to Canada. The COVID-19 crisis has been a retraumatizing experience for many, and in order for these vulnerable communities to have a sense of empowerment and greater capacity, they must first be able to access the help they so desperately need, which VICCIR provides, removing the systemic barriers to access.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 1,000.00

How many of those people live within the boundaries of the City of Victoria? 800.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 200.00

How many will benefit from the project or program? 5,000.00 Please explain below.

(1250 characters max – do not add extra pages)

It is difficult to estimate the positive change that results from intervention at the earliest possible stage in mental health. It is not only the client that benefits, but their immediate and extended families, co-workers, community members, students, teachers ... in reality the list could go on to include the whole of society. Refugees and immigrants who are given the opportunity to process the trauma they have experienced are more likely to be able to feel a sense of belonging in their chosen city and home.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$40,000.00

Must equal Total Funding Sources from City of Victoria on page 6

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		
Rent	\$ 43,620.00	
Contract services (Community Counselling Grant)	\$ 120,000.00	
Contract services (not directly funded)	\$ 25,000.00	
Director of Services	\$ 50,000.00	
Social & Community Services Worker	\$ 40,421.00	
Insurance	\$ 2,500.00	
Training	\$ 5,000.00	
In kind services	\$ 241,680.00	
A. Total Project or Program Expenses	\$ 528,221.00	
Administration		
Advertising	\$ 600.00	
Bank charges & interest	\$ 1,200.00	
Telephone & internet	\$ 3,190.00	
Office supplies	\$ 2,500.00	
Fundraising events	\$ 500.00	
Miscellaneous	\$ 425.00	
Office Manager	\$ 53,475.00	
In kind services (admin)	\$ 10,400.00	
B. Total Administrative Expenses	\$ 72,290.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 600,511.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	12.04%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	\$ 40,000.00	Pending		
Community Counselling Grant	\$ 125,000.00	Confirmed		
Community Gaming Grant	\$ 6,500.00	Pending		
Interim Federal Health Program (IFHP)	\$ 25,000.00	Pending		
A. Total Government Funding	\$ 196,500.00			
Corporate Sponsorships				
Community Recovery Grant (government funding)	\$ 30,000.00	Confirmed		
Balance of Rapid Relief Fund (Foundation Funding)	\$ 19,593.00	Confirmed		
Private donations	\$ 15,000.00	Pending		
Client payments	\$ 10,000.00	Pending		
B. Total Corporate Sponsorships	\$ 74,593.00			
Matching Funds				
Honorariums	\$ 1,000.00	Pending		
Membership fees	\$ 400.00	Pending		
Fundraising events	\$ 1,000.00	Pending		
Revenue from partnerships	\$ 5,000.00	Pending		
C. Total Matching Funds	\$ 7,400.00			
In-Kind Contributions				
In kind services	\$ 252,080.00	Pending		
D. Total In-Kind Contributions	\$ 252,080.00			
Waived Fees and Charges				
Other funding	\$ 69,938.00	Pending		
E. Total Waived Fees and Charges	\$ 69,938.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 600,511.00	Should equal Total Program Expenditures on page 5		

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.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max - do not add extra pages)

Our hope is that if the City of Victoria is not able to provide the full funding, it will match or increase its funding in 2020 which was \$18,000. This funding came at a crucial time for VICCIR, in the midst of the pandemic, and allowed us not only to continue our services but also meet the increased demand for mental health counselling and support.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1 2021 To: June 30 2022-2022

Project or program location: VICCIR, #100-850 Blanshard Street, Victoria (online until it is safe to meet in person)

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	Development and implementation of succession plan for Director of Services and any resulting organizational restructuring

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 27 Total volunteer hours required: 8604

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

- ☒ Website
☐ Newspaper Advertisement
☒ Social Media
☒ Newsletter

- ☐ Sponsor Plaque
☒ Annual Report
☐ Other: _____

SECTION 11. DECLARATION

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

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

Adrienne Carter
Signature

Adrienne Carter
Name

Director of Services
Position

January 31, 2021
Date



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

Strategic Plan Grant Final Report

How to Apply:

1. Complete the **Final Report Form** in its entirety and send to grants@victoria.ca

2. Assemble **Assessment Documentation**:

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: 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. PROJECT OR PROGRAM INFORMATION

Project or program title: Vancouver Island Counselling Centre for Immigrants and Refugees

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 deadline for the project is June 30 2021, so this is an interim report. The total program budget applied for was \$40,000; the amount received \$18,000. This necessitated prioritizing and applying the grant to what would have the most impact and support sustainability. The VICCIR Treasurer and Board of Directors decided that the best and most sustainable use of these funds was to spread the funds over ten months in amounts of \$1800 per month. As can be seen in the financial information below, \$9000 was spent in 2021 and the remaining \$9000 will be spent in 2021. The end date for the funding for this project remains on track for June 30 2021.

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

Yes. VICCIR has provided immigrants and refugees in Victoria with access to the mental health supports they need to process the trauma they have experienced in order to have a sense of belonging and be able to participate in civic life. This is vital for Victoria to be a thriving and inclusive city. This vulnerable and underserved population has been negatively affected disproportionately by the pandemic. VICCIR has met the increased demand for counselling by moving all services online.

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 clients able to access counselling	Tracking the number of clients and comparing to previous years	Yes
No extended waiting periods to access counselling	Tracking the period of time between the initial inquiry and intake	Yes
Reduction in symptoms for clients	Symptom checklist administered at intake, 3, 6 and 12 months. Results compiled and compared.	Yes
Support for service providers - counsellors, interpreters, staff	Attendance rates, feedback from clients, testimonials	Yes
Overall excellent level of service to clients	Formal external evaluation by Dr Catherine Costigan, University of Victoria	Yes
Greater understanding/orientation to mental health in the wider community	Tracking the number of training sessions, workshops and consultations provided	Yes
Collaboration with partners working in the same field	Number of partnership agreements with like-minded organizations and collaboration results reported	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Immigrants and refugees of all ages and genders in Victoria

What positive impacts were felt by your target audience? Improved quality of life and mental, physical, social, economic well-being

How many have benefitted from the project or program? Directly 857, indirectly approximately 5000

What percentage of Greater Victoria Residents benefitted from this project or program? 100.00%

How many volunteers have worked on this project or program? 22.00 What total hours did they work? 3,866.00



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		
Rent	43620	
Insurance	2545	
Contract Services	180778	
Client support	1175	
Social and Community Services Worker	20188	We received funding for this position from the Rapid Relief Fund
In kind services	125960	
A. Total Project or Program Expenses	\$ 374,266.00	
Administration		
Telephone & communications	3190	
Bank charges/interest & GST unrecoverable	3869	
Office supplies & equipment	5283	
Office Manager	47835	
Repairs & maintenance	1039	
In kind services (admin)	7840	
B. Total Administrative Expenses	\$ 69,056.00	
Total Expenses (A+B)	\$ 443,322.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	9000	Confirmed		
Interim Federal Health Program	30934	Confirmed		
Emergency Community Response Fund	21542	Confirmed		
A. Total Government Funding	\$ 61,476.00			
Corporate Sponsorships				
Department of Justice (government funding)	320	Confirmed		
Pandemic support (government funding)	450	Confirmed		
Community Counselling Grant (government funding)	128687	Confirmed		
B. Total Corporate Sponsorships	\$ 129,457.00			



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Strategic Plan Grant Final Report

Matching Funds				
Community Gaming Grant (government funding)	6500	Confirmed		
Ministry of Children & family development (government funding)	400	Confirmed		
Foundation Grants (Vancouver, Victoria & Lobstick)	81858	Confirmed		
C. Total Matching Funds	\$ 88,758.00			
In-Kind Contributions				
In kind contributions	125960	Confirmed		
Client payments	14235	Confirmed		
Personal donations	15464	Confirmed		
D. Total In-Kind Contributions	\$ 155,659.00			
Waived Fees and Charges				
Other grants	42006	Confirmed		
Fundraising & sundry	4822	Confirmed		
Interest	468	Confirmed		
E. Total Waived Fees and Charges	\$ 47,296.00			
Total Funding Sources (A+B+C+D+E)	\$ 482,646.00			

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 Speech at Open House Feb 2020

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

Date: By June 30 2021

☐ 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.

Adrienne Carter Digitally signed by Adrienne Carter
Date: 2021.01.30 15:39:16 -08'00'

Signature

Director of Services

Position

Adrienne Carter

Name

30 January 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Vancouver Island Human Rights Coalition

Mailing Address: 418-620 View Street, Victoria, BC V8W1J6

Contact Person: Elsa Mora or Sareh Shojaei Email: contactvihrc.com

Telephone: 250-382-3012 Website: vihrc.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: S0018375

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**)

VIHRC's two advocates and educators offer free in-person and online support to individuals who may experience discrimination on Vancouver Island. We seek to increase access to justice in BC by promoting human rights in the community and ensuring they are protected. Our services include providing clients with legal information as well as assisting in bringing human rights complaints to the BC Human Rights Tribunal. We also design and facilitate workshops and trainings on human rights law in BC.

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

Founded in 1983, VIHRC is a community-based agency that serves Victorians who have experienced discrimination. We are a social justice organization that serves the public interest by raising the profile of human rights in the community and helping to ensure that individuals are both aware of their rights and able to protect and enforce them. Our clients are mostly minority and vulnerable populations; many are immigrants, persons with disabilities, elderly, and gender and sexual minorities.

How many paid staff at organization? Full Time: _____ Part Time: 2.00

How many volunteer staff at organization? 2.00 Total volunteer hours: 35.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

The program can be delivered and facilitated online.

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.



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Strategic Plan Grant Application Form

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		
BC Community Gaming	\$ 50,000.00	Advocacy work and educational work across Vancouver Island
Red Cross	\$ 33,492.00	Emergency program- two projects (related to impact of covid-19)
UVIC-Law Foundation of BC	\$ 22,500.00	Two co-op Law students helping with advocacy
Organization's Annual Budget	\$ 105,992.00	

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
Building and analyzing evidence base about discrimination faced by LGBTQ+ in Victoria in the following essential social areas: employment, tenancy, schools and educational institutes, and health care	Relevance and qualitative data and information gathered from different sources, out interactions, discussions and research
Advocate for change, educate, inform, and make recommendations	Create and publish a report highlighting the outcomes and barriers faced to duty bearers and social actors (like employers, landlords, and service providers)
Taking action to remove barriers and root out discrimination	Following up with duty bearers (employers, schools, health care professionals, and other service providers) and social actors to ensure they took action by implementing our recommendations

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Illuminate: LGBTQ+ Discrimination in Victoria

Project or program title: _____

Who is your target audience? The LGBTQ+ community in Greater Victoria, as well as employers, landlords, and service providers (health care professionals, schools and educational institutes, and recreational centres)

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

Rationale
Research shows that gender and sexual minorities are more likely to face social barriers, including stigma and discrimination. People from the LGBTQ+ community have been reaching out to us about their experiences with discrimination. For an inclusive and equitable society, we must first properly identify, understand, and address these issues.

Illuminate: the Project
As legal advocates with expertise in human rights and direct community support, we would first facilitate a series of trainings and conversations with the LGBTQ+ community, in order to collect their experiences and insight on the barriers they face and their needs for accommodation. We would then gather and analyze the data, in order to present an accurate and meaningful picture of the discrimination faced by LGBTQ+ people in Victoria. Finally, we will amplify their voices in conjunction with our systemic understanding of human rights to develop practical recommendations to remove barriers and promote LGBTQ+ human rights. For example, this might include advocating for specific modifications to the BC Human Rights Code. We intend to publish this report on our website and social media, to communicate it to the City and raise consciousness about these issues.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

One of the City of Victoria's 2021 strategic priorities is to create a LGBTQ+ Strategy. The Illuminate project fully aligns and provides means of making effective this strategic priority. Research shows that gender and sexual minorities, including people who identify as lesbian, gay, bisexual, transgender, queer, and two-spirit (LGBTQ+), are more likely to face more barriers to employment and at school (including stigma and discrimination). Our project will engage the LGBTQ+ community in the Greater Victoria area, and empower their experiences and voices, in order to advocate for progress in addressing their experiences of discrimination. Our project will therefore inform effective program and policy interventions in Victoria (employers, schools, landlords, health care authorities) to reduce the barriers and discrimination that LGBTQ+ people experience. Our recommendations will be developed from our conversations with LGBTQ+ groups and organizations, so that the community is involved and empowered: we don't advocate for them, but with them).

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

We will gather information, data, and make recommendations focusing on some areas where the LGBTQ+ community is most under-served. We will work to engage LGBTQ+ people on an intersectional basis, to ensure that queer people who experience other forms of discrimination, including race and disability, will be included and represented. Our project will build community capacity and empower often under-served LGBTQ+ community in diverse areas. For example, this community is among groups under-utilizing health care, so we will recommend to health care professionals to shift their thinking about how they can accommodate the LGBTQ+ community in more inclusive care. LGBTQ+ youth are often an under-served community. They often face many challenges (like bullying) that contribute to putting them at greater risk for facing discrimination.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The Illuminate Project will expand education and awareness among employers and service providers (including health care workers, recreational centres, and schools) regarding the challenges, concerns, and needs of the LGBTQ+ community members. Some specific examples of discrimination LGBTQ+ people face and have contacted us about are:
Not being hired as yoga instructor when they have all credentials and skills because of their gender identity and expression.
Not feeling safe at school because of bullying and harassment from classmates and the lack of properly addressing these issues from the school principals and administration.
Not seeking medical attention when they need it because of the fear of being treated badly by the healthcare professionals and hospital staff.
It is also important to mention that gender identity can intersect with other aspects of a person's identity, which can result in them experiencing discrimination and impacted negatively more frequently and in unique ways.
Removing barriers, rooting out discrimination, advocating for equity and inclusion.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Our project will build community capacity and empower LGBTQ+ community in workplaces, schools, recreational centres, hospitals, stores, and other public spaces:
The Illuminate project will amplify the voices of the LGBTQ+ communities and advocate for them to be heard by duty bearers and social actors. The project will also provide the community awareness about the human rights laws that protect them from discrimination based on gender identity and expression, and the ways in which these grounds can intersect with other grounds like race and disability. It will also provide LGBTQ+ people with tools and knowledge to advocate for themselves and others, coming up with ways to address, stop, and prevent discriminatory experiences. The project will engage a collaborative approach to designing strategies and policies to create a more inclusive and discrimination-free environment.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 100.00

How many of those people live within the boundaries of the City of Victoria? 700.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 800.00

How many will benefit from the project or program? 1,500.00 Please explain below.

(1250 characters max – do not add extra pages)

LGBTQ+ people make up a large population in Victoria, and the project will especially include youth, students, workers, customers, etc. The report and accessible resource will also be to benefit of the general public consciousness, as well as duty bearers and social actors, including employers and service providers.
Since one of the City of Victoria's strategic goals is creating an LGBTQ+ strategy, the information and data that we gather as a grassroots organization about the issues and gaps would hopefully support the work of the City.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 32,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Wages (Including remittances)	\$ 31,000.00	This includes planning, budgeting, designing, advertising, and delivering the project
A. Total Project or Program Expenses	\$ 31,000.00	
Administration		
Honorarium	\$ 1,000.00	To thank the contributors to the project
B. Total Administrative Expenses	\$ 1,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 32,000.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	3.12%	



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	\$ 32,000.00	Pending <input checked="" type="checkbox"/>	Tam Reynolds Office Coordinator	250.361.0272
A. Total Government Funding	\$ 32,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 32,000.00	Should equal Total Program Expenditures on page 5		

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 may not be able to do the project or the full scope of the project, and might have to focus only on one area (only employment for example). Our research and report will not be as extensive as we hope it to be.
Due to the impact of COVID-19 on our regular funding, VIHRC has been having ongoing challenges in securing funding. With less or no funding, our advocates should work less hours which means that the service we could offer to the community would be more limited.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

\$28,000 so that we can fully implement the project in a year time-limit.
The project will be implemented on top of the advocacy work and we require about 880 hours to implement it. Almost all the budget will be allocated to wages and remittances, and a small part will go to admin and logistics costs directly connected to the project.

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, 2021 To: June 30, 2022

Project or program location: Our office is located in Victoria but the project will be implemented online

Project or program timeline and major milestones.

Date	Milestone
July-October 2021	planning, research, content design
November 2021- February 2022	Reaching out to partner organizations and LGBTQ+ Community in Victoria. Scheduling and delivering training and conversation sessions. Gathering information and data.
March- June 2022	Analysing the collected data and writing the report, including the recommendations
June 2022	Publishing the report

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 4 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: to our partner local organizations

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

Elsa Mora

Signature

Name

Human Rights Advocate and Educator

Position

January 31, 2021

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: 122452121 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**)

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) has been providing support to brain injury survivors and their families since 1983. 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: 5.00 Part Time: 2.00

How many volunteer staff at organization? 60.00 Total volunteer hours: 5,248.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

We have adjusted the Coping Strategies program so that it is currently running on a virtual platform. The program facilitator uses Zoom, and participants can either call in via phone or log in using their computer. Feedback from participants has been positive, with most people very appreciative that we continue to run this valuable program.

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.



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Strategic Plan Grant Application Form

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	\$ 10,792.32	Coping Strategies Program
Island Health Brain Injury Program	\$ 162,000.00	Case management, ABI, administration
United Way of Greater Victoria	\$ 45,000.00	Community Connections
Fundraising/Donations	\$ 77,000.00	Programs, rent, insurance, administration, etc
Grants	\$ 190,000.00	Specific programs, eg Music Therapy, Coping Strategies
Organization's Annual Budget	\$ 484,792.32	

SECTION 5. PROJECT OR PROGRAM KEY OBJECTIVES

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

Objective	Measure of Success
80 brain injury survivors complete program	2 X 20 survivors per 24-week program (programs runs 2X per week, 2 X per year)
Coping Strategies helps improve people's health	90% of people surveyed report improved health outcomes as a result of program
Coping Strategies increases sense of belong and participation in civic life	90% of people surveyed report improved satisfaction with daily functioning
Coping Strategies increase feelings of social support	80% of people surveyed report feeling more social support

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Coping Strategies

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**)

The Coping Strategies program is a 24-week coping & skills-based program that is an essential part of rehabilitation for brain injury survivors. The goal is to help individuals who have acquired a brain injury deal with the challenges associated with their injury including: memory, concentration, problem-solving and motor skills, among many others. The residual effects of dealing with these challenges can have a severely negative impact on self-esteem and general mental health and often leads to social withdrawal. The program, therefore, improves overall confidence and mental well-being, while reducing anxiety, depression and isolation.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 & participation in civic life
Increase in number of people who feel safe & part of the community

In partnership with the University of Victoria, a longitudinal research study was conducted on the program in 2018, resulting in several statistically measurable successes thus far. Following completion of the program, 67% percent of participants reported stable or improved satisfaction with their daily functioning, 90% reported an improved sense of well-being, 85% reported "seeing their situation in a more positive light" & 77% reported being more likely to cope by "learning to live with the situation". 76% of survivors reported feeling more social support, which is known to be an important factor in physical & psychological health.

In the words of a program participant: "Coping gave me the ability to see myself as whole, as not broken – for the first time in 13 years – & gave me compassion for myself. It gave me practical skills, habits & tools. It gave me the opportunity to share a life altering experience with other people. We laughed & cried & learned together for 6 months. When you talk to someone who understands your challenges it's such a great relief."

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The impact of the Coping Strategies program is expressed within the local community. Allan Turnbull, Executive Director at Bill Mudge Residence (a transition house for former inmates) explains that he has had "a number of residents over the years that have had their lives enhanced by having attended". Christine Griffiths, former Mental Health Nurse at William Head Institution, has stated that the program "meets a demonstrated need within the community...[and] ensures that vulnerable populations are learning coping strategies, which prevents them from ending up on the streets or back in jail". Dr. Atholl Malcolm, neuropsychologist, says of the program that "finding such strategies is essential, not only to dealing with life's daily challenges that the rest of us handle routinely, but also in terms of re-generating self-esteem and general mental health". VBIS continually receives referrals from within the community to the Coping Strategies program, which speaks to the success of the program.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Coping Strategies is available to any individual that has experienced an acquired brain injury, regardless of age ability, ethnicity, gender, religion, income or sexual orientation. VBIS offers this program at no cost to the participants, as most individuals with a brain injury have fixed/low incomes. VBIS advertises this program both internally and through a variety of organizations and service providers in the community, making every attempt to reach a diverse and wide-ranging clientele. In addition, this program is offered at no cost to participants.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The Coping Strategies program, in tandem with the other programs offered by VBIS, provides a social network for brain injury survivors. Coping Strategies ultimately supports not just the survivor, but also their support systems such as family, friends and the wider community. Our records indicate that each survivor averages five associated individuals that benefit from the additional skills and independence learned by the survivor in this program. VBIS offers this program to address a strong community priority and need, as brain injured individuals who do not access programs that provide these types of support often end up in jail or on the street. The burden on the health care system is enormous when brain injured individuals turn to substance misuse as an inappropriate method of coping. It is therefore important to provide proactive support and programming to enhance quality of life and to promote successful re-adaptation into the community after a brain injury.



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How many people participate in or take advantage of the program for which you are seeking funding? 80.00

How many of those people live within the boundaries of the City of Victoria? 72.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 8.00

How many will benefit from the project or program? 400.00 Please explain below.

(1250 characters max – do not add extra pages)

Coping Strategies ultimately supports not just the survivor, but also their support systems such as family, friends and the wider community. Our records indicate that each survivor averages five associated individuals that benefit from the additional skills and independence learned by the survivor in this program. We anticipate the reach of this program to be 400 people.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 10,792.32
Must equal Total Funding Sources from City of Victoria on page 6

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		
Wages & benefits	\$ 24,530.48	
Emergency nutrition for clients	\$ 150.00	for clients who have not eaten
Rent	\$ 4,235.29	
Program support & development	\$ 336.00	Pro D, program support, etc
Facilities	\$ 809.00	
Special events	\$ 83.00	
Advertising and promotion	\$ 191.60	
Dues & fees	\$ 83.00	
Participant binders	\$ 554.62	
A. Total Project or Program Expenses	\$ 30,972.99	
Administration		
Computer and IT support	\$ 1,815.13	
Phone	\$ 302.52	
Insurance	\$ 201.68	
B. Total Administrative Expenses	\$ 2,319.33	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 33,292.32	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	6.97%	



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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	\$ 10,792.32	Pending	Jennifer Lockhart	250-361-0396
Brain Injury Alliance	\$ 15,000.00	Confirmed	Carol Paetkau	604-557-1913
The McLean Foundation	\$ 7,500.00	Confirmed	The McLean Foundation	info@mcleanf
A. Total Government Funding	\$ 33,292.32			
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)	\$ 33,292.32	Should equal Total Program Expenditures on page 5		

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 full funding is not received we will need to either reduce the size of the program and therefore less brain injury survivors will have the opportunity to participate, or alternatively we would pull funding from another program which would also impact brain injury survivors.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

The minimum level of funding is \$9,000 in order to eliminate our waitlist and lessen the impact of pulling funding from other 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, 2021 To: June 30, 2022

Project or program location: Victoria (virtually and at our office post-COVID)

Project or program timeline and major milestones.

Date	Milestone
July - August, 2021	Recruitment for incoming class
September, 2021	2 new classes begin
September - February 2021	Deliver 24 weekly classes - 2 per week
February, 2021	2 classes end
February, 2021	2 new classes begin
February - June, 2021	Deliver 24 weekly classes - 2 per week
June, 2021	2 classes end

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 10-12 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

Pam Prewett

Signature

Pam Prewett

Name

Executive Director

Position

January 21, 2021

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 Brain Injury Society

Mailing Address: Units C, D, & E - 830 Pembroke Street

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

This program is ongoing and will be completed in June of 2021. We are on track and anticipate the outcomes below.

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

Health, Well-Being & a Welcoming City - Peer support provides a non-judgmental space in which individuals discuss health & well-being. Drop-in nature of peer support 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. Connections that peer support makes possible increases a 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	3 brain injury survivors completed 10 weeks of support training program	Yes
Provide peer support to over 300 people	Peer Supporters provided peer support to 194 brain injury survivors	Yes
Peer support helps people feel connected to their community	100% of individuals surveyed reported feeling more connected as a result of peer support	Yes
Peer support helps improve people's health	100% of individuals surveyed reported improved health outcomes as a result of peer support	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? 194

What percentage of Greater Victoria Residents benefitted from this project or program? 9,500.00%

How many volunteers have worked on this project or program? 9.00 What total hours did they work? 312.00



SECTION 5. PROJECT OR PROGRAM FINAL EXPENSES AND FUNDING SOURCES

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

EXPENSES	\$ Amount	Details (if applicable)
Project or Program Costs		
Wages for program facilitator	9068.28	
Volunteer support	390	
Room for peer support delivery including property taxes	9620	
Peer support manuals	528.36	
Peer supporters	15600	
A. Total Project or Program Expenses	\$ 35,206.64	
Administration		
Telephone	567.29	
Insurance	523.38	
Office and general supplies	586.67	
IT support & computers	1937.78	
B. Total Administrative Expenses	\$ 3,615.12	
Total Expenses (A+B)	\$ 0.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	7800	Confirmed		
A. Total Government Funding	\$ 7,800.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Matching Funds				
VBIS fundraising	5031.61	Confirmed		
ICBC	10000	Confirmed		
C. Total Matching Funds	\$ 15,031.61			
In-Kind Contributions				
Volunteer support	390.00	Confirmed		
Peer supporters	15600.00	Confirmed		
D. Total In-Kind Contributions	\$ 15,990.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 38,821.61			

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

Digitally signed by Pam Prewett
Date: 2021.01.21 09:27:27 -08'00'

Executive Director

Signature

Position

Pam Prewett

January 21, 2021

Name

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Community Micro Lending Society

Mailing Address: 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.communitymicrolending.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 11 years CML has helped over 680 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: _____ Part Time: 3.00

How many volunteer staff at organization? 20.00 Total volunteer hours: 500.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

This program will be delivered virtually using the platform Zoom, Google Classroom and Slack. All relevant PHOs at the time of program delivery will be respected.

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.



Strategic Plan Grant Application Form

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	\$ 15,278.00	1st iteration of Community Connect; COVID-19 Grant
Contract services	\$ 30,133.00	
Donations	\$ 13,684.00	
Interest from borrowers	\$ 5,334.00	
Memberships	\$ 700.00	
Grants	\$ 22,722.00	
Bank interest	\$ 14.00	
Organization's Annual Budget	\$ 87,865.00	

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 & COVID-19 support	Attendance of sessions, exit evaluations
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
Positive business outcomes	Self reported through exit evaluations, client communications, end of program survey

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Community Connect: training & support for local entrepreneurs (active & aspiring)

Who is your target audience? Past program participants 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 23 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 also offered COVID-19 focused workshops to the broader business community. We have observed that every program and workshop 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 virtual peer-coaching sessions and 9 skill tune up workshops featuring local expert speakers covering core business topics. Sessions will be delivered virtually with recordings available for future viewing.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The majority of our workshop and program participants identify as a member of an under-served community including Indigenous, women, transgender, non-binary and gender non-conforming, newcomers and refugees, persons with challenges with mental health and persons with disabilities. The need for follow-on programming was identified by participants across our programs with a request for regular, fee-free access to facilitators, peers and skill development opportunities.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Specifically the program recognizes intersectionality and the unique barriers presented by multiple lived experiences and seeks to provide a community of support that includes peers and speakers that reflect the diversity of the community. It is designed to support resilience and a prosperous community by providing sustained access to communities of support and practice that accommodate the unique timelines of every entrepreneur. Finally, it seeks to remove barriers to accessing sustained support by providing access for free and providing accommodations when possible.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

COVID-19 is disproportionately impacting communities most impacted by inequities. More than ever, members of these communities need access to sustained networks of support and capacity building to bridge the gap between stand alone programs and workshops. As entrepreneurs navigate operating or launching a business through the remainder of this pandemic, access to consistent peer and community support will be focused on building community capacity and restoring power to communities most impacted. By featuring speakers who reflect the diversity of the community, the program will celebrate the wisdom and experience of experts participants can identify with.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 200.00

How many of those people live within the boundaries of the City of Victoria? 175.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 25.00

How many will benefit from the project or program? 200.00 Please explain below.

(1250 characters max – do not add extra pages)

We anticipate 200 unique participants to engage in the Community Connect workshops over the course of 12 months with more viewing the recorded content online.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 10,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
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)
Virtual Platform	\$ 240.00	\$20/month x 12 months
Marketing and promotion	\$ 500.00	Social media ads, poster printing
Speaker honoraria	\$ 950.00	9 sessions x \$100, \$50 for local cards
Coach & mentor coordination	\$ 3,600.00	12 hrs/month x 12 months x \$25/hr
A. Total Project or Program Expenses	\$ 15,490.00	
Administration		
Office rent, insurance	\$ 3,000.00	
B. Total Administrative Expenses	\$ 3,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 18,490.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	16.22%	



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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	\$ 10,000.00	Pending		
A. Total Government Funding	\$ 10,000.00			
Corporate Sponsorships				
Vancity Branch Grants	\$ 500.00	Pending		
B. Total Corporate Sponsorships	\$ 500.00			
Matching Funds				
CML - Virtual platform	\$ 240.00	Confirmed	Elysia Glover	250-216-2605
C. Total Matching Funds	\$ 240.00			
In-Kind Contributions				
CML - Coaching and mentoring coordination	\$ 3,600.00	Confirmed	Elysia Glover	250-216-2605
CML - Office rent, insurance	\$ 3,000.00	Confirmed	Elysia Glover	250-216-2605
CML - Marketing and promotion	\$ 200.00	Confirmed	Elysia Glover	250-216-2605
CML - Program Coordination	\$ 950.00	Confirmed	Elysia Glover	250-216-2605
D. Total In-Kind Contributions	\$ 7,750.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 18,490.00	Should equal Total Program Expenditures on page 5		

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 number of sessions to fit the available budget.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

\$7000 would allow us to offer a baseline version of this program.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 2, 2021 To: June 30, 2022

Project or program location: Online, targeted to entrepreneurs in the CRD.

Project or program timeline and major milestones.

Date	Milestone
July 2, 2021 - August 2021	Create marketing, set up registration, line up fall speakers.
Sep 1 '21 - June 30 '22	9 tune up workshops, 12 peer coaching sessions, ongoing mentoring & coaching
Sep 1 '21 - June 30 '22	Exit evaluations after each session
June 24 - June 30 '22	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?

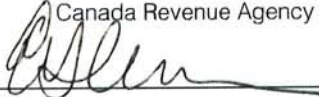
- ☒ Website
- ☐ Newspaper Advertisement
- ☒ Social Media
- ☒ Newsletter

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☒ Other: Media release, poster, slide decks

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

Elysia Glover
Name

Board Chair
Position

January 29, 2021
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 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.communitymicrolending.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Community Connect: continuing training & support for local entrepreneurs

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)

Access to mentorship and coaching was delivered according to the timeline. The schedule for workshop delivery was changed to accommodate changes in staffing. The program has been restructured for virtual delivery and has been rescaled according to the amount of funding secured. The program will officially launch Feb 15th, and repeat on the 1st and 3rd Mondays February through June. Each session will offer virtual peer coaching circles to support connections between entrepreneurs. In total the program will deliver 9 speaker focused workshops and 9 peer coaching sessions and offer access to coaching and mentorship throughout the program duration.

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

Yes, by providing access to opportunities to connect, learn and build capacity to fully participate in the local economy, this program increases 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 th

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 increase capacity to develop business	Self-report on exit evaluations	Yes
Increase in self-confidence and networking skills	Self-report on exit evaluation, attendance of sessions	Yes
Participants develop peer-support network	Self-report on exit evaluation, attendance of sessions	Yes
Familiarity with City of Victoria business hub	attendance of sessions, exit evaluations	Yes
Develop business-specific financial literacy skills	Participation in sessions, self-report on evaluation	Yes
Increase sense of belonging and participation in civic life	Exit evaluation, record of community social enterprises developed	Yes
Increase awareness of business support and financing	Attendance at sessions, referrals, exit evaluations	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Past participants from our cohorts and new participants needing to develop their business skills

What positive impacts were felt by your target audience? Increased sense of belonging in the business community, access to support.

How many have benefitted from the project or program? 192+ communities

What percentage of Greater Victoria Residents benefitted from this project or program? 40.00%

How many volunteers have worked on this project or program? 20.00 What total hours did they work? 120.00



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		
Program coordinator	6000	10/hrs/week 24weeks x \$25/ hrs
Session facilitator	1800	5 hrs/session x 9 sessions x \$40/hr (prep + deliver)
Zoom virtual platform	100	premium zoom subscription x 5 months
Materials	100	retained for accessibility accommodations
Promo	500	Social media ads, poster printing
Speaker fees/honoraria	1250	9 sessions x \$100, \$300 for Elders, \$50 local cards
Coach & mentor coordination	3600	12 hrs/month x 12 months x \$25/hr
A. Total Project or Program Expenses	\$ 13,350.00	
Administration		
Office rent, insurance	3000	
B. Total Administrative Expenses	\$ 3,000.00	
Total Expenses (A+B)	\$ 16,350.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	9978	Confirmed		
A. Total Government Funding	\$ 9,978.00			
Corporate Sponsorships				
Session sponsors	500	Pending		
Vancity Branch grants	1000	Pending		
B. Total Corporate Sponsorships	\$ 1,500.00			



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Strategic Plan Grant Final Report

Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
CML coordinator/facilitator time	1700	Confirmed	Elysia Glover	250-216-2605
CML - promo	300	Confirmed	Elysia Glover	2502162605
D. Total In-Kind Contributions	\$ 2,000.00			
Waived Fees and Charges				
CML coaching & mentoring coordination	2872	Confirmed	Elysia Glover	250-216-2605
E. Total Waived Fees and Charges	\$ 2,872.00			
Total Funding Sources (A+B+C+D+E)	\$ 16,350.00			

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: February 2021

- ☒ Website
- ☐ Newspaper Advertisement

- ☒ Social Media
- ☒ Newsletter
- ☐ Sponsor Plaque
- ☒ Annual Report
- ☒ Other Media release, poster

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

Elysia Glover

January 28, 2021

Name

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Conservatory of Music

Mailing Address: 900 Johnson Street, Victoria, BC V8V 3N4

Contact Person: Jane Butler McGregor

Email: butlermcgregor@vcm.bc.ca

Telephone: 250-386-5311

Website: www.vcm.bc.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____

Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act?

☒ Yes ☐ No

Society Registration Number: S6880

Are you a registered Charity?

☒ Yes ☐ No

Charity Registration Number: 10817 2255 RR0001

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

Organization mission/mandate (500 characters max – **do not add extra pages**)

Founded in 1964, the Victoria Conservatory of Music (VCM) is a regional community music school and one of the largest federally registered charitable organizations in Victoria. We are a center for teaching excellence and the enjoyment of music through education, performance and music therapy. We make music affordable as possible, and accessible to everyone in our community. We deliver our mandate through live performances in all genres of music and through six outstanding areas of programming.

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

The VCM has been delivering music for over 50 years to students of all ages and abilities in Greater Victoria. Our students and faculty radiate into the community with both classical and contemporary music; we nurture and support our students for career and performance opportunities; we deliver critical Music Therapy to over 1,800 people with special needs every week; and we provide outreach programs to children and families who may be geographically or financially restricted or marginalized.

How many paid staff at organization? Full Time: 35.00 Part Time: 125.00

How many volunteer staff at organization? 200.00 Total volunteer hours: 2,200.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

The VCM has a robust COVID-19 Safety plan in place following all government protocols, plus a detailed Operational & Health & Safety Plan. Teaching continues at the VCM with in-person sessions in music studios, out of doors teaching when possible, and on-line teaching at a distance. We have implemented new technologies for teaching remotely and working closely with our partners in the community; new regimes for sanitizing our instruments and keeping the air purified; and have invested in resources in more advanced live-streaming and broadcast production to enhance our teaching and outreach to the community.

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.



Strategic Plan Grant Application Form

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	\$ 6,175.00	Early Childhood Music Education Outreach Program
Tuition Revenue	\$ 3,052,936.00	Operating - Teacher & Admin payroll, maintenance, utilities
Other Revenue	\$ 632,262.00	Operating - Teacher & Admin payroll, maintenance, utilities
Events Revenue (Rentals, Concerts)	\$ 174,077.00	Operating - Teacher & Admin payroll, maintenance, utilities
Fundraising Revenue	\$ 1,942,459.00	Operating - Teacher & Admin payroll, maintenance, utilities
Organization's Annual Budget	\$ 5,807,909.00	

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 organisations	Classes scheduled to serve in centres with limited resources
Provide custom-delivered music classes to marginalised children	Children with 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. Project Builds Community Resilience (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' (ECMEO) program provides access to music education free of charge for young children (infants to 5yrs) and their parent(s) through childcare centers and preschools. The initiative focuses on centers that serve marginalized communities including First Nations; refugees, teenage mothers and military families. Many of the families that access these community centers, such as the Cridge Centre for the Family, do not have the means to afford music programs for their children. Early education in music has demonstrated benefits that transcend the musical domain. No child should be denied access to these benefits based on financial need. The ECMEO program for young children is foundational for future cognitive and emotional health. The children are provided with opportunities to explore music in different ways, learn various musical and non-musical skills for their specific age group and their individual needs, as well as building positive social interactions. ECMEO is a vital program for marginalized individuals who cannot afford music education.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 VCM 'Getting Started - Early Childhood Education Outreach' program directly addresses the Strategic Plan Objective: Health, Well-Being and a Welcoming City. We provide access to early childhood music classes to marginalized children attending preschools and early childhood centers. Music facilitates learning, instills respect and pride, increases self esteem, and also promotes positive social interactions from an early age; providing children with a foundation for future cognitive and emotional health. Our work with refugee and First Nation children demonstrates that music provides an essential forum for children of different cultures and backgrounds 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 First Nation children which has been documented in BC reports and other articles.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Many marginalized communities have diverse populations with defined social and cultural differences, and a lack of resources to engage them beyond the basic offering. The effectiveness of Music Therapy is well proven and documented, and addresses individual needs in a way that engages groups in practices that opens up pathways to learning and expression. Without reaching out to these communities we would be remiss in providing a service that is critically needed within all of society - building a program that offers music education to those who may never have the exposure to music. We have the expertise needed, and given the resources required to provide more services in marginalized communities, it is our mission to deliver everything we can.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

"the aim of equity is to ensure that everyone has access to equal benefits and outcomes", as stated by the Accessibility Framework 2022, is in alignment with the mission of the VCM, 'to provide everyone in our community with access to music that is affordable as possible and accessible to everyone'.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

By serving marginalized communities we provide interaction with individuals with a range of diverse needs. In turn, the program is leveraged to improve the well being, learning, enjoyment and development of those communities on a social scale which is developed and built upon for the future.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 150.00

How many of those people live within the boundaries of the City of Victoria? 60.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 40.00

How many will benefit from the project or program? 150.00 Please explain below.

(1250 characters max – do not add extra pages)

Due to Covid we are strictly following protocols to deliver these programs and this may affect the numbers that we reach in our communities. However, we are working with both in-person and online learning and we anticipate reaching the projected numbers. There is a huge need and willingness from the community to take part in music therapy programs, (which also helps with isolation and maintaining routine), and we have the additional technical support in place to provide a variety of communication methods to deliver bespoke learning.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 9,500.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Program Delivery	\$ 11,725.00	Music Instructors: 175 hours @ \$67/hr
Mileage	\$ 400.00	Instructor Travel to Centers
Musical Instruments, Props	\$ 375.00	Replacement of children's musical instruments & education materials
Evaluations	\$ 1,000.00	Music instructors: 15 hours @ \$67/hr
A. Total Project or Program Expenses	\$ 13,500.00	
Administration		
Program Director	\$ 2,500.00	Allocation of Director's salary - operating
B. Total Administrative Expenses	\$ 2,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 16,000.00	Should equal Total Program Funding Sources on page 6
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
Government Funding - Include pending requests				
City of Victoria	\$ 9,500.00	Pending		
A. Total Government Funding	\$ 9,500.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
Charlton L Smith Foundation	\$ 4,000.00	Pending	Bruce McFarlane	250-952-7779
Victoria Conservatory of Music - Donations	\$ 2,500.00	Confirmed	Chris Kask	250-386-5311
C. Total Matching Funds	\$ 6,500.00			
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)	\$ 16,000.00	Should equal Total Program Expenditures on page 5		

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 program is too important to not go ahead. We would look for an increased level of funds from donations to ensure the program is successful. If for any reason we did not secure all the funds needed, the program could still go ahead with reduced teaching hours.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

We applied for \$9,500 in 2020 and received \$6,175.00. We would hope for the same level of commitment from the City for this year. During Covid our fundraising income has fallen significantly directly impacting our Operations. If needed we would ask for further donations to support this program.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: September 2021 To: December 2021

Project or program location: Community centers serving marginalized communities in Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
Aug 2021	Connecting with community organizations and formalizing partnerships and models for class delivery
Sept 2021	Ensure age and culturally appropriate music activities meet organization and families needs
Sept 2021 - Dec 2021	Delivery of music classes and assessment of progress
Dec 2021	Delivery of classes and making any necessary adjustments
Jan to Feb 2022	Delivery and on going assessment and feedback from the centres
March to May 2022	Delivery & Assessment
June 2022	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: _____

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

Jane Butler McGregor

Name

CEO

Position

January 21, 2021

Date



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

Strategic Plan Grant Final Report

How to Apply:

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

☐ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Conservatory of Music

Mailing Address: 900 Johnson Street

Contact Person: Jane Butler McGregor

Email: butlermcgregor@vcm.bc.ca

Telephone: 250-385-5311

Website: www.vcm.bc.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Getting Started - Early Childhood Music Education Outreach (Interim Report)

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)

Due to COVID-19 the Victoria Conservatory of Music closed its doors on March 18th. We moved quickly to on-line teaching to deliver our programs to as many clients as possible for those who had access to the technology. Most of our community programs were not able to continue as they were closed to visitors. We remained closed to the public until July 6th, 2020. Therefore, we have been going back to the community to set up the programs again, following government protocols, with reduced classroom numbers. The community programs restarted on September 30th 2020 and we will be ready to submit a Final Report by June 30th, 2021.

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

Our program aligns with the Strategic Plan Objective: Health, Well-Being and Welcoming City. We provide access to early childhood music classes to marginalized children in preschools and early childhood centers. Our evidence-based program demonstrates that music education facilitates learning, instills respect and pride, increases self-esteem, and promotes positive social interactions while providing children with a foundation for future cognitive and emotional health.

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 access to music education in marginalized communities.	Classes and centres selected with limited resources.	Yes
Provide custom-delivered music classes.	We consider the differing backgrounds and ethnicities to engage appropriately.	Yes
Provide parents with tools to assist their children.	We involve parent participation with their children.	Yes
Provide children with positive experiences.	We receive feedback from the community centre staff and reports of class behaviour.	Yes
Stimulate children's interest in music.	Up to 90% of the children attend on a regular basis.	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Children under the age of 5 in daycares and in preschools

What positive impacts were felt by your target audience? _____

How many have benefitted from the project or program? up to 150

What percentage of Greater Victoria Residents benefitted from this project or program? 0.00%

How many volunteers have worked on this project or program? 0.00 What total hours did they work? 0.00



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		
Program Delivery	\$11725	Music instructors: 175 hours@\$67/hr
Mileage	400	Instructor travel to Centres
Music instruments and props	375	Replacement of children's musical instruments & educational materials
Evaluations	1000	Music instructors: 15 hours@\$67/hr
A. Total Project or Program Expenses	\$ 13,500.00	
Administration		
Program Director	2500	Allocation of Director's Salary - Operating
B. Total Administrative Expenses	\$ 2,500.00	
Total Expenses (A+B)	\$ 16,000.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	6175	Confirmed		
A. Total Government Funding	\$ 6,175.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Strategic Plan Grant Final Report

Matching Funds				
Charlton L. Smith Foundation	4000	Confirmed		
Victoria Conservatory of Music - Donations	2500	Confirmed		
C. Total Matching Funds	\$ 6,500.00			
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)	\$ 12,675.00			

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

Jane Butler McGregor

Name

CEO

Position

January 21, 2021

Date



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

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Downtown Residents Association ("VDRA")

Mailing Address: 1715 Government Street Victoria V8W 1Z4

Contact Person: Dianne Flood Email: governance@victoriadra.ca

Telephone: 250-896-6705 Website: https://victoriadra.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-0048177

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**)

VDRA is the official community organization representing the interests of the residents of the Downtown-Harris Green Neighbourhood to City Council about civic activities within our neighbourhood. We engage with residents to build a healthy and resilient community and respond to the special needs and interests of living in Victoria's vibrant and rapidly changing downtown environment.

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

Since 2004, VDRA provides downtown residents a broad range of opportunities to meet, engage and participate collectively in promoting a healthy urban environment. We represent residents in a wide range of civic activities including significant, complex land use planning & development issues, Downtown Service Providers, 900 Pandora Black, Late Night Advisory Committee, various other organizations, host election forums & other activities, and instrumental in creating the Yates Street Garden.

How many paid staff at organization? Full Time: 0.00 Part Time: 0.00

How many volunteer staff at organization? 20.00 Total volunteer hours: 1,200.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

Our out-reach program can be conducted using email and electronic platforms to meet, plan, engage and survey the target population; to meet and engage with residents; and to assess, evaluate and report on progress.

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.



Strategic Plan Grant Application Form

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	\$ 8,464.00	Website development and maintenance, events, committee meetings and activities, liability insurance
membership fees	\$ 30.00	
interest	\$ 1.06	
insurance reimbursement	\$ 606.00	
Crisis intervention workshop grant	\$ 1,220.00	crisis intervention workshop for downtown residents
balance transfer of balance from DRA paypal account	\$ 1,343.41	
		Please note that the DRA activities were significantly curtailed due to COVID-19
Additional City funding is being considered by Council	\$ 47,000.00	pending only: to provide funding for a program coordinator
Organization's Annual Budget	\$ 58,664.47	

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 with residents and build resilience	residents of 4 multi-unit buildings participate in pilot program
identify community needs & challenges	survey completed by +10% of target population
create community resource directory	complete and distribute directory using variety of means
reduce isolation and social disconnection	host 4 events for residents to engage with each other
build partnerships with downtown orgs	establish partnerships with at least 3 organizations
secure alternative funding sources for go-forward plan	submit 4 grant applications, Grant Connect membership

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Community Engagement and Outreach Project (CEOP)

Project or program title: _____

Who is your target audience? Downtown- Harris Green residents

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

In this one-year pilot project the VDRA will engage with both new and long-term residents to reduce the social isolation associated with living in a high-density environment by identifying residents' needs and priorities for a stronger and more resilient community. The project will deliver a specific capacity-building strategy, targeting residents of 4 to-be-selected multi-unit buildings (proposed 2 rental/2 condo, 2 new/2 older) and conduct an assessment survey with a view to building stronger community participation and enhancing residents' and the neighbourhood's health, safety and well-being. This project is especially critical, as much of the city's population growth and residential development is occurring within our neighbourhood, which is significantly under-served in terms of physical community assets and resources (no community clubs, seniors centre, parks or public schools) so that many residents' ability to identify and access existing resources, and gaps within those resources, is limited. Funding for a project co-ordinator and to obtain expertise in survey development will fill a significant gap in VDRA resources, which relies 100% on volunteers who do not have the time and expertise to undertake this project.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input checked="" type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 supports the Strong, Liveable Neighbourhoods objective by targeted community outreach, engagement and consultation for neighbourhood-building, by increasing opportunities for collective action and a greater sense of community, and by enhancing social capital and building resiliency. Through the project activities and the resulting creation of new social networks, more residents will develop a sense of connection to each other and their place in Downtown-Harris Green, leading to increased pro-social behaviour, including kindness, collaboration and pride in their neighbourhood. Enhanced connection can also create a "heart of the neighbourhood" - providing a safe, welcoming place for the community to gather, meet VDRA volunteers, discuss neighbourhood health and uniqueness, access resources and supports, and participate in activities. This is especially important downtown with its rapidly growing, diverse population primarily housed in high-density buildings and with few established community meeting spaces. City council has recognized the VDRA as representing residents' interests and has committed to "explore partnerships to create a meeting space and home base for the DRA".

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The vast majority of our residents live in high density, multi-unit apartment-style buildings. At the younger or older ends of the adult demographic spectrum, many live alone, often for the first time, which can be especially trying during this pandemic. With a wide range of economic circumstances, from newly employed to retired pensioners, some are without steady or any source of income. Many are new to the City and isolated from family and friends. Despite continuing to absorb significant new population growth, our neighbourhood suffers from a lack of the infrastructure needed to reach out to these often socially isolated residents. Without the schools, playgrounds and front porches that are typical first meeting places, and lacking staff resources, the VDRA is challenged to play the necessary and vital role to support the health and resiliency of our residents and to build a strong community. We need to identify and develop strategies to deliver the programs and services necessary to help individuals, families and groups to meet their social needs, participate in civic life, and enhance community well-being.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The program will provide an opportunity for all Downtown-Harris Green residents to have a strong voice in what happens in their community. Through equitable engagement processes that are safe, inclusive, and culturally appropriate, this project will identify and look to remove existing barriers that affect peoples' ability to participate in social, cultural, political, and economic life, in particular Indigenous peoples, newcomers, persons living in poverty, older adults, LGBTQ+, and people with diverse abilities. Barriers may include language, access to technology, lack of time, childcare, and accessibility. The needs assessment survey and other engagement activities will be conducted using a variety of methods to consider which populations may be excluded from participation, contributing factors to exclusion, and strategies to ensure inclusion for as many diverse population groups as possible.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The program will develop creative solutions to address those critical inequities faced by the Downtown-Harris Green neighbourhood as identified by its residents, and will support and expand on the VDRA's ability to reduce those inequities, including physical, psychological, social, cultural, environment, and economic. Community engagement and capacity building activities that will occur as part of this project will identify and develop assets within the neighbourhood including organizational (development of the VDRA volunteer base), social capital (creation of new relationships and networks), human capital (building skills and knowledge), and community leadership (promoting under-represented groups) which will improve resiliency of the community to respond to challenges more effectively. All program activities will consider and strive to reduce the systemic barriers faced by community groups most impacted by inequities as described above to ensure accessible participation for all residents.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 10,000.00

How many of those people live within the boundaries of the City of Victoria? 10,000.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 0.00

How many will benefit from the project or program? 10,000.00 Please explain below.

(1250 characters max – do not add extra pages)

The Downtown-Harris Green neighbourhood is a very rapidly-growing area, with an estimated current population of approximately 10,000, which, with the number of current and proposed large new residential developments, will continue to grow and attract significant numbers of newcomers. This project will target about 250 to 400 residents, and the results will benefit all of the current and expected new residents of our neighbourhood.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 27,050.00

Must equal Total Funding Sources from City of Victoria on page 6

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		
part-time project co-ordinator	\$ 18,000.00	\$30/hrs x 15hrs/wk x 40 wks
needs assessment survey- develop, analyze and report	\$ 4,000.00	20hr@\$100 + 40 hr@\$50 (BC Healthy Communities)
Evaluation- success of pilot and go-forward plan	\$ 2,300.00	12hr@\$50 + 17@\$100 (BC Healthy Communities)
Graphic design and printing and distribution of survey materials	\$ 2,500.00	estimated
Advertising of program	\$ 500.00	posters, mail-outs, etc.
A. Total Project or Program Expenses	\$ 27,300.00	
Administration		
office equipment and supplies for project co-ordinator	\$ 3,000.00	computer, printer, cell phone, internet,
printing and photocopying	\$ 750.00	Laptop computer: \$800 Printer: \$200 Cell Phone: \$600 Cell Phone for 12 months: \$1,200 Miscellaneous: \$200
B. Total Administrative Expenses	\$ 3,750.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 31,050.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	12.08%	
Total percentage of administrative costs		



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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	\$ 27,050.00	Pending <input checked="" type="checkbox"/>		
A. Total Government Funding	\$ 27,050.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
VDRA	\$ 4,000.00	Confirmed <input checked="" type="checkbox"/>	Dianne Flood	250-896-6705
C. Total Matching Funds	\$ 4,000.00			
In-Kind Contributions				
D. Total In-Kind Contributions	\$ 0.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 31,050.00	Should equal Total Program Expenditures on page 5		

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 program will be scaled back to target a more limited number of buildings and residents, which may mean the targeted population will be less diverse so that the results may be less representative of the broader community. However, the results will nevertheless be representative of community needs and provide a starting point for the VDRA to build on, to meet residents' needs and build resilience.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

\$20,000, (\$16000 grant, \$4000 VDRA) being approximately 50% of staff funding and the full costs of evaluation and forward planning. Reducing staffing below a 50% level would mean the program would be an ineffective means of identifying and assessing the full range of diverse residents' needs and service gaps. We may be able to reduce survey and evaluation costs if we are able to partner with the non-profit organization "Building Resilient Neighbourhoods" which has some expertise in that area.

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 2021 To: May 2022

Project or program location: Downtown-Harris Green Neighbourhood

Project or program timeline and major milestones.

Date	Milestone
May - June 2021	grant funding secured, recruit, interview and hire program co-ordinator
July - August 2021	establish workplan, identify target buildings and residents and potential partners
August - September 2021	confirm target buildings and residents, develop survey, meet with target residents
October - November 2021	conduct survey and assess results, identify and explore funding to support delivering on identified needs
December 2021 - January 2022	develop resource guide specific to downtown needs, hold two capacity building community events
February - March 2022	provide at least four opportunities for residents to meet and collaborate on resiliency building
March - April 2022	evaluate and report on the pilot and on the go forward plan

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 8+ Total volunteer hours required: 400

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

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

- ☐ Sponsor Plaque
- ☒ Annual Report
- ☐ Other: _____

SECTION 11. DECLARATION

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

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

Signature

Dianne Flood

Name

Board member

Position

January 28, 2021

Date



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1 Centennial Square
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E grants@victoria.ca

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: www.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**)

Vision: Everyone in Greater Victoria has opportunities to acquire the literacy skills to function in today's society.

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

Formed in 2017, by the amalgamation of two pre-existing societies (READ and Literacy Victoria Societies). VLC has continued the decades long tradition of working to improve reading, writing, math, language and computer skills, adapting to community members' respective learning needs.

How many paid staff at organization? Full Time: 1 Part Time: 2

How many volunteer staff at organization? 40 Total volunteer hours: 4,160

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

All of our present programming is online. We do not have any face-to-face interaction between learners and tutors. Staff are also working remotely.

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.



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Strategic Plan Grant Application Form

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	7,000	Adult Literacy
Ministry of Advanced Education	29,200	Adult Literacy
Times Colonist (pending)	20,000	Child, Youth and Adult Literacy Programming
Victoria Foundation Recovery Grant	15,000	Child, Youth and Adult Literacy Programming
New Horizons (pending)	25,000	Seniors Literacy, including computer literacy
PECSF Charity of Choice (confidential)	20,000	Child, Youth and Adult Literacy Programming
Individual and Corporate donations	25,000	Child, Youth and Adult Literacy Programming
Other income	18,130	Child, Youth and Adult Literacy Programming
Organization's Annual Budget	159,330	

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 adults	40 learners to have completed one year of literacy support
Increase number and level of basic English	24 learners to have completed one year
Development of financial literacy program	One financial literacy course to accommodate 3 learning levels
Increase financial literacy level of adult learners	40 learners to have completed the course
Increase number and level of basic computer	40 learners to have completed the course
Intergenerational Pen Pal Club- social interaction	60 seniors exchange letters with 60 children/youth

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Adult Literacy Support

Project or program title:

Adults in need of varying degrees and types of literacy support

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)

Traditional literacy, English language and financial literacy remain important programs as these skills are still lacking in parts of the adult population, but with COVID we have observed the need for computer literacy to better access resources, services and social networks as well as connecting socially through letter writing. As of February 2021, VLC will have launched Adult Basic Online Computer sessions where connecting is the main goal as well as accessing reliable online resources, and the Intergenerational PenPal Club where seniors and youth will exchange letters to overcome the intergenerational divide, revitalize a dying art as well as connect isolated seniors.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 life quality 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, and the community benefits through a more integrated society.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

VLC adult learners are either self-referred (50%) or referred to us by partner agencies that support vulnerable individuals. It is through our community partnerships, government connections and conversations and assessments of individual learners that we are alerted to learning trends and individual learning needs. We then recruit suitable and capable volunteers, as well as attaining the necessary learning materials, to support the individual learners.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

Through Council's support, VLC is helping to raise the bar of vulnerable individuals by providing them with life skills, so that these community members can be on a more equal footing with the rest of local society.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

Through collaboration with other service agencies, VLC is a piece in an intricate puzzle to provide holistic support to vulnerable individuals. Working together through this collective action, builds capacity and strengthens networks that may together find other ways to further support and perhaps even prevent certain unfortunate life situations.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 140

How many of those people live within the boundaries of the City of Victoria? 98%

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 2%

How many will benefit from the project or program? 144 Please explain below.

(1250 characters max – do not add extra pages)

This is a low estimate, as it is hard to evaluate with covid. This is an estimate for online learning only. If we are able to support in person, then that number will double at least. We have lost some learners and tutors due to our online approach, which we expect to regain once the pandemic is over.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 7,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Office and educational space rental	13,200.00	still need an office even if not used at the
Training, learning materials, subscriptions	2,000.00	zoom, online learning subscriptions
Coordination	40,000.00	
Volunteer recruitment	500.00	
Advertisement/marketing	1,000.00	
Program Development	5,000.00	
Stationery, printing and stamps	2,000.00	
A. Total Project or Program Expenses	63,700.00	
Administration		
Bank fees and insurance	800.00	
Licenses, dues and memberships	310.00	
Payroll, EI and CPP fees	3,000.00	
B. Total Administrative Expenses	4,110.00	
TOTAL PROGRAM EXPENDITURES (A+B)	67,810.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	6.06%	
Total percentage of administrative costs		



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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	7,000.00	Pending <input checked="" type="checkbox"/>		
Ministry of Advanced Education	29,200.00	Confirmed <input checked="" type="checkbox"/>		
PECSF	6,610.00	Confirmed <input checked="" type="checkbox"/>		
New Horizons	25,000.00	Pending <input checked="" type="checkbox"/>		
A. Total Government Funding	67,810.00			
Corporate Sponsorships				
		<input checked="" type="checkbox"/>		
B. Total Corporate Sponsorships				
Matching Funds				
C. Total Matching Funds	\$ 0.00			
In-Kind Contributions				
Financial Literacy materials				
Decoda Library				
GVPL space (post-COVID)				
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)	67,810.00	Should equal Total Program Expenditures on page 5		

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 more money received, the more community members that can be supported.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The budgeted amount is the minimum amount. With more funds, more people may be supported.

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 2021 To: June 2022

Project or program location: Online during pandemic. At our office and online once pandemic is over.

Project or program timeline and major milestones.

Date	Milestone
July 2021	Develop financial literacy program for fall 2021
August 2021	60 seniors writing letters to youth
September 2021	60 youth receive letters from seniors and reply in return
September 2021	Resume traditional adult literacy and English language programming
October 2021	Commence Financial literacy
January 2022	Cycle repeats for next semester
June 2022	Summer break

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 72 Total volunteer hours required: 5,616

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

Christine Bossi

Signature

Christine Bossi

Name

Executive Director

Position

January 21st, 2021

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
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: 306-620 View Street, Vict
Contact Person: Christine Bossi Email: ed@victorialiteracyconnec
Telephone: 250-858-3458 Website: www.victorialiteracyconne

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Adult Literacy

Is the project or program completed?

- ☒ Yes If yes, what is the completion date?: O n g o i n g p r o g r a m
☐ 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)

With Covid we transferred most of our programming online, so we were able to continue with our mission. We did lose some of our most vulnerable learners and some of tutors with this transition. We aim to regain them once the pandemic is over. We did gain new learners and tutors with online work.

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 literacy level of adult	We continued with this program online, but lost some of our learners	Yes <input checked="" type="radio"/>
Increase number and level of English Language learners	We continued with this program online	Yes <input checked="" type="radio"/>
Development of Financial Literacy Program	With Covid, we prioritized getting our programs online	No <input checked="" type="radio"/>
Increase finance literacy level of adult learners	We developed basic computer literacy instead	No <input checked="" type="radio"/>
	Financial literacy programming will start fall 2021	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Adults with literacy issues
What positive impacts were felt by your target audience? Improvement of literacy level and self-esteem, life-skills
How many have benefitted from the project or program? 70
What percentage of Greater Victoria Residents benefitted from this project or program? 98%
How many volunteers have worked on this project or program? 45 What total hours did they work? 2,100



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		
Office and educational space rental	13,200.00	
Training and learning materials	901.00	
Coordination	37,500.00	
Volunteer recruitment	500.00	
Travel and meals	0	
Volunteer appreciation	0	
Advertisement	350.00	
A. Total Project or Program Expenses	52,451.00	
Administration		
Financial program development	0	
Bank fees and insurance	2,670.00	
IT&database	300.00	
Licenses, dues and memberships	1,391.00	online subscriptions and zoom for staff and facilitators
Payroll, EI & CPP fees	2,250.00	
B. Total Administrative Expenses	6,611.00	
Total Expenses (A+B)	59,062.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	3,900.00	Confirmed <input checked="" type="checkbox"/>		
Ministry of Advanced Education	33,700.00	Confirmed <input checked="" type="checkbox"/>		
PECSF	2,600.00	Confirmed <input checked="" type="checkbox"/>		
A. Total Government Funding	40,200.00			
Corporate Sponsorships				
Times Colonist	10,000.00	Confirmed <input checked="" type="checkbox"/>		
Private donations	8,862.00	Confirmed <input checked="" type="checkbox"/>		
B. Total Corporate Sponsorships	18,862.00			



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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)	59,062.00			

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.

Christine Bossi

Signature

Christine Bossi

Name

Executive Director

Position

January 28th, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Native Friendship Centre

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: The Gorge and Fernwood areas- Good Neighbours' Program

Mailing Address: 120 Gorge Road

Telephone: 250-818-8619 Email: marleah.s@vnfc.ca

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 is to encourage and promote the well-being of urban Indigenous people by strengthening individuals, families and community. The goals are:

1) meet the needs of people of First Nations origin who are making the transition to the urban community

2) provide central and suitable facilities where counseling, information, guidance and referral services will be provided, and where educational, cultural and recreational activities will be held.

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

The Centre is over 50 years old operating out of a de-commissioned school at 231 Regina Ave. We offer 53 programs/services including a full daycare, early childhood development support, family services, health services, youth drop-in, Elders cultural programming, an Indigenous library (the only one of its kind in Canada), career training, employment skills, education and career skills upgrading, homeless shelter, and a full community kitchen. We own 47-units of low-income housing in Victoria.

How many paid staff at organization? Full Time: 92.00 Part Time: 43.00

How many volunteer staff at organization? 23.00 Total volunteer hours: 9,304.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

All training is occurring on-line. Our front door navigator at 231 Regina determines who you will see and in what capacity. All staff indoors wear masks and provide service behind plexiglass screens eg food hamper manager with appropriate distancing for one-on-one meetings. All volunteers are screened and masked and informed of pandemic protocols. Pods are available for private meetings. At Siem Lelum, 120 Gorge Road, the community room has staff who wear masks inside or meet clients outdoors with proper social distancing. All necessary precautions with regard to hand sanitizing, social distancing etc are maintained at all times both indoors and out. The VNFC is working with UVic on research that monitors the community effects of COVID.

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.



Strategic Plan Grant Application Form

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	\$ 8,300.00	Bruce Parisian Library
Canadian Heritage/Service Canada- federal	\$ 484,763.77	Career training and employment skills training programs
BC- Ministry of Children and Family Development	\$ 6,123,301.63	family and child services, health services, youth mental health and addictions services, family violence services, FASD services,
Foundations eg United Way, Victoria Fd, Vancouver Fd, etc	\$ 850,000.00	projects eg Victoria Urban Reconciliation Dialogue, youth projects, food sustainability, food hampers, etc
Donations	\$ 163,721.99	ongoing support for food hampers, free community meals, language classes, housing support etc
VanCity Savings	\$ 50,000.00	Fundraising
BC Gaming	\$ 150,000.00	Community kitchen, food program, youth team, youth drop-in, youth journey
Organization's Annual Budget	\$ 7,830,087.39	

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) To follow the action plans of the Truth and Reconciliation Commission	Community Engagement between Indigenous and non-Indigenous neighbours
2) Deliver 2 x community engagement activities	2 x engagement sessions delivered in 2 locations
3) Remove barriers for all	Intersectionality and gender inclusiveness measured at each session
4) Involve families of all ages	Families of all ages at each session
5) Improve knowledge and access to all services	Ensure all Siem Lelum and Fernwood clients and neighbours are knowledgeable about VNFC programs and services

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: VNFC Good Neighbours' Program

Who is your target audience? Neighbours and residents of the 120 Gorge Road property and 1231 Fernwood Road

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

Siem Lelum or "respected house" at 120 Gorge Road is a culturally-based affordable housing village with 41 units of low income housing for the hard-to-house eg Indigenous students, Elders, single parents, siblings co-parenting, and individuals. (<https://vimeo.com/485871798/e6948eedca>.) The site at 1231 Fernwood provides 7 units for single parent families escaping abuse with children who are in school. This VNFC Good Neighbours' Program is needed because of an increase in a) crime during COVID 19 eg a stabbing across the street, and break-ins b) stress and anxiety over COVID 19, c) a recent turn over in tenants and d) concern for tenants' and neighbours' safety and e) to ensure that all urban Indigenous and non-Indigenous people are aware of the programs and services offered by the Victoria Native Friendship Centre. We thought as the community opens up to engagement eg in September, 2021 we would host two community events to invite neighbours and celebrate the end of COVID 19 with family-style community events that include Indigenous food, Indigenous crafts and culturally-based entertainment. If social isolation is still ongoing we could still offer a socially-distanced event with take out food and some entertainment.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 Good Neighbours Program meets the City of Victoria's Strategic Plan objective of reconciliation and Indigenous relations by enhancing community engagement between non-Indigenous and Indigenous neighbours to decrease prejudice and enhance well-being and create a welcoming city in 2 Victoria neighbourhoods eg the Gorge and Fernwood. The community engagement includes 2 sessions both on-line and in-person to inform neighbours about Siem Lelum and 1231 Fernwood. The events will let community members understand there is affordable housing for Indigenous people including Elders, students, families and individuals, and that there are programs and services available free of charge at the Victoria Native Friendship Centre. Siem Lelum will offer a free food truck in early September and links to on-line training for clients in financial literacy, environmental stewardship, health, etc in order to build well-being and welcoming neighbourhoods for everyone. Another free food truck will be held at 1231 Fernwood Road in September with free ice cream from Cold Comfort eg spruce tip flavour, salal ice cream etc. This will enhance their understanding of their neighbours and where they live, building stronger, livable neighbourhoods.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Siem Lelum is about culturally-based, affordable housing. (See video above). All clients at Siem Lelum on the Gorge and 1231 Fernwood are under-served, of low income and would otherwise be homeless because of economic inequality. These guests/clients were considered when developing the Good Neighbour Program as Siem Lelum is their home. Siem Lelum residents cannot live on reserve, so this is where they want to complete their education, keep their Elders safe, raise their children, and be a family in community. The Good Neighbour Program will provide these under-served people with opportunities to meet their neighbours, connect on a human level with other social housing in the area and engage in activities that build community resilience, economic inclusion and prosperity for all. The purpose of the program is to engage community, expand knowledge of Indigenous cultures and create a feeling of community in 2 Victoria areas that have been having issues around inclusion, discrimination and crime. Elders will be on hand with cultural crafts for teaching children and adults.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The Program enhances Council's stated values on equity by offering a social justice lens for settlers and Indigenous peoples, and removing all barriers for all ages and incomes including students, Elders, single parents etc. The program is open to all genders and enhances intersectionality improving the quality of life by engaging across barriers between settler populations and Indigenous populations, between Elders and youth and between home owners and renters. By treating everyone equally at these events the program enhances feelings of connectedness and safety. For instance if you were new to the area and you went to an event and met your neighbour then you could reach out to them if you needed someone to keep an extra key for you or water your plants when you are away. Knowing your neighbours enhances feelings of inclusion and safety which improves the values of equity, security, and well-being while breaking down barriers between neighbours.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The Good Neighbour Program builds community capacity by expanding diverse, inclusive community participation, by strengthening individual knowledge and skills, by encouraging an understanding and shared vision ie good neighbourhood, by understanding the collective needs of the neighbours and tenants, by investing in the community eg free cultural workshops, food and entertainment, and by collaborating with all members of the community so they have a say in what happens where they live. This is a grassroots approach in the neighbourhood for the neighbours so the community feels empowered, heard and appreciated eg free food from a safe food truck and free ice cream and entertainment for families. Many families have been isolated all year and they are longing to get out and have fun in a safe way but most have no money and are stretched financially due to the pandemic. These events empower those low-income communities most impacted by the pandemic.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 17,000.00

How many of those people live within the boundaries of the City of Victoria? 5,000.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 12,000.00

How many will benefit from the project or program? 600.00 Please explain below.

(1250 characters max – do not add extra pages)

The 80 residents of Siem Lelum on the Gorge will benefit as well as the 7 family tenants at 1231 Fernwood and their neighbours will all be included. In total 100 Indigenous tenants or families and their community neighbours will be involved in 2 separate events. At these events on-line training will be introduced and made available for tenants and neighbours who are interested to explore what it means to be Indigenous in the 2021 context of reconciliation and Indigenous relations ie Indigenous Cultural Training. Families and neighbours will have access to a free cultural event in their neighbourhood with free food, entertainment and cultural crafts. We expect at least 300-400 people at each event but depending on the weather and the media interest we may see many more.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 20,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Food x 2 events x 600 people	\$ 15,000.00	Salmon barbecue + salad and ice cream \$25 x 600
Event organizer \$25/hr x 100 hrs	\$ 2,500.00	PT paid position
volunteers 20 x 2 events x \$15/hr x 8 hrs	\$ 4,800.00	in-kind from community volunteers
Volunteer gift x 40 x \$10	\$ 400.00	cultural protocol
Entertainment eg Art Napoleon + sound system	\$ 2,000.00	Art's fee \$1000 + sound system rental \$1,000
Craft supplies x 2 + tables x6	\$ 3,500.00	cedar, rattles, paddles, paint, beading etc + \$500/day per facilitator
Elders honoraria x 2	\$ 1,000.00	5 hours x \$50/hr x 2 people x 2 events = \$1000
Transportation of Elders, volunteers, tents x 2	\$ 800.00	mileage, vans for transport etc
Tents x 2	\$ 1,000.00	Maybe borrow them
A. Total Project or Program Expenses	\$ 31,000.00	
Administration		
Admin, finance, Extra janitorial, audit, reception, telephone, hydr	\$ 3,400.00	
B. Total Administrative Expenses	\$ 3,400.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 34,400.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	9.88%	



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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	\$ 20,000.00	Pending	Jennifer Lockhart	250-361-0396
A. Total Government Funding	\$ 20,000.00			
Corporate Sponsorships				
Donation	\$ 500.00	Confirmed	private	N/A
Cysco Foods	\$ 2,600.00	Pending	N/A	N/A
B. Total Corporate Sponsorships	\$ 3,100.00			
Matching Funds				
Victoria Foundation	\$ 5,000.00	Pending	Carole Hall	250-381-5536
C. Total Matching Funds	\$ 5,000.00			
In-Kind Contributions				
VNFC volunteers	\$ 4,800.00	Confirmed	Marleah Shau	250-818-8616
Cold Comfort Ice Cream	\$ 500.00	Confirmed	Autumn Maxw	778-432-2652
VNFC tents	\$ 1,000.00	Confirmed	Ron Rice	250-384-3211
D. Total In-Kind Contributions	\$ 6,300.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 34,400.00	Should equal Total Program Expenditures on page 5		

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 not offer the the community engagement, the entertainment or the food trucks at either location. We will have one small open house without food and offer on-line courses for anyone who asks for them later in the year.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

The minimum level of funding is \$20,000 in order for the two events to proceed. If we do not have basic funding we cannot hire someone to oversee the events. Food is part of Indigenous protocol and so without funding for food it is doubtful we would be able to host an event. The entertainment could be curtailed but it is hard to host an event without some sort of live music.

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, 2021 To: December 30, 2021

Project or program location: Siem Lelum- 120 Gorge Road and 1231 Fernwood Road

Project or program timeline and major milestones.

Date	Milestone
January 29, 2021	
July 10, 2021	Hire event organizer
August 2021	Plan and order food and entertainment
September, 2021	Host 2 events on 2 separate days for the neighbourhoods of Fernwood and the Gorge
October, 2021	on-line workshop on Indigenous cultural training
November, 2021	Evaluate community engagement and start planning event for next year
December 2021	Report back on community engagement

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 40-50 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

Signature

Ron Rice

Name

Executive Director

Position

January 29, 2021

Date



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

Strategic Plan Grant Final Report

How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Native Friendship Centre

Mailing Address: 231 Regina Ave

Contact Person: Ron Rice Email: Ron.R@vnfc.ca

Telephone: 250-384-3211 Website: www.vnfc.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Victoria Native Friendship Centre, Bruce Parisian Library

Is the project or program completed?

☒ Yes If yes, what is the completion date? December 31, 2020

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

While the project is complete and funds spent, due to the pandemic certain aspects of the project remain unfeasible. Our library closed mid-March 2020, so our Elders were no longer able to support our reading programs. We did not hire a library coordinator until the fall (as we were not sure prior to that how long the pandemic would last or if we could lend out books with health guidelines etc) in order to assist staff access to the library and the virtual programming.

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

Yes, the library aligns in all ways to Reconciliation and Indigenous Relations. It is a supported learning space dedicated to all things Indigenous and open to everyone. This project focused on updating our collection and increasing awareness of the library. Though closed to the public we used the time to review policies about our collection so to further streamline the focus to Indigenous created and related materials and to create purchase lists to refresh our contemporary works.

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
1) Expand the number of books purchased	100 books purchased for youth and children, as well as youthful displays.	Yes
2) Increase support for Elders reading to children	Occurred until we closed to the public mid-March 2020. Helped Elders start online book club.	Yes
3) Increase support for a part-time librarian	Hired Library Coordinator in Sept. p-t to assist with virtual programming and staff access.	Yes
4) Expand awareness of library in the city	Presented about library at 8 virtual gatherings to MIRR, students, faith groups, new Canadians.	Yes
5) Expand Public Programming	Participation on-line is high, particularly for Elders, 20-30 per session.	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Elders, students, families, faith-based groups, new Canadians, public sector, community members

What positive impacts were felt by your target audience? Exposure to new books, Indigenous authors, cultural connections, connections to Elders and language, etc

How many have benefitted from the project or program? 1000, slightly less than anticipate but still strong considering the pandemic

What percentage of Greater Victoria Residents benefitted from this project or program? 10.00%

How many volunteers have worked on this project or program? 20.00 What total hours did they work? 600.00



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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		
Rental for space, janitorial, phone, hydro etc	5000.00	In kind by VNFC
Books and Display Purchases	2331.45	100 books focused on youth and children, as well as child friendly displays, Munro's gave 20% discount
Library Coordinator	8567.20	14hrs x 16wks x \$30/hr + Benefits/MERCS@26%
Equipment and Licensing	2757.20	Two desktop workstations and Zoom license, necessary for transition to virtual programming
A. Total Project or Program Expenses	\$ 18,655.85	
Administration		
Admin, audit, accounting, reception, etc	2600	In kind by VNFC
B. Total Administrative Expenses	\$ 2,600.00	
Total Expenses (A+B)	\$ 0.00	\$21,255.85

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	8300	Confirmed		
District of Saanich	3000	Confirmed		
A. Total Government Funding	\$ 11,300.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Strategic Plan Grant Final Report

Matching Funds				
Times Colonist Literacy Grant	1900	Confirmed		
C. Total Matching Funds	\$ 1,900.00			
In-Kind Contributions				
VNFC - Admin, audit, accounting, reception, etc	2600	Confirmed		
VNFC - Space rental and janitorial	5000	Confirmed		
D. Total In-Kind Contributions	\$ 7,600.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 20,800.00			

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

Ron Rice

January 15, 2021

Name

Date



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1 Centennial Square
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E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Native Friendship Centre

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: The Gorge and Fernwood areas- Good Neighbours' Program

Mailing Address: 120 Gorge Road

Telephone: 250-818-8619

Email: marleah.s@vnfc.ca

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 is to encourage and promote the well-being of urban Indigenous people by strengthening individuals, families and community. The goals are:

1) meet the needs of people of First Nations origin who are making the transition to the urban community

2) provide central and suitable facilities where counseling, information, guidance and referral services will be provided, and where educational, cultural and recreational activities will be held.

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

The Centre is over 50 years old operating out of a de-commissioned school at 231 Regina Ave. We offer 53 programs/services including a full daycare, early childhood development support, family services, health services, youth drop-in, Elders cultural programming, an Indigenous library (the only one of its kind in Canada), career training, employment skills, education and career skills upgrading, homeless shelter, and a full community kitchen. We own 47-units of low-income housing in Victoria.

How many paid staff at organization? Full Time: 92.00 Part Time: 43.00

How many volunteer staff at organization? 23.00 Total volunteer hours: 9,304.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

All training is occurring on-line. Our front door navigator at 231 Regina determines who you will see and in what capacity. All staff indoors wear masks and provide service behind plexiglass screens eg food hamper manager with appropriate distancing for one-on-one meetings. All volunteers are screened and masked and informed of pandemic protocols. Pods are available for private meetings. At Siem Lelum, 120 Gorge Road, the community room has staff who wear masks inside or meet clients outdoors with proper social distancing. All necessary precautions with regard to hand sanitizing, social distancing etc are maintained at all times both indoors and out. The VNFC is working with UVic on research that monitors the community effects of COVID.

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.



Strategic Plan Grant Application Form

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	\$ 8,300.00	Bruce Parisian Library
Canadian Heritage/Service Canada- federal	\$ 484,763.77	Career training and employment skills training programs
BC- Ministry of Children and Family Development	\$ 6,123,301.63	family and child services, health services, youth mental health and addictions services, family violence services, FASD services,
Foundations eg United Way, Victoria Fd, Vancouver Fd, etc	\$ 850,000.00	projects eg Victoria Urban Reconciliation Dialogue, youth projects, food sustainability, food hampers, etc
Donations	\$ 163,721.99	ongoing support for food hampers, free community meals, language classes, housing support etc
VanCity Savings	\$ 50,000.00	Fundraising
BC Gaming	\$ 150,000.00	Community kitchen, food program, youth team, youth drop-in, youth journey
Organization's Annual Budget	\$ 7,830,087.39	

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) To follow the action plans of the Truth and Reconciliation Commission	Community Engagement between Indigenous and non-Indigenous neighbours
2) Deliver 2 x community engagement activities	2 x engagement sessions delivered in 2 locations
3) Remove barriers for all	Intersectionality and gender inclusiveness measured at each session
4) Involve families of all ages	Families of all ages at each session
5) Improve knowledge and access to all services	Ensure all Siem Lelum and Fernwood clients and neighbours are knowledgeable about VNFC programs and 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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: VNFC Good Neighbours' Program

Who is your target audience? Neighbours and residents of the 120 Gorge Road property and 1231 Fernwood Road

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

Siem Lelum or "respected house" at 120 Gorge Road is a culturally-based affordable housing village with 41 units of low income housing for the hard-to-house eg Indigenous students, Elders, single parents, siblings co-parenting, and individuals. (<https://vimeo.com/485871798/e6948eedca>.) The site at 1231 Fernwood provides 7 units for single parent families escaping abuse with children who are in school. This VNFC Good Neighbours' Program is needed because of an increase in a) crime during COVID 19 eg a stabbing across the street, and break-ins b) stress and anxiety over COVID 19, c) a recent turn over in tenants and d) concern for tenants' and neighbours' safety and e) to ensure that all urban Indigenous and non-Indigenous people are aware of the programs and services offered by the Victoria Native Friendship Centre. We thought as the community opens up to engagement eg in September, 2021 we would host two community events to invite neighbours and celebrate the end of COVID 19 with family-style community events that include Indigenous food, Indigenous crafts and culturally-based entertainment. If social isolation is still ongoing we could still offer a socially-distanced event with take out food and some entertainment.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 Good Neighbours Program meets the City of Victoria's Strategic Plan objective of reconciliation and Indigenous relations by enhancing community engagement between non-Indigenous and Indigenous neighbours to decrease prejudice and enhance well-being and create a welcoming city in 2 Victoria neighbourhoods eg the Gorge and Fernwood. The community engagement includes 2 sessions both on-line and in-person to inform neighbours about Siem Lelum and 1231 Fernwood. The events will let community members understand there is affordable housing for Indigenous people including Elders, students, families and individuals, and that there are programs and services available free of charge at the Victoria Native Friendship Centre. Siem Lelum will offer a free food truck in early September and links to on-line training for clients in financial literacy, environmental stewardship, health, etc in order to build well-being and welcoming neighbourhoods for everyone. Another free food truck will be held at 1231 Fernwood Road in September with free ice cream from Cold Comfort eg spruce tip flavour, salai ice cream etc. This will enhance their understanding of their neighbours and where they live, building stronger, livable neighbourhoods.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Siem Lelum is about culturally-based, affordable housing. (See video above). All clients at Siem Lelum on the Gorge and 1231 Fernwood are under-served, of low income and would otherwise be homeless because of economic inequality. These guests/clients were considered when developing the Good Neighbour Program as Siem Lelum is their home. Siem Lelum residents cannot live on reserve, so this is where they want to complete their education, keep their Elders safe, raise their children, and be a family in community. The Good Neighbour Program will provide these under-served people with opportunities to meet their neighbours, connect on a human level with other social housing in the area and engage in activities that build community resilience, economic inclusion and prosperity for all. The purpose of the program is to engage community, expand knowledge of Indigenous cultures and create a feeling of community in 2 Victoria areas that have been having issues around inclusion, discrimination and crime. Elders will be on hand with cultural crafts for teaching children and adults.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The Program enhances Council's stated values on equity by offering a social justice lens for settlers and Indigenous peoples, and removing all barriers for all ages and incomes including students, Elders, single parents etc. The program is open to all genders and enhances intersectionality improving the quality of life by engaging across barriers between settler populations and Indigenous populations, between Elders and youth and between home owners and renters. By treating everyone equally at these events the program enhances feelings of connectedness and safety. For instance if you were new to the area and you went to an event and met your neighbour then you could reach out to them if you needed someone to keep an extra key for you or water your plants when you are away. Knowing your neighbours enhances feelings of inclusion and safety which improves the values of equity, security, and well-being while breaking down barriers between neighbours.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The Good Neighbour Program builds community capacity by expanding diverse, inclusive community participation, by strengthening individual knowledge and skills, by encouraging an understanding and shared vision ie good neighbourhood, by understanding the collective needs of the neighbours and tenants, by investing in the community eg free cultural workshops, food and entertainment, and by collaborating with all members of the community so they have a say in what happens where they live. This is a grassroots approach in the neighbourhood for the neighbours so the community feels empowered, heard and appreciated eg free food from a safe food truck and free ice cream and entertainment for families. Many families have been isolated all year and they are longing to get out and have fun in a safe way but most have no money and are stretched financially due to the pandemic. These events empower those low-income communities most impacted by the pandemic.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 17,000.00

How many of those people live within the boundaries of the City of Victoria? 5,000.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 12,000.00

How many will benefit from the project or program? 600.00 Please explain below.

(1250 characters max – do not add extra pages)

The 80 residents of Siem Lelum on the Gorge will benefit as well as the 7 family tenants at 1231 Fernwood and their neighbours will all be included. In total 100 Indigenous tenants or families and their community neighbours will be involved in 2 separate events. At these events on-line training will be introduced and made available for tenants and neighbours who are interested to explore what it means to be Indigenous in the 2021 context of reconciliation and Indigenous relations ie Indigenous Cultural Training. Families and neighbours will have access to a free cultural event in their neighbourhood with free food, entertainment and cultural crafts. We expect at least 300-400 people at each event but depending on the weather and the media interest we may see many more.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$20,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Food x 2 events x 600 people	\$ 15,000.00	Salmon barbecue + salad and ice cream \$25 x 600
Event organizer \$25/hr x 100 hrs	\$ 2,500.00	PT paid position
volunteers 20 x 2 events x \$15/hr x 8 hrs	\$ 4,800.00	in-kind from community volunteers
Volunteer gift x 40 x \$10	\$ 400.00	cultural protocol
Entertainment eg Art Napoleon + sound system	\$ 2,000.00	Art's fee \$1000 + sound system rental \$1,000
Craft supplies x 2 + tables x6	\$ 3,500.00	cedar, rattles, paddles, paint, beading etc + \$500/day per facilitator
Elders honoraria x 2	\$ 1,000.00	5 hours x \$50/hr x 2 people x 2 events = \$1000
Transportation of Elders, volunteers, tents x 2	\$ 800.00	mileage, vans for transport etc
Tents x 2	\$ 1,000.00	Maybe borrow them
A. Total Project or Program Expenses	\$ 31,000.00	
Administration		
Admin, finance, Extra janitorial, audit, reception, telephone, hydr	\$ 3,400.00	
B. Total Administrative Expenses	\$ 3,400.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 34,400.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	9.88%	
Total percentage of administrative costs		



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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	\$ 20,000.00	Pending	Jennifer Lockhart	250-361-0396
A. Total Government Funding	\$ 20,000.00			
Corporate Sponsorships				
Donation	\$ 500.00	Confirmed	private	N/A
Cysco Foods	\$ 2,600.00	Pending	N/A	N/A
B. Total Corporate Sponsorships	\$ 3,100.00			
Matching Funds				
Victoria Foundation	\$ 5,000.00	Pending	Carole Hall	250-381-5536
C. Total Matching Funds	\$ 5,000.00			
In-Kind Contributions				
VNFC volunteers	\$ 4,800.00	Confirmed	Marleah Shau	250-818-8616
Cold Comfort Ice Cream	\$ 500.00	Confirmed	Autumn Maxw	778-432-2652
VNFC tents	\$ 1,000.00	Confirmed	Ron Rice	250-384-3211
D. Total In-Kind Contributions	\$ 6,300.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 34,400.00	Should equal Total Program Expenditures on page 5		

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 not offer the the community engagement, the entertainment or the food trucks at either location. We will have one small open house without food and offer on-line courses for anyone who asks for them later in the year.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The minimum level of funding is \$20,000 in order for the two events to proceed. If we do not have basic funding we cannot hire someone to oversee the events. Food is part of Indigenous protocol and so without funding for food it is doubtful we would be able to host an event. The entertainment could be curtailed but it is hard to host an event without some sort of live music.

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, 2021 To: December 30, 2021

Project or program location: Siem Lelum- 120 Gorge Road and 1231 Fernwood Road

Project or program timeline and major milestones.

Date	Milestone
January 29, 2021	
July 10, 2021	Hire event organizer
August 2021	Plan and order food and entertainment
September, 2021	Host 2 events on 2 separate days for the neighbourhoods of Fernwood and the Gorge
October, 2021	on-line workshop on Indigenous cultural training
November, 2021	Evaluate community engagement and start planning event for next year
December 2021	Report back on community engagement

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 40-50 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

Signature

Ron Rice

Name

Executive Director

Position

January 29, 2021

Date



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

Strategic Plan Grant Final Report

How to Apply:

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

☒ Documentation acknowledging the City of Victoria's funding support

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Native Friendship Centre

Mailing Address: 231 Regina Ave

Contact Person: Ron Rice Email: Ron.R@vnfc.ca

Telephone: 250-384-3211 Website: www.vnfc.ca

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: Victoria Native Friendship Centre, Bruce Parisian Library

Is the project or program completed?

☒ Yes If yes, what is the completion date? December 31, 2020

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

While the project is complete and funds spent, due to the pandemic certain aspects of the project remain unfeasible. Our library closed mid-March 2020, so our Elders were no longer able to support our reading programs. We did not hire a library coordinator until the fall (as we were not sure prior to that how long the pandemic would last or if we could lend out books with health guidelines etc) in order to assist staff access to the library and the virtual programming.

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

Yes, the library aligns in all ways to Reconciliation and Indigenous Relations. It is a supported learning space dedicated to all things Indigenous and open to everyone. This project focused on updating our collection and increasing awareness of the library. Though closed to the public we used the time to review policies about our collection so to further streamline the focus to Indigenous created and related materials and to create purchase lists to refresh our contemporary works.

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
1) Expand the number of books purchased	100 books purchased for youth and children, as well as youthful displays.	Yes
2) Increase support for Elders reading to children	Occurred until we closed to the public mid-March 2020. Helped Elders start online book club.	Yes
3) Increase support for a part-time librarian	Hired Library Coordinator in Sept. p-t to assist with virtual programming and staff access.	Yes
4) Expand awareness of library in the city	Presented about library at 8 virtual gatherings to MIRR, students, faith groups, new Canadians.	Yes
5) Expand Public Programming	Participation on-line is high, particularly for Elders, 20-30 per session.	Yes

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Elders, students, families, faith-based groups, new Canadians, public sector, community members

What positive impacts were felt by your target audience? Exposure to new books, Indigenous authors, cultural connections, connections to Elders and language, etc

How many have benefitted from the project or program? 1000, slightly less than anticipate but still strong considering the pandemic

What percentage of Greater Victoria Residents benefitted from this project or program? 10.00%

How many volunteers have worked on this project or program? 20.00 What total hours did they work? 600.00



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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		
Rental for space, janitorial, phone, hydro etc	5000.00	In kind by VNFC
Books and Display Purchases	2331.45	100 books focused on youth and children, as well as child friendly displays, Munro's gave 20% discount
Library Coordinator	8567.20	14hrs x 16wks x \$30/hr + Benefits/MERCS@26%
Equipment and Licensing	2757.20	Two desktop workstations and Zoom license, necessary for transition to virtual programming
A. Total Project or Program Expenses	\$ 18,655.85	
Administration		
Admin, audit, accounting, reception, etc	2600	In kind by VNFC
B. Total Administrative Expenses	\$ 2,600.00	
Total Expenses (A+B)	\$ 0.00	\$21,255.85

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	8300	Confirmed Confirmed		
District of Saanich	3000			
A. Total Government Funding	\$ 11,300.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Matching Funds				
Times Colonist Literacy Grant	1900	Confirmed		
C. Total Matching Funds	\$ 1,900.00			
In-Kind Contributions				
VNFC - Admin, audit, accounting, reception, etc	2600	Confirmed		
VNFC - Space rental and janitorial	5000	Confirmed		
D. Total In-Kind Contributions	\$ 7,600.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 20,800.00			

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

Ron Rice

January 15, 2021

Name

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Rainbow Kitchen Society
Mailing Address: 500 Admirals Road Victoria B.C. Canada V9A 2N4
Contact Person: Patrick Johnstone Email: director@rainbowkitchen@gmail.com
Telephone: 250-384-2069 Website: _____

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-56502
Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 814504650RR0001

**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)

Rainbow Kitchen's mandate is to provide nutritious and delicious meals, consistent access to healthy food, community support for accessing resources and diversity through inclusion across all programming. Working with community organizations to assist Rainbow Kitchen's Guests and our community with food literacy, Food Rescue and providing access to community resources when available.

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

Rainbow Kitchen has been feeding the C.R.D. for over 16 years. From humble beginnings, where a bowl of soup was offered once a week. The Rainbow Kitchen now provides Hot Breakfast, Lunch and supplementations for Dinner meals and Hampers of fresh produce and non-perishables, enough for every guest, every weekday. A January 2020 survey enlightened that 54% of our Guests call Esquimalt their home, 13% reside, and arrive from the City of Victoria, the remaining 33% travel from other municipalities.

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

How many volunteer staff at organization? 200 Total volunteer hours: 30000

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

In constant reference and recognition of the most recent Provincial mandates, the Rainbow Kitchen continues to adapt quickly to ensure the needs of populations most vulnerable continue to receive necessary support. Safety continues to be the highest daily priority for everyone attending the Rainbow Kitchen, closing our dining room for seated meals has been a shift that staff continue to manage. During warmer months the creation of a "market-style" service at the front entrance functioned well. However it has taken the support of many community partners to accommodate the cooler/wetter months ahead, with the creating and installation of plexiglass barricades to keep Volunteers comfortable while serving in Front Line roles. Enforcing the use of masks, face coverings for everyone in attendance, scheduled sanitizings of work areas, in-person screening for all Volunteers and Guests as well as collecting tracing information and rigorous glove and hand washing practices are constantly being followed up on. All Covid-19 costs sit outside of our traditional budget and have taken additional time, energy, planning and fundraising for. There was no way to anticipate the excessive cost of packaging and increased demand on our food supply to accommodate this "new normal". The Rainbow Kitchen continues to benefit from resources that help support safe and healthy communities through weekly visits from Doctors of the World. Offering basic human dignity to be able to discuss questions or concerns about health issues with professional health care workers. Providing physical, and emotional support to Guests of the Rainbow Kitchen during this pandemic also assists in the strain on already overwhelmed social services.

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.



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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	Program Costs - Food & Supplies
Township of Esquimalt	5,000	Equipment
Donations	70,000	Rent, Utilities & Salaries
United Way Greater Victoria	25,000	Food & Supplies
Community Gaming Funds	40,000	Admin Costs
Fundraisers	20,000	Vehical Costs
In-Kind Donations	20,000	Other admin costs
Victoria Foundation	25,000	Direct Program finances
Organization's Annual Budget	\$440,000	

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 Food Access	Enhance Hot Breakfast, Number of meals provided, amount of food donated
Increase Access to other Services	Continue to offer support outside of Food Security, creation of a small fund to support when able
Community Collaboration	How many organizations are participating in our Food Sharing Program, adding new Community Partners
Better Food literacy	Increasing the communities information about access to resources and knowledge of goods

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

In-House Hot Meals & Food Sharing Program

Project or program title:

Anyone experencing Food Insecurity in the Greater Victoria area and beyond

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)

Rainbow Kitchen has no ongoing/confirmed funding each year, relying entirely on the generosity of individuals and local granting opportunities. Current stats indicate that the Rainbow Kitchen produced over 113,000 meal equivalents for our community and beyond in 2020. The Rainbow Kitchen continues to see increasing need, with a worrisome trend of younger families becoming increasingly vulnerable as this pandemic continues: hence the broadening of our meal service into Rockheights Middle School (now providing 200+ Breakfast meals each week). The months ahead will likely remain in a similar climate of crisis with anticipated unpredictability in regular donations. Long-term funders have informed us that they may not be able to offer support during 2021 due to their own irregular campaigns and financial resources. Having seen an entire year of events and fundraising cancellations, the Rainbow Kitchen must seek support from all levels of governments to sustain the essential work provided. The Rainbow Kitchen has grown to be regarded as Food Rescue experts in our community, known as a "Hub" for helping store and distribute excess food. Expansion of Food Sharing was vital during 2020 to many who can not attend our services directly.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input checked="" type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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)

Objective #17, point C, "Support neighbourhood food/meal programs" During Covid-19, when organizations limited or canceled services, the Rainbow Kitchen didn't miss a single day of operation, instead we strategically increased, and advanced essential programs to accommodate the unpredictable and accelerated increase brought on by Covid-19. Supporting each weekday with Hot Lunches, the creation of a Hot Breakfast option for those who may be working poor or need a morning meal. Offering Hampers of fresh produce and pantry non-perishables every weekday for Guests to collect as required. Weekly bulk donations to new community partners like the Victoria Native Friendship Centre, quickly became a permanent connection to support 500 isolated individuals through a hamper program. Partnership with the James Bay New Horizons Society in a pilot "meals on wheel" style program has been a necessary and vital solution to help support isolated Seniors during Covid-19. The Rainbow Kitchen since May, has been preparing and packaging 800 meals each month to then be delivered through JBNHS to individuals in need. Partnered with the Esquimalt Farmers Market, offering access to local, fresh goods, as well as weekly donations from Market Vendors.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – do not add extra pages)

Quickly recognizing significant gaps in Food Security, the Rainbow Kitchen had to sustain operation, as a large and increasingly vulnerable population depends on us. While increasing in-house essential services, the Rainbow Kitchen also readied itself for the additional support our established community partners were going to require. Organizations like the Living Edge continue to receive thousands of pounds of fresh goods each month and Rainbow Kitchen has returned to offering a weekly meal to PEERS, as well as providing weekly bulk donations of protein to Sooke Family Resource Society who deliver goods to isolated communities as far away as Port Renfrew. Creating special Holiday Meals on Thanksgiving & Christmas Eve, offering festive meals and hampers (blankets, socks and as many pantry goods as desired). Shifting the physical style of our service multiple times throughout 2020 to accommodate our guests so they may remain warm and dry while waiting for assistance. Rainbow Kitchen developed a fund called "Pay it Forward", to assist on days when the demand is greater than anticipated, allowing staff to provide a grocery card or a bus ticket to ensure our guests never leave empty handed, and can get home safe.

How does the program advance Council's state values on equity?
(1250 characters max – do not add extra pages)

The Rainbow Kitchen across all programming requires no registration to participate. Everyone is welcome and everyone involved understands that each Guest's needs are unique. Rainbow Kitchen strives to provide a safe, inclusive, violence free, respectful space which unlike our counterparts allows us to welcome young families, youth and children to participate. Rainbow Kitchen during "normal times" invited Guests to collect fresh produce and pantry goods as needed from our "Free-Table". Covid-19 changed how we offered these essential goods while ensuring human dignity and equity remained possible. The creation of a "market style" service encourages Guests to collect goods and meals as needed. Allowing Guests the time and dignity to make their own food selections, some Guests come with special requests and staff accommodate to the best of our ability depending on donations, but no one leaves the Rainbow Kitchen empty handed or with items they don't need or wish for. Avoiding prepared hampers as every Guest's needs are unique, with as little assumption on our part as possible.

How does this program building community capacity and empower communities most impacted by inequities?
(1250 characters max – do not add extra pages)

At a time when many organizations had to cut services or shrink outreach, Staff, Volunteers and the Rainbow Kitchen's Board of Directors took on the task to expand services, advancing strategic plans developed in 2018 to assist local schools further. January 2021 saw the launch of a Pilot School Meal Program with Rockheights Middle School. Rainbow Kitchen now delivers over 200 Breakfast meals three times a week, increasing quantities to meet the identified need of 56% of students attending from households that sit below the socio-economic standard. Attempting to destigmatize the preconceived ideal associate with participating in services like that of the Rainbow Kitchen and informing our community of the compassionate resources available in their neighbourhood. Taking on new partnerships in 2021 to greater assist in food security; Victoria Native Friendship Centre now accepts weekly donations to support a hamper program helping to feed 500 individuals. James Bay New Horizons Society continues to receive 800 prepared meals each month.



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How many people participate in or take advantage of the program for which you are seeking funding? 3500
How many of those people live within the boundaries of the City of Victoria? 1500
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 2000
How many will benefit from the project or program? 3500 Please explain below.
(1250 characters max – do not add extra pages)

The Rainbow Kitchen estimates to impact between 3500-4000 individuals each year. Daily, welcoming a rotation of an estimated 750 individuals who arrive in person. Through Food Sharing Programs we impact an estimated 1500 individuals (PEERS, Living Edge, SRFS, etc.). Covid-19's expansion of our Food Sharing now includes the Victoria Native Friendship Centre, our launch of the School Meal Pilot Program and our participation in a "meals on wheels" style delivery service have increased outreach to an additional 1500+ new community members in 2020. Since the beginning of Covid-19 there has been a staggering increase in the demand of our services, nearly 100% across all essential programs and new guests are welcomed daily. Rainbow Kitchen rescues tens of thousands of pounds of food each year that may otherwise be wasted or end up in landfills. The Rainbow Kitchen collects and processes goods, benefiting Community Partners financially, reducing refuse/compost fees. The Rainbow Kitchen depends heavily on over 200 Volunteers that also actively participate in our programs, often decreasing social isolation that many seniors experience.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 15000
Must equal Total Funding Sources from City of Victoria on page 6

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		
Equipment & Supplies	4,000	\$2700 for equipment
Food	230,000	\$10000 cash, \$220000 in kind required
Community Garden	1,500	
Meetings, Memberships & Honorariums	2,000	\$800 for membership fees
Vehicle Expenses	2,000	
Disposal, Garbage, Recycling	2,000	
Certificate and Trainings		\$8,000 - document formatting is off
Facility Costs, Utilities	40,000	Rent, Utilities, Water
Staff	86,500	Staff required for program directly
Covid supplies	6,000	Masks, Gloves, Sanitizer, barricades shields
A. Total Project or Program Expenses	\$382,000	
Administration		
Admin Staff	55,000	Director
Remaining Admin Costs	3,000	Office supplies, phones, internet, etc.
B. Total Administrative Expenses	\$58,000	
TOTAL PROGRAM EXPENDITURES (A+B)	\$440,000	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	13.3%	
Total percentage of administrative costs		



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BUDGET FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding - Include pending requests				
City of Victoria	15,000	Pending		
Community Gaming Funds	40,000	Pending		
Provincial Employees Community Services Fund	10,000	Confirmed		
A. Total Government Funding	65,000			
Corporate Sponsorships				
Red Barn Markets	6,000	Confirmed		
RBC	5,000	Pending		
United Way Greater Victoria	50,000	Pending		
Victoria Foundation	25,000	Pending		
B. Total Corporate Sponsorships	\$86,000			
Matching Funds				
Good Game Charity	8,000	Pending		
The Root Cellar Village Green Grocer	11,000	Confirmed	Susie Matthews	250-447-9495
C. Total Matching Funds	\$19,000			
In-Kind Contributions				
ColdStar Solutions, B&C Foods	120,000	Confirmed		
Root Cellar, Mitchells Farm	80,000	Pending		
Red Barn, Urban Grocer, Spud	40,000	Pending		
D. Total In-Kind Contributions	\$240,000			
Waived Fees and Charges				
Third Party Fundraisers	30,000	Pending		
E. Total Waived Fees and Charges	\$30,000			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$440,000	Should equal Total Program Expenditures on page 5		

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 Rainbow Kitchen depends entirely on the generosity of thoughtful individuals, and local community and government grants. The support of the City of Victoria has been instrumental in the growth over the past two years, the Rainbow Kitchen is feeding the second highest number of Guests each weekday in our Capital Region, with Council's support there is much more work ahead. The Rainbow Kitchen requires multiple funding sources at this time, and partial funding is equally appreciated.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below
(500 characters max – do not add extra pages)

\$5000 would make an impact in the amount of need we are feeding each weekday. Covid-19 continues to add additional food and supply cost each month.

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, 2021 To: June 30, 2022

Project or program location: Rainbow Kitchen (Annex of Esquimalt United Church) 500 Admirals Rd. Victoria

Project or program timeline and major milestones.

Date	Milestone
July 1, 2021 - June 30, 2022	Continued Essential Meal Programs, Serving Hot lunch (+Second portion)
August 1 2021	Including additional Community Partners to Food Share Program
Sept 1 2021	Re-start of successful School Meal Program
Oct & Dec 2021	Special Holiday Meals (indoor & seated)
Jan 1, 2022	Continuation of supporting Isolated Seniors - through Community Partnerships
Mar 1, 2022	Review Expansion of School Meal Program to include additional Schools
May 1, 2022	Develop Annual Food Drive/Fundraiser Outside of Holiday season

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 200 Total volunteer hours required: 30000

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 Patrick Johnstone
Patrick Johnstone

Name

Director

Position

January 26th 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Sexual Assault Centre

Mailing Address: 201-3060 Cedar Hill Rd.

Contact Person: Carissa Ropponen Email: carissar@vsac.ca

Telephone: 250-383-5545 ext. 115 Website: vsac.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☒ Yes ☐ No Society Registration Number: #S-18942

Are you a registered Charity? ☒ Yes ☐ No Charity Registration Number: 10822 0054 RR0001

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

Organization mission/mandate (500 characters 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: 12.00 Part Time: 17.00

How many volunteer staff at organization? 36.00 Total volunteer hours: 6,700.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

We continue to provide emergency sexual assault response services at our clinic following BC health orders to reduce the likelihood of exposure to COVID-19. The health and safety of clients, staff and volunteers is of utmost importance to us. We have put into place protocols to reduce the risk of COVID infection at the clinic. The Sexual Assault Response Team (SART) at our Clinic follow these COVID safety procedures: Wear PPE including gloves, masks, and disposable gown; Physically distanced where possible; Disinfect clinic and touchpoints after each use; SART worker binder has been laminated for easy cleaning. The binder, SART phone and pager are disinfected before transferring to the next worker.

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.



Strategic Plan Grant Application Form

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	Clinic
Provincial Government-Contracts - Ministry of Public Safety & Solicitor Gen	\$ 718,394.00	Client Services - counselling, victim services
Government Grants	\$ 808,953.00	Access line, prevention, education, and clinic
Foundations and Community Grants	\$ 245,860.00	Prevention, education, and clinic
Fundraising and Earned Revenue	\$ 312,500.00	Discretionary
Partner Revenues, VCRC	\$ 18,000.00	Clinic Partner
Organization's Annual Budget	\$ 2,143,707.00	

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 crisis support, medical care, access to justice to recent survivors	Increase number of survivors who access the clinic for services
Reduce wait times for recent survivors to access crisis support	Crisis support is provided within 3-5 day for recent survivors
Enhance partnerships and outreach	apprx. 1 per month - workshops/meetings/conversations with other orgs
Survivors feel welcomed prior to receiving crisis support	Reception and Access Line staff maintain positive presence
Sexual Assault Response Team volunteers receive comprehensive training	Post-training formal assessments indicate volunteers are prepared to provide crisis support to diverse survivors
Staff trained in inclusion best practices	Training feedback forms and observations from Inclusion Coordinator indicate an increased understanding and ability to provide culturally competent and inclusive services to survivors
The program provides services that are COVID safe and diverts survivors from hospitals where possible	Increase in survivors choosing to access Sexual Assault Response Services at the clinic vs. hospital

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%)
 - Project Builds Community Resilience (30%)
 - 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, reduce wait-lists for crisis support which have grown due to the COVID-19 pandemic, and promote utilization of the Clinic by marginalized women and Trans survivors. 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, and we work in collaboration with other service providers to provide coordinated care in the critical hours, days and weeks after an assault has occurred.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

Sexualized violence impacts survivor's health and disrupts a sense of wellbeing and community connection. The program provides survivors with immediate, compassionate care which helps mitigate the long-term effects of trauma and shortens the time it takes to recover and heal. Our clinic, which provides coordinated emergency sexual assault services in one survivor-centered welcoming and inclusive space, builds health and wellbeing by breaking down barriers to critical support so survivors are better supported, resourced & connected to community supports to heal from trauma.

Communities that are most targeted for sexualized violence (girls, women, Trans people, sex workers, street-involved, etc) often lack access to medical, forensic, crisis support & justice services because of systemic barriers they face at hospitals & police stations such as racism, colonialism, classism, & various other forms of discrimination. Through annual inclusion trainings for staff & volunteers and commitment to anti-oppressive values and practice we create a welcoming environment for all survivors, in particular those most marginalized, which increases a sense of belonging and safety in accessing services.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Since the early stages of the clinic's development, we've recognized the importance of centering the experiences of under-served survivors and providing them with inclusive care. By working with other community organizations we have increased accessibility and inclusion at the Clinic, including partnerships with PEERS Victoria, who serve the sex work community, and with First Nation survivors at the Victoria Native Friendship Centre, with whom we continue to build reciprocal relationships. We also have a long standing relationship with the Victoria Inter-Cultural Association and the Victoria Immigrant and Refugee Centre Society. In 2019 we translated several of our booklets and pamphlets for survivors into four languages so survivors whose first languages are not English could be better informed and supported. These partnerships have been critical to ensuring many highly marginalized and targeted for violence groups feel safer to access services at the Clinic. For many in these communities, accessing services at the hospital or police station is a significant barrier. The private, safe and confidential nature of the Clinic has increased access to timely care and support and helped to build trust within many diverse communities.

How does the program advance Council's state values on equity?
(1250 characters max – **do not add extra pages**)

Recent survivors of sexualized violence deserve equal access to crisis support, medical care, and access to justice options and the clinic breaks down systemic barriers to access. COVID-19 has exacerbated violence & barriers to receiving support at hospitals and police stations. The Clinic provides coordinated care to survivors, especially those most marginalized and targeted for gender-based violence, in one safe, confidential, accessible location. The program reduces stigma and supports survivors with information and options where their decisions respected, and services to help stabilize and begin healing. Staff & volunteers provide non-judgmental support and options, and are trained in trauma-informed anti-oppressive practice and intersectional approaches to support. Survivor's decisions and right to change their mind at any time are respected. We are a safe space for the LGBTQ2S community & provide services to survivors of all genders and those most targeted for violence including girls, women, Trans people, sex workers, street-involved, racialized people, etc. We also provide training to community partners & information to police on how to work more effectively and respectfully with survivors.

How does this program building community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The Program's team of staff and volunteers are comprised of people from a variety of educational, socio-economic, religious and cultural backgrounds to better serve marginalized survivors, and provide meaningful positions to targeted community members to affect change and provide inclusive care. We prioritize building community capacity by working with other community agencies to provide in-service trainings on a wide variety of systemic violence and inequity issues and include anti-oppression training for our staff and volunteers to ensure that survivors are supported in appropriate and effective ways. The support provided to survivors and their loved ones at the clinic helps to build capacity for healing and to provide effective community support to survivors in their healing journey. Sexualized violence disrupts connection to self and others and decreased capacity to experience satisfaction in life. When survivors receive support to stabilize and heal, they are empowered to rebuild and thrive as connected members of the community.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 659.00
How many of those people live within the boundaries of the City of Victoria? 185.00
How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 433.00
How many will benefit from the project or program? 6,000.00 Please explain below.
(1250 characters max – do not add extra pages)

Survivors of sexualized violence, who are direct project recipients, as well as loved ones of survivors, hospitals, police and our partner organizations (Team Victoria) benefit from the program:

Direct people supported by the Sexual Assault Response Team- 105
Direct people accessing crisis counselling and Victim Services- 554
Clients who go on to access long term counselling and groups - 301
Total VSAC clients = 990

Ripple out in community = 5010

Team Victoria: police, Forensic Nurse Examiners, Victim Assistance Program; Community and court based victim Service programs (police, court, local islands – ex. salt spring), other community organizations. Hospitals benefit from reduced pressure as survivors can receive medical attention at the clinic. Police benefit from the Clinic is a model as it increases the likelihood for survivors to feel comfortable to access police reporting. Friends, family and loved ones of survivors also benefit from support at the clinic and access to crisis support.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 40,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Program salaries	\$ 233,335.00	Program Coordinator (0.4 FTE), Volunteer Coordinator (0.4 FTE SART training), Inclusion Coordinator (0.2 FTE ongoing training), Administrative Assistant (0.8 FTE recreation), Crisis Support Worker (1 FTE in address, waitlist), Justice Support Worker (0.6 FTE in address)
Lease plus utilities, janitorial services, alarm system	\$ 39,000.00	Leases \$36,500, janitorial \$2,000, Alarm \$500
Internet, It and support, and telephone pager cell	\$ 12,600.00	Internet and IT \$9000, Cell phone and pager \$3600
Postage and Courier	\$ 1,000.00	
Promotion and publications, and program supplies	\$ 5,500.00	promotion and publication \$2500, Supplies \$3,000
Travel	\$ 2,000.00	Taxi fare for clients to attend the clinic
Outreach, partner development, community engagement	\$ 4,000.00	
Volunteer training, recognition, supports	\$ 4,000.00	
Evaluation and reporting	\$ 3,000.00	
A. Total Project or Program Expenses	\$ 304,435.00	
Administration		
Oversight Finance and Accounting	\$ 16,250.00	5 hours per week
Management	\$ 13,000.00	4 hours per week
Audit	\$ 2,000.00	
Insurance	\$ 3,500.00	
B. Total Administrative Expenses	\$ 34,750.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 339,185.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget. Total percentage of administrative costs	10.25%	



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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	\$ 40,000.00	Pending		
View Royal, Esquimalt, Saanich	\$ 33,000.00	Pending		
Gaming	\$ 50,000.00	Pending		
Province of BC	\$ 93,000.00	Confirmed		
A. Total Government Funding	\$ 216,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
United Way	\$ 50,000.00	Pending		
Zonta	\$ 5,700.00	Pending		
Harbourside Rotary	\$ 10,000.00	Pending		
C. Total Matching Funds	\$ 65,700.00			
In-Kind Contributions				
VSAC Contribution Fundraising and Events	\$ 57,485.00	Confirmed		
D. Total In-Kind Contributions	\$ 57,485.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 339,185.00	Should equal Total Program Expenditures on page 5		

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 provides key operational support to continue providing crisis, medical, and justice support services at a critical point in a sexual assault survivor's healing journey. If we do not receive full funding, we will need to source additional funding through other grants and our donor base. If funding streams are exhausted we will need to reduce other vital programming to keep the clinic open. This will put significant caseload pressure on our staff as well as delay healing for survivors.



Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – **do not add extra pages**)

\$25,000 is the minimum level of funding required from the City of Victoria. This would reduce hours for the crisis counselor and Inclusion Coordinator, resulting in an increased wait-list for crisis support and reduced inclusion training for staff. Immediate emergency medical response and support would continue for recent 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: July 1 2021 To: June 30 2022

Project or program location: Victoria Sexual Assault Centre, #300B, 3060 Cedar Hill Road Victoria, BC V8T 3J5

Project or program timeline and major milestones.

Date	Milestone
July 2021- June 2022	Maintain Clinic Coordinator, Crisis & Justice worker hours to provide emergency sexual assault response services and enhance crisis and justice support & outreach
July 2021- June 2022	Maintain hours for reception to ensure a welcoming environment for survivors
January 2022 - May 2022	Conduct Sexual Assault Response Team volunteer training for approximately 15 new volunteers
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
January 2021 & June 2022, August 2022	Interim report writing (January); Annual program evaluation (June) and final report writing (August)

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 36 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

Carissa Ropponen

Name

Manager of Resource Development

Position

January 27, 2021

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
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 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 2020 to December 31 2020. Please note that the expenses listed on Page 2 are for this given time period. The completion date will be July 31, 2021.

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 providing emergency sexual assault services to survivors and 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	Yes
Enhance partnerships and outreach	apprx. 1 per month - workshops/meetings	Yes
Survivors feel welcomed prior to receiving crisis support (reception)	Reception maintains positive physical presence(closed-COVID)	No
Sexual Assault Response Team volunteers receive comprehensive training	Post-training formal assessment	Yes
Staff trained in & consult about inclusion best practices	Trainings and feedback	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 (Indigenous, refugee, w/ disability, street-involved) & Trans survivors

What positive impacts were felt by your target audience? Increased access to medical, justice & crisis support, and sense of wellbeing.

How many have benefitted from the project or program? 2500

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

How many volunteers have worked on this project or program? 36 What total hours did they work? 3000



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		
Program Salaries	80,004.00	
Lease plus Utilities, Janitorial, Alarm	17,105.00	
Internet, IT Support, Telephone Pager Cell	2,808.00	
Postage Courier, Medical Materials and supplies	333.00	
Promotions, Publications, Program supplies	2,261.00	
Travel, Consultants for inclusion Training	375.00	
Outreach partner Development and Community		
Volunteer Training and reporting	808.00	
Evaluation and reporting	1,250.00	
A. Total Project or Program Expenses	\$ 104,944.00	
Administration		
Oversight Finance and accounting	6,635.00	
Management	5,000.00	
Audit	833.00	
Insurance	1,458.00	
B. Total Administrative Expenses	\$ 13,926.00	
Total Expenses (A+B)	\$ 118,870.00	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	16,667.00	Confirmed		
City of Langford / City of Saanich	24,825.00	Confirmed		
Province of BC	46,778.00	Confirmed		
A. Total Government Funding	\$ 88,270.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Strategic Plan Grant Final Report

Matching Funds				
United Way	12,500.00	Confirmed		
Zonta	2,375.00	Confirmed		
Gaming	13,542.00	Confirmed		
C. Total Matching Funds	\$ 28,417.00			
In-Kind Contributions				
Victoria Child Abuse Rental Share	2,183.00	Confirmed		
D. Total In-Kind Contributions	\$ 2,183.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
Total Funding Sources (A+B+C+D+E)	\$ 118,870.00			

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: August 2021

- ☐ 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

Carissa Ropponen

Name

Manager of Resource Development

Position

January 27, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Women Support Association (VWSA)

Mailing Address: 2094 Ferndale Rd. Victoria ,BC V8N 2Y7

Contact Person: Balbir Thiara Email: thiarabasi@gmail.com

Telephone: 778 700 4124 Website: www.vwsa.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: S0073104

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**)

Promote networking opportunities for Visible Minority & Immigrant women. Engage in social activities and educate them on important issues and their rights. Help women cope and overcome multiple barriers including language, religion, culture, heritage and racial discrimination as they strive to succeed in Canadian Society.

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

This organizations started on March 8, 2019 with the celebration of International Women's day and due to the demand from the visible minority women for the services in their own language. The idea arose that this Association will provide a platform to build network for women who will support each other based on their skills and abilities with the support of professionals who are experienced in providing social services in settlement and employment areas. VWSA was registered in March 2020.

How many paid staff at organization? Full Time: 0.00 Part Time: 3.00

How many volunteer staff at organization? 3.00 Total volunteer hours: 200.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

As we are aware that social services also fall in the essential services to the extent where its urgent. For instance, family domestic violence, immigration issues such as extending Permanent card and Work permit and so on as well as applying for Canada recovery benefits and employment. We have been doing this on a volunteer basis by remote, if meeting is necessary, it can be arranged with Covid 19 protocol on one on one basis. Therefore the services will be provided keeping in mind all the precautions of Covid 19 by the Federal and Provincial guidelines.

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.



Strategic Plan Grant Application Form

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	\$ 7,600.00	conducting session on Raising Awareness through Fitness and Food
Van City	\$ 500.00	\$500. Celebrating of women's international day on March 6 2020
Dodd's Furniture	\$ 100.00	
Real Estate Agencies	\$ 600.00	560.00 for website
Individual Donations	\$ 200.00	
Organization's Annual Budget	\$ 9,000.00	

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 deliver biweekly session of each fitness and food	Biweekly session of each fitness and food are delivered
To engage up to 15 participants	Number of participants attended and returning attendance
To encourage and involve volunteers and friends	Feedback from instructors, participants and friends
To improve participants mood, self confidence and well being	Feedback from participants 95% report increased for stress reduction
To enhance participants opportunities for socializing	Feedback from the participants 90% report increased for emotional well being
To challenge the racial discrimination barriers	By listening discriminatory stories from the participants that affective them
To expand network and social support	Feedback from the participants 90% report increased network
To break the silence and raise awareness of their social status in the mainstream	Feedback from the participants to express their concerns by raising voice

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. Project Builds Community Resilience (30%)
 - d. Project feasibility (30%)

Project or program title: Raising Awareness through Fitness and Food

Who is your target audience? Immigrant women and their families

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 2021 to 2022 for Raising Awareness through Fitness and Food for Visible minorities and immigrant women. Health is paramount for immigrant women due to the stress and pressure that come with not only immigrating to a new country, but also finding a job to survive. We are aware that as soon as they arrive in Canada whether they are skilled workers or not, they need help. The majority of the women come on the basis of their profession and their expectation is to find work in the same field, which did not achieve in Canada. Their self-esteem goes down as soon as they come to know the reality of the Canadian labour force, which demands Canadian experience and upgrading. In addition, they get discriminated, and end up finding only entry level jobs, which brings their overall health down. Then they need support and awareness as to why this is happening and how they can achieve their goals. This Association will provide them support, awareness and information to find appropriate resources to advance their career. In the process of finding a job and settling in Victoria, it affects their physical, mental and emotional health.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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**)

Visible immigrant women need the help in their well being due to new country and culture that they are not familiar with. Not only do they need orientation of the new society and system, they also need jobs to survive and support themselves. This grant will help the women who face challenges of discrimination, language barriers and lack of Canadian experience. When they go through all of these issues they get lost in new culture, new system, therefore, they need help and support to settle in their new city. The funding will help the Association to welcome them to Victoria, provide information, support and referrals to other community resources.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Visible minorities/ and immigrant women are one of the under served, and disadvantaged group in Canadian society. Despite the two immigrant organizations in Victoria, their needs are not addressed or met based on their needs, especially and languages. This association's focus will be on language barriers and issue on need assessment and refer them to appropriate resources. By creating non threatening environment for fitness and food gathering where they can share comfortably to share their daily concerns comfortably without hesitation and socializing and conversing casually.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

This program serves the under served and disadvantaged group in Canada. After receiving services it puts the under served on same level as mainstream society. The equality for the under served group makes them feel better about themselves and empowers them to become part of Canadian society. They will contribute to their communities and enrich them with their services.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

By receiving this service, the under served group will give back to the community in a positive manner. They bring their unique experiences and culture which they now feel comfortable sharing with the community at large. This may be through their food, music dance to enhance our communities. Cultural diversity and gender balance enriches the mainstream population.



Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 200.00

How many of those people live within the boundaries of the City of Victoria? 100.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 100.00

How many will benefit from the project or program? 400.00 Please explain below.

(1250 characters max – do not add extra pages)

Approximately, 200 disadvantages people will be affected directly and 400 in total indirectly as this will benefit their families. Approximately, 50% of the people reside in Victoria while the 50% will reside in Capital Regional District.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 7,600.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Meeting in a rented room once every two weeks	\$ 2,600.00	meeting room at 100 dollars at 26 times a year
Food and refreshments at meetings	\$ 2,600.00	100 dollars at 26 times a year
Motivational speakers	\$ 1,200.00	once a month at a fee of 100
A. Total Project or Program Expenses	\$ 6,400.00	
Administration		
admin and accounting	\$ 1,200.00	\$100.00 at 12 times
B. Total Administrative Expenses	\$ 1,200.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 7,600.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	15.79%	



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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	\$ 7,600.00	Pending		
A. Total Government Funding	\$ 7,600.00			
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)	\$ 7,600.00	Should equal Total Program Expenditures on page 5		

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 association's efforts will continue on volunteer basis and fundraising events as soon as Covid 19 restrictions are lifted. Board members will ask for donatoin from the local community and keep applying for grants.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max. [Click to add extra pages](#))

With \$ 5050,00 we can run the program for a year, but it will be less hours for service delivery, therefore it may help less people. We will find volunteers or staff member for volunteer hours

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 05 To: June 30

Project or program location Van City community room on Douglas St

Project or program timeline and major milestones

Date	Milestone
July 10, 2021	Arrange venues for fitness and Community kitchen
July 22, 2021	Hire fitness instructors and volunteers for cooking display
July 29, 2021	Advertise in the local news paper and on social media for sessions and workshops
August 05, 2021	Sessions will be conducted
August 19, 2021	Sessions will be repeated
Sep to Dec. 2021	First week and third week of the month sessions will be conducted
Jan to June 2022	First week and the third week of the month sessions will be repeated
June 20, 2022	program will be evaluated

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 5 Total volunteer hours required: 520 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: 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


Signature

Balbir Thiara

Name

President

Position

January 31, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Victoria Women's Transition House Society

Mailing Address: #100-3060 Cedar Hill Road Victoria, B.C. V8T 3J5

Contact Person: Christine Gross

Email: christineg@vwth.bc.ca

Telephone: 250-893-1693

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 since 1975 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. VWTH operates from seven sites including two emergency shelters, police, community office and two courthouse locations. We serve thousands of women and children annually.

How many paid staff at organization? Full Time: 31.00 Part Time: 22.00

How many volunteer staff at organization? 63.00 Total volunteer hours: 2,830.00

Can the program run under current COVID-19 Provincial Health Orders?

☒ Yes

☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

When COVID-19 arrived, we acted quickly to ensure the safety of our clients and staff. These efforts, which continue, include mask-wearing, physical distancing, plexiglass installations, enhanced cleaning efforts and hand hygiene. Due to demand, we opened a second shelter location which also offers a safe space to effectively self-isolate. We also restructured key services where applicable in order to maintain physical distancing protocols, including pivoting to on-line counselling using a secure digital platform. Daily health checks for staff and residents of the Emergency Shelters are now mandatory. We continue to provide on-site counselling and resource supports as well as meals, weekly groceries and supply drop offs.

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.



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Strategic Plan Grant Application Form

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 and Outreach Program
BC Housing	\$ 1,248,560.00	Emergency Shelter/Older Women Safe Home/Homelessness Prevention Program
Ministry of Justice/PSSG	\$ 829,742.00	Victim Services/RDVU/ STV Counselling/ Children Who Witness Abuse Counselling/ Older Women Outreach
Grants	\$ 580,757.00	VWTH Programs, Services & Operations
Donations	\$ 757,700.00	VWTH Programs, Services & Operations
Fundraising Events	\$ 15,000.00	VWTH Programs, Services & Operations
Other Income	\$ 129,030.00	VWTH Programs, Services & Operations
Ministry of Children and Family Development	\$ 34,013.00	Children Who Witness Abuse Programs
Organization's Annual Budget	\$ 3,634,802.00	

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 increase women's access to immediate housing support	The number of clients who accessed our housing support 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 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:

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. Project Builds Community Resilience (30%)
 - d. 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 and 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 - a gap made worse by the COVID-19 pandemic. When women exit our 30-day 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.

This grant will enable VWTH support workers to provide women in crisis with services tailored to their specific needs including advocating with housing providers, applying for housing wait-lists & financial assistance, finding intermediate housing solutions, referring to counselling & legal services & identifying other resources. Women will have access to our digital Drop-In Support Group -- a free, weekly, psycho-educational counselling program that fosters resilience & self-sufficiency & increases social connection. The overall project will reduce housing barriers for abuse survivors & provide key supports & resources for them to find success in the community.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 2020 Vital Signs report, the average vacancy rate for apartment rentals in the Capital Region dropped to only 1%, making housing even less affordable & more difficult for our clients to access. Many domestic violence survivors exiting a shelter, especially those with children, are forced to choose between homelessness or returning to abuse. Children who experience homelessness are more vulnerable to housing instability as adults. Each year, VWTH sees increased demand for support services including housing advocacy, counselling & access to health & wellness resources for women and their children. These services are crucial for preventing homelessness & breaking the cycle of abuse.

This Program provides financially vulnerable women in immediate need with critical long-term supports, housing advocacy & a social network, allowing them to focus their efforts on healing from abuse & achieving independence. The Program offers a stable foundation from which one of Victoria's most marginalized groups can experience enhanced quality of life & security. By helping women access housing, counselling & resources, the project works toward ending chronic homelessness & helps to build a vibrant & accessible community.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

Since the start of the COVID-19 pandemic, demand for our services has increased & calls to our Crisis Line have tripled from this same time last year. This increased need and adherence to safety protocols led to VWTH securing a second Emergency Shelter location for the first time in our nearly 50 year history. Throughout the pandemic, both Shelters have operated at maximum capacity. The need for women & their children to secure affordable housing following their stay in one of our Emergency Shelters is critical. Far too often, women face having to choose between returning to their abuser or facing homelessness. When developing this program, we considered how we could best serve the greatest number of financially vulnerable and at risk women & their children, while meeting added COVID-19 challenges. Moving our weekly Drop-in Support Group online, we have ensured continued & consistent access for women in need of immediate support. This service has proven to be a valuable social network & lifeline for women with shared experiences. Our COVID-19 safety plans & protocols have also ensured women and children have uninterrupted access to vital housing advocacy.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The Program advances Council's stated values on equity by addressing social justice issues through the removal of systemic barriers for at-risk women and their children. Focusing on removing barriers to safe, affordable housing will allow current members and future members of our community to prosper and fully participate in society. Through a keen awareness of intersectionality, the Program reflects and acknowledges multiple shared experiences. The critical long-term supports, housing advocacy and social network provided for financially vulnerable women in immediate need increases inclusion and access, and adds to the resilience and overall prosperity of our community. By offering a stable foundation from which one of Victoria's most marginalized groups can experience enhanced quality of life and security, the Program increases health, happiness and satisfaction.

Our Program has proven measurable, practical, achievable and transparent. Even more importantly, the Program is successful. As a result of our services, hundreds of women and children have broken the cycle of abuse and transitioned into safe and sustainable housing.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

This Program builds community capacity by providing women with critical long-term supports, housing advocacy and a social network that allows them to focus their efforts on healing from abuse, achieving independence and to fully participate in society. By helping to remove and navigate barriers to affordable housing, the Program adds to the resilience and prosperity of families and our community. Children who experience homelessness are more likely to face housing instability as adults, and exposure to violence can harm a child's emotional, psychological and even physical development. The housing advocacy and long-term supports provided through this Program help to break the cycles of chronic homelessness and violence while empowering women and their children to experience enhanced quality of life.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 447.00

How many of those people live within the boundaries of the City of Victoria? 335.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 112.00

How many will benefit from the project or program? 492.00 Please explain below.

(1250 characters max – do not add extra pages)

VWTH has added a second Emergency Shelter to our operation and all our programs have seen an increased demand for services as a result of the COVID-19 pandemic. We estimate the number of women and children seeking support and benefiting from the VWTH Housing and Outreach program will also increase.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$40,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Counsellor's Salary and Benefits	\$ 55,434.00	
Direct Program Management Support	\$ 6,705.00	
Program Expense including Client Support and Honorariums	\$ 2,500.00	
Evaluation and Reporting	\$ 1,625.00	
A. Total Project or Program Expenses	\$ 66,264.00	
Administration		
Management and Support Salary and Benefit	\$ 6,532.00	
Facilities, IT, Communications	\$ 4,800.00	
Printing and Photocopy	\$ 610.00	
Office and Related	\$ 635.00	
B. Total Administrative Expenses	\$ 12,577.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 78,841.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	15.95%	



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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	\$ 40,000.00	Pending		
A. Total Government Funding	\$ 40,000.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			
Matching Funds				
VWTH Fundraising	\$ 38,841.00	confirmed		
C. Total Matching Funds	\$ 38,841.00			
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)	\$ 78,841.00	Should equal Total Program Expenditures on page 5		

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 and their children.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

The minimum level of funding required for the Program to occur would be approximately \$25,000. With this level of funding, we would be able to provide partial or shortened services to at-risk women and children.

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, 2021 To: June 30, 2022

Project or program location: VWTH Shelter, VWTH Secondary Shelter, VWTH Community Office

Project or program timeline and major milestones.

Date	Milestone
July 2021 - June 2022	Ongoing screening of new clients
July 2021 - June 2022	Ongoing advocacy work with housing providers and property managers
July 2021 - June 2022	Ongoing weekly Drop-in Support Group services
July 2021 - June 2022	Ongoing referral of clients for additional community services
July 2021 - June 2022	Ongoing counselling, advocacy and education
January 2022	Interim Evaluation and report to the City of Victoria
June 16-30, 2022	Final Evaluation
September 2022	Report to the City of Victoria

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 6 DropIn Support Groups via Zoom-volunteers Total volunteer hours required: 18 (as DropIn Group guest makes 3 presentations)

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

Susan K.E. Howard

Name

Development Director

Position

February 1, 2021

Date



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

Strategic Plan Grant Final Report *Interim*

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 Women's Transition House

Mailing Address: #100-3060 Cedar Hill Road

Contact Person: Susan Howard

Email: susanh@vwth.bc.ca

Telephone: 250-592-2927 X 210 (but prefer email; working off-site) Website: <https://www.transitionhouse.net/>

SECTION 2. PROJECT OR PROGRAM INFORMATION

Project or program title: VWTH Housing and Outreach 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)

This is an Interim Report for the VWTH Housing and Outreach (H&O) program for July 1, 2020 – Dec 31, 2020, assisted 224 women impacted by intimate partner violence and abuse. COVID-19 has had a profound impact on our clients and our service delivery. Due to demand, we opened a second emergency shelter with more women and their children needing post-shelter housing and counselling support. We provided clients with one-to-one support, utilizing strict COVID-19 health and safety protocols and have expanded H&O services to give clients telephone and digital consultation. H&O program activities with clients include: advocating with housing providers, assisting clients with housing applications and wait lists; moving women out of temporary housing; helping clients opening bank accounts, budget and apply for financial assistance; accessing legal resources; assisting clients find affordable counselling; and helping vulnerable women access other key support services.

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

The VWTH Housing and Outreach Program is successfully helping to facilitate social inclusion and community wellness among some of Victoria's most marginalized people. By connecting women at-risk of homelessness with housing options and supports, this project is continuing to enhance these women's quality of life, bringing Victoria closer to ending chronic homelessness and helping to build a vibrant and healthy community.

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	In progress. Note that all clients have direct support from our outreach services	
To increase women's access to affordable housing	In progress. Note that all clients have access to affordable housing info, as required	
To increase women's access to affordable counselling	In progress. Note that all clients have access to affordable counselling info, as required	
To increase women's access to community services and resources	In progress. Note that all clients have access to community services and resources as required	

SECTION 4. PROJECT OR PROGRAM IMPACT

Who was your target audience? Women impacted by intimate partner violence and abuse.

What positive impacts were felt by your target audience? Security, safety, connectivity to community; accessing housing and community resources

How many have benefitted from the project or program? 224 clients as of Dec 31, 2020 (NOTE: 0.10% indicated below is our target % of Victoria Residents who will have benefitted from the program by July, 2021)

What percentage of Greater Victoria Residents benefitted from this project or program? 0.10%

How many volunteers have worked on this project or program? 0.00 What total hours did they work? 0.00



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Strategic Plan Grant

Final Report

Interim

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		
Counsellor's Salary and Benefits	27259.15	
Direct Program Management Support	3383.71	
Program expense including client support and meetings	963.05	
Evaluation and reporting	485	
A. Total Project or Program Expenses	\$ 32,090.91	
Administration		
Management and Support Salaries and Benefits	3391.81	
Facilities, IT and Communications	2478.29	
Printing and Photocopying	310	
Office and Related	288.75	
B. Total Administrative Expenses	\$ 6,468.85	
Total Expenses (A+B)	\$ 38,559.76	

FUNDING SOURCES	\$ Amount	Pending or Confirmed	Contact Person	Phone Number
Government Funding				
City of Victoria	\$16250			
A. Total Government Funding	\$ 16,250.00			
Corporate Sponsorships				
B. Total Corporate Sponsorships	\$ 0.00			



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Strategic Plan Grant
Final Report
Interim?

Matching Funds				
Fundraising	22309.76			
C. Total Matching Funds	\$ 22,309.76			
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)	\$ 38,559.76			

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: February/March/April 2021

☐ Website

☐ Newspaper Advertisement

☒ Social Media

☒ Newsletter

☐ Sponsor Plaque

☐ Annual Report

☒ Other E-News

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

Susan K.E. Howard

Name

Development Director

Position

February 1, 2021

Date



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1 Centennial Square
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E grants@victoria.ca

Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: South Island Prosperity Partnership

Mailing Address: #901 - 747 Fort Street Victoria BC

Contact Person: Emilie de Rosenroll Email: ederosenroll@southislandprosperity.ca

Telephone: _____ Website: www.southislandprosperity.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-0065166

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 South Island Prosperity Partnership (SIPP) is an alliance of over 70 public and private-sector partners in Greater Victoria, including 11 local governments, nine First Nations, three post-secondary institutions, nine industry associations and nonprofits, and more than 30 major employers. SIPP works to bolster our region's economic and social prosperity by catalyzing the creation of high-quality, household-sustaining jobs, so that more families can afford to live, work and build a life here.

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

Founded in 2016, SIPP's mission is to facilitate and promote the development of a strong, diversified economy on South Vancouver Island, fostering a collaborative region and creating a more vibrant place to work, including to engage First Nations in self-directed economic development initiatives. Convener of the Rising Economy Taskforce, SIPP has a track record of bringing diverse stakeholders from multiple sectors together to strategise and collaborate.

How many paid staff at organization? Full Time: 6.00 Part Time: 3.00

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

Can the program run under current COVID-19 Provincial Health Orders? ☐ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – do not add extra pages)

Everything will be delivered in compliance with the strictest interpretation of PHOs as well as in respect of the respective orders put in place by First Nations. Our team has successfully implemented remote working, virtual meeting, and strict cleaning, room capacity and mask wearing protocols for the office space.

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.



Strategic Plan Grant Application Form

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	\$ 218,916.00	Regional economic development activities
Membership Dues	\$ 670,624.00	Regional economic development activities
Grant Revenue	\$ 57,389.00	Project funding for FDI, Economic Recovery, etc
Other income	\$ 17,184.00	Event production, stakeholder engagement, marketing
Organization's Annual Budget	\$ 964,113.00	

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 grow the number of Indigenous businesses listed in a business directory	Number of businesses listed in the Indigenous Business Directory
To connect Indigenous businesses and workers with resources, programs, and opportunities	Number of businesses connected to resources, grants, programs, bids
To grow the number of First Nations, Indigenous businesses engaged with the IPC	Number of partners/members
Coordinate access to procurement opportunities	Total number and value of successful procurement bids

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%)
 - Project Builds Community Resilience (30%)
 - Project feasibility (30%)

Project or program title: Indigenous Prosperity Centre Pilot

Who is your target audience? First Nations, businesses, Indigenous workers, procurement staff

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

A key recommendation of the Rising Economy Taskforce's Indigenous Economy Committee (IEC) was to create a made-for and led-by Indigenous economic development office that could support south island Indigenous communities including First Nations with economic development. Currently known as the Indigenous Prosperity Centre (IPC) SIPP was identified as the organization responsible for incubating and spinning off what will eventually be an independent, Indigenous-led organization. Phase 1 of the project is engagement and business development (January - June 2021) and phase 2 is piloting a number of services identified as priorities by the IEC and coming business plan. This request is to support phase 2 of the project, to hire an Indigenous Economic Development officer to carry out many of these initial services including: coordinating joint initiatives (like procurement bids and training programs), consolidating a regional Indigenous business directory, and nurturing relationships with First Nations partners to better understand how to support existing efforts. This grant is for the IPC, not SIPP and would be an important early investment in the founding of this centre, used to leverage future funding.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input checked="" type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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 IPC pilot will support First Nations, businesses and and Indigenous workers. By increasing access to upskilling training and supporting employers in hiring and attaining Indigenous workers, the IPC aims to help employers find and retain qualified workers and help workers find family-supporting jobs. By providing additional capacity to First Nations and Indigenous businesses, the IPC will support improved access to procurement and other economic development opportunities, supporting the meaningful participation of First Nations in the regional economy.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

This project is led by members of the community it seeks to serve. A need for an IPC to carry out the identified activities was identified by the Indigenous Economy Committee which was co-chaired by Christina Clarke, CEO of the Songhees Economic Development Corporation with input by five First Nation Chiefs and Indigenous business leaders.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

The IPC will be a centre made for and led by Indigenous peoples in this region. Its overarching goal is to remove barriers to full participation in the regional economy by pursuing initiatives identified by the community as key to removing those barriers. All South Island First Nations are invited to direct the vision and governance and to benefit from the centre, along with the Métis Nation of Greater Victoria and the Victoria Native Friendship Centre.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

The IPC will be made for and led by Indigenous peoples in this region. It will provide practical supports (training, procurement bid coordination, etc) that will produce measurable outcomes (trainees, job access and retention, successful bids and partnerships) along with future priorities to be identified by the leadership committee and Phase 1. The goal is for the IPC to be an independent centre within 3 years, led by Indigenous peoples, meeting First Nations where they are at to increase capacity and opportunity without duplicating existing economic development efforts.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 50.00

How many of those people live within the boundaries of the City of Victoria? 30.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 20.00

How many will benefit from the project or program? 2,000.00 Please explain below.

(1250 characters max – do not add extra pages)

Phase 2 aims to directly engage with at least 50 Indigenous businesses in the development of the business directory and through direct outreach. Phase 2 also aims to directly support at least two First Nations as early adopters of the IPC, which stands to benefit the residents of these First Nations.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ 15,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
IPC Coordinator	\$ 45,000.00	July 1 2021 - June 30, 2022
Project management support	\$ 12,000.00	July 1, 2021 - June 30, 2022
Brand and marketing/communications support	\$ 2,000.00	Provided by SIPP staff and contractors
A. Total Project or Program Expenses	\$ 59,000.00	
Administration		
Overhead (SIPP)	\$ 10,000.00	Rent, internet, insurance, landing page
B. Total Administrative Expenses	\$ 10,000.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 69,000.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.		
Total percentage of administrative costs	14.49%	



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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	\$ 15,000.00	Pending <input checked="" type="checkbox"/>		
		Pending <input checked="" type="checkbox"/>		
A. Total Government Funding	\$ 15,000.00			
Corporate Sponsorships				
Financial institutions	\$ 20,000.00	Pending <input checked="" type="checkbox"/>		
Other sponsors	\$ 10,000.00			
B. Total Corporate Sponsorships	\$ 30,000.00			
Matching Funds				
Project management (SIPP staff)	\$ 12,000.00	Confirmed <input checked="" type="checkbox"/>	E. de Rosenroll	
Branding and marketing/communications support	\$ 2,000.00	Confirmed <input checked="" type="checkbox"/>	E. de Rosenroll	
C. Total Matching Funds	\$ 14,000.00			
In-Kind Contributions				
Overhead - SIPP	\$ 10,000.00	Confirmed <input checked="" type="checkbox"/>	E. de Rosenroll	
D. Total In-Kind Contributions	\$ 10,000.00			
Waived Fees and Charges				
E. Total Waived Fees and Charges	\$ 0.00			
TOTAL PROGRAM FUNDING SOURCES (A+B+C+D+E)	\$ 69,000.00	Should equal Total Program Expenditures on page 5		

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**)

It will shorten the runway for the Indigenous Economic Development Coordinator, pending alternative funding sources.



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Strategic Plan Grant Application Form

What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

\$10,000 would provide the project with an amount that could be leveraged for further 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, 2021 To: June 30, 2022

Project or program location: Greater Victoria

Project or program timeline and major milestones.

Date	Milestone
July 2021	Hire Indigenous Economic Development Coordinator
July 2021 - June 30, 2022	Carry out the priority projects as identified by the business plan, the Leadership committee and Working Group.
July 2021 - June 30, 2022	Nurture relationships with First Nations, the business community and government procurement staff
Quarterly	Report on metrics tied to outcomes as identified in the business plan.
July 2021 - June 30, 2022	Support the identification and development of revenue generating activities and partnerships that support increase IPC independence

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 15 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

Emilie de Rosenroll

Name

CEO

Position

January 31, 2021

Date



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Strategic Plan Grant Application Form

SECTION 1. CONTACT INFORMATION

Organization Name: Worker Solidarity Network
Mailing Address: #519-620 View Street, Victoria BC, V8W 1Y5
Contact Person: Kaitlyn Matulewicz Email: kaitlyn@workersolidarity.ca
Telephone: 250-418-5082 Website: https://workersolidarity.ca

SECTION 2. CONTACT INFORMATION – NEIGHBOURHOOD GROUP

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

Name: Kaitlyn Matulewicz
Mailing Address: #519-620 View Street, Victoria BC, V8W 1Y5
Telephone: 250-418-5082 Email: kaitlyn@workersolidarity.ca

SECTION 3. ORGANIZATION INFORMATION

Are you registered under the Society Act? ☒ Yes ☐ No Society Registration Number: S0067746
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**)

WSN supports precarious workers by promoting solidarity, holding businesses accountable, and educating workers on their rights in order to increase inclusion and access, and remove systemic barriers to quality of life for exploited workers. We engage in workplace support campaigns to raise awareness of injustice, collaborate on programs to support marginalized and precarious workers, and engage in focused campaigns targeting specific issues like the need for Paid Sick Days in the wake of COVID.

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

WSN, formerly known as the Retail Action Network (RAN), was born out of an expanding hub of community organizations, labour activists, and non-profits on Vancouver Island in 2016. During that time, we have recovered hundreds of thousands of dollars in stolen wages, provided support to workers in a number of inequitable situations, and in the past year worked with the Employment Standards Coalition to highlight the need for Paid Sick Days to maintain public health and community resilience.

How many paid staff at organization? Full Time: 4.00 Part Time: 3.00

How many volunteer staff at organization? 30.00 Total volunteer hours: 500.00

Can the program run under current COVID-19 Provincial Health Orders? ☒ Yes ☐ No

If the answer is yes, please explain how your program will accommodate the current orders. (max of 750 words – **do not add extra pages**)

The WSN has strived to adhere to, and surpass, the Province's Provincial Health Orders in all its activities since the beginning of the pandemic. All of our organizing meetings take place either online or in outdoor locations with physical distancing and appropriate PPEs in place; our organization shifted to a work from home model for all staff in March 2020, and we provide training to all volunteers and workers on how to maintain COVID safety during WSN activities. As recipients of the Red Cross PPE grant, all staff and volunteers have access to a wide range of PPE including sanitation sprays, masks, shields, and an evolving list of best practices and recommendations as issued by the provincial public health order.

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.



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Strategic Plan Grant Application Form

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	Just Recovery Program (pending grant request)
UFCW #1519	\$ 136,086.00	Salaries, ongoing administrative costs.
Vancouver Foundation-System change grant	\$ 100,000.00	Salaries, ongoing administrative costs.
Van City Credit Union	\$ 20,000.00	Solidarity Steward Program (our front-line support for workers)
Government of Canada	\$ 10,471.00	Canada summer jobs program (hiring part-time limited contract youth)
BCGEU	\$ 7,500.00	Solidarity Steward Program
Red Cross	\$ 65,400.00	One time COVID-19 relief funding. Supporting essential workers project
Freedonia	\$ 4,200.00	Supporting grocery store workers (workers rights training)
Organization's Annual Budget	\$ 368,657.00	

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
Increased momentum for mandated Paid Sick Leave in BC	A petition with 2000 signatures; continuation of campaign in conjunction with Employment Standards Coalition with 10,000 online impressions. Connect with local decision makers from all levels of government to communicate the need for Paid Sick Days for the public good.
Establishing contact directly with BIPOC workers requiring support following COVID-19 to help shape WSN programs towards Just Recovery.	Recruitment of 30 worker-volunteers who can engage in help to educate coworkers and the public on key requirements for a Just Recovery.
Public education on key issues for Just Recovery to increase support on key issues.	Creation of a social media campaign addressing key issues: 60,000 online impressions and 2000 engagements.
Direct support of worker volunteers to create conditions for Just Recovery in the workplace.	Creation of 10 COVID recovery oriented trainings in support of worker issues in collaboration with worker-volunteers.
Connect with industry leaders in the hospitality and retail sectors and employment programs to inform strategic shape of re	Hosting of 10 workshops on a Just Recovery, including info. sessions on updated pandemic restrictions, on vacation times/hours for precarious workers, and how to access other forms of support.
Establish an actionable theory of change to support precarious workers in Victoria.	Distribution of survey to worker participants; review of COV 2021 strategic plan to realign project.

SECTION 6. PROJECT OR PROGRAM INFORMATION

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

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

Project or program title: Pandemic Solidarity: A Just Recovery

Who is your target audience? Precarious workers, who are predominantly racialized or marginalized

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

WSN proposes a Just Recovery Program addressing the intersecting problems highlighted during COVID-19 and the risks that marginalized, precarious workers were forced to contend with in 2020 to build community resilience. COVID-19 highlighted a number of ongoing injustices that will still exist after widespread vaccination; WSN aims to use this historical moment to improve economic inclusion for all to make Victoria a healthy and welcoming city. Our efforts will target the need for Paid Sick Days to preserve worker and public health, as well as the ways that labor, climate, and racial injustice intersected in the COVID-19 crisis in a series of social media campaigns, socially distanced public displays, and interventions aimed at supporting workers whose social, economic, and physical well-being were threatened by COVID-19. Van City Credit Union is interested in helping support this project, but we require additional funding from the City of Victoria to fund our full slate of program activities.



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Strategic Plan Grant Application Form

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input checked="" type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input checked="" type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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"/> Affordable Housing (5.88) | <input type="checkbox"/> Strong, Liveable Neighbourhoods (5.25) |
| <input checked="" type="checkbox"/> Prosperity and Economic Inclusion (5.88) | <input type="checkbox"/> Health, Well-Being and a Welcoming City (5.00) |
| <input type="checkbox"/> Climate Leadership and Environmental Stewardship (5.38) | <input type="checkbox"/> Sustainable Transportation (4.75) |
| <input type="checkbox"/> Reconciliation and Indigenous Relations (5.38) | |

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: A pillar of our Just Recovery program is Paid Sick Days. A 2020 report by the Decent Work and Health Network found that 70 % of low-wage workers do not have paid sick leave. COVID-19 made clear that Paid Sick Days help keep illnesses from spreading while protecting vulnerable workers, making them a critical tool for public health and economic inclusion. WSN will draw on its experience campaigning for Paid Sick Leave with the Employment Standards Coalition to conduct a variety of public awareness activities drawing attention to this crucial issue.

Economic Inclusion: Precarious and unfair work targets recent immigrants, temporary foreign workers, Indigenous persons and young workers exploiting a lack of knowledge about laws about employment and exerting pressure based on unequal social status to extract labor from employees with inadequate compensation. Our activities will draw attention to these injustices and support workers experiencing them.

Climate: Labor exploitation is a global issue that invisibilizes global patterns of production, shipping and consumption; our campaigns will highlight how labour exploitation relates to climate injustice and educate citizens of Victoria on the impacts of their consumer decisions.

How did you consider the impact of the under-served communities in the development of your program?
(1250 characters max – **do not add extra pages**)

The Worker Solidarity Network operates as a network of workers, support structures, and educators to provide key support for addressing workplace injustice (e.g. wage theft, harassment, and discrimination at work). WSN has extensive experience listening to the needs of precarious and exploited workers in Victoria; our Solidarity Stewards program puts us in direct contact with workers requiring support to address workplace injustice, and we maintain an active and engaged contact list throughout the year. In 2020 we expanded our services to support grocery store workers, identifying them as a particularly threatened group during COVID-19, and developed programs addressing complaints we received from employees at several Victoria grocery stores regarding threats to their health during the pandemic. As part of this program, we aim to create partnerships with racialized and religious minority workers throughout British Columbia, and we will directly increase our capacity for providing support, sharpening our ability to address key issues across a broader range of intersectional needs and helping to develop new, more comprehensive resources for worker support.

How does the program advance Council's stated values on equity?
(1250 characters max – **do not add extra pages**)

WSN focuses on addressing workplace and labour injustice and inequity; because of a variety of intersecting factors, workplace injustice aligns with social injustice. Those facing multiple systemic obstacles such as racialization, gender marginalization, mental health discrimination, and language barriers face increased risk of workplace exploitation, especially during moments of upheaval like the COVID-19 crisis. Our goal for this program is to support workers experiencing multiple barriers to inclusion and access so that they can fully participate in Victoria's civic life while also educating the public towards creating conditions of ongoing economic inclusion for everyone, leading to increased community resilience. Our framework of engagement involves directly communicating with groups of marginalized workers so that we can provide assistance and guidance to pursuing equity and fair treatment while simultaneously educating the public by making these issues visible so that they can be addressed with systemic change. We are excited by the City of Victoria's commitment to equity, and eager to collaborate to bring support to the city's most marginalized workers.

How does this program build community capacity and empower communities most impacted by inequities?
(1250 characters max – **do not add extra pages**)

WSN's primary tactics are education, direct support, and building worker leadership. Lower paid sectors worked by marginalized individuals lack many of the labour protections afforded higher paid positions; what protections do exist are unfamiliar to workers, especially when they face obstacles like discrimination, language barriers, internalized racism that diminish the perceived worth of their labour (leading to being underpaid), or other systemic issues. While employment law exists to combat these conditions, workers are frequently denied their rights by inadequate enforcement of existing regulation. Lack of familiarity with local labour laws means that poor, racialized people often fall prey to exploitative employers who exploit this labour illegally, contributing to conditions of systemic racial discrimination. A widespread education campaign is needed to acquaint these workers with their rights and how to address these issues without fear of retribution in collaboration with each other. By connecting precarious workers with other groups experiencing a range of inequities and informing them of their labour rights, WSN helps to build capacity in these communities for addressing social injustice on a broad scale.



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Strategic Plan Grant Application Form

How many people participate in or take advantage of the program for which you are seeking funding? 110.00

How many of those people live within the boundaries of the City of Victoria? 100.00

How many of those people live outside the City of Victoria but within the boundaries of the Capital Regional District? 10.00

How many will benefit from the project or program? 500.00 Please explain below.

(1250 characters max – do not add extra pages)

The activities we are seeking funding for will take place within the City of Victoria; we will conduct a number of separate but interrelated activities designed to work towards Just Recovery from COVID-19. WSN is based in Victoria, and most of our flagship projects directly benefit this city. However, we are in the process of expanding our network to the Lower Mainland and the interior of BC so the tools developed as part of this program will have expanded benefits throughout the Province.

Our goal for this program is to connect with 30 worker-volunteers who want to address COVID recovery in their workplaces to conduct workplace support campaigns with their collaboration; we also hope to meaningfully engage 1500 respondents from BC online in a series of publicly directed surveys focusing on Just Recovery methods and needs.

We believe that raising equity for marginalized groups benefits community resilience more broadly - COVID-19 demonstrated that ignoring the needs of the disenfranchised threatens public health for everyone; the novel coronavirus spreads in conditions of inadequate housing, care, and workplace protections. By making strides towards Just Recovery, our goal is to make Victoria a safe and welcoming city for all.

SECTION 7. PROJECT OR PROGRAM BUDGET

In 2020, Council approved \$592,285 in Strategic Plan Grant awards ranging from \$1,500 to \$32,500 with the average grant awarded of just under \$10,000.

Total project or program amount requested: \$ \$ 25,000.00
Must equal Total Funding Sources from City of Victoria on page 6

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		
Just Recovery Organizer: 30% of \$55,000 annual salary = \$16,500 Communications Coordinator: 15% of \$55,000 = \$8,250	\$ 24,750.00	A new hire that will coordinate this program as a major component of their responsibilities.
Impact Assessment:	\$ 3,000.00	Survey development, distribution, and final report prepared by a third-party.
Printing for pamphlets, booths, workbooks:	\$ 2,000.00	We will prepare booths for socially distanced public education efforts this summer, workbooks for volunteers, and pamphlets to disseminate key lessons.
Marketing costs:	\$ 2,000.00	We will run targeted online ads and transit ads to connect with citizens of Victoria educating them on Just Recovery issues.
Honoraria, bus tickets, and childcare for worker-volunteers:	\$ 6,000.00	WSN's model relies on workers who help us to organize workplace support campaigns; we want to set aside small honoraria to recognize their contributions and make participating in program activities accessible to low-wage workers.
PPEs	\$ 1,000.00	Some of our planned activities will occur in public spaces. We will have to purchase PPEs to protect staff, volunteers, and the general public from the spread of COVID-19 throughout the year.
		Booths: this would be spend on materials needed to create a booth like set-up to do street outreach (e.g. signage, table, possibly a tent)= \$1,000
		Bus tickets: for low wage and underemployed workers to make participating in our programming/service more accessible= \$2,000
A. Total Project or Program Expenses	\$ 38,750.00	Honoraria: for low wage and underemployed workers to make participating in our programming/service more accessible= \$2,000
Administration		Childcare: for low wage and underemployed workers to make participating in our programming/service more accessible=\$2,000
Payroll and Accounting Fees	\$ 4,500.00	
B. Total Administrative Expenses	\$ 4,500.00	
TOTAL PROGRAM EXPENDITURES (A+B)	\$ 43,250.00	Should equal Total Program Funding Sources on page 6
Administrative costs are capped at a maximum of 18% of total budget.	10.40%	
Total percentage of administrative costs		



Finance
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Victoria, BC V8W 1P6
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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	\$ 25,000.00	Pending		
A. Total Government Funding	\$ 25,000.00			
Corporate Sponsorships				
Vancouver Foundation	\$ 3,250.00	Confirmed		
UFCW #1518	\$ 15,000.00	Confirmed		
B. Total Corporate Sponsorships	\$ 18,250.00			
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)	\$ 43,250.00	Should equal Total Program Expenditures on page 5		

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)

Although we are a financially secure organization, in good standing with all levels of government and the CRA, we are experiencing an increased demand for our supports and services. Without financial support from the city, we will not be able to advance this vital project, since our current budget is already utilized; however, our organization's general operations would not be directly impacted.



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What is the minimum level of funding required for the program or project to occur? Please provide an explanation below.
(500 characters max – do not add extra pages)

To sufficiently run the proposed Just Recovery program we will require the full funding amount of \$25,000 from the City of Victoria. This figure is already the baseline amount we will need to sufficiently deliver our Just Recovery program.

SECTION 8. PROJECT OR PROGRAM TIMELINE

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

Project or program dates From: July 1, 2021 To: June 1, 2022

Project or program location: Victoria, BC

Project or program timeline and major milestones.

Date	Milestone
July 2021 - December 2021	Community Outreach and volunteer recruitment: Recruitment of 30 Worker-Volunteers
July 1 - August 2021	Research and development of Just Recovery campaign and materials; creation of educational materials for dissemination online and on-site.
August 2021 - February 2022	Social media campaign development and implementation; A cumulative total of 60,000 impressions and 9,000 engagements.
July - September 2021	Weekly public information booths; 2000 signatures for mandated Paid Sick Days in BC.
September 2021 - June 2022	Twice monthly drop-in worker rights information advocacy clinics.
September 2021 - June 2022	Development and deployment of campaigns targeting worker justice from a COVID-19 recovery framework: 10 interventions.
October 2021 - March 2022	Dissemination of public surveys on Just Recovery; 1500 responses total over four rounds of promotion.
April - June 2022	Impact Assessment: a third-party prepared final report based on a final survey of worker-volunteers and impacted workers.

SECTION 9. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? 75 Total volunteer hours required: 250

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

SECTION 10. PUBLIC ACKNOWLEDGEMENT

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

- ☒ Website
☐ Newspaper Advertisement
☒ Social Media
☒ Newsletter

- ☐ Sponsor Plaque
☒ Annual Report
☐ Other: _____

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

Kaitlyn Matulewicz

Signature

Kaitlyn Matulewicz

Name

Executive Director

Position

January 29, 2021

Date